

Board of Supervisors Re-Organization Meeting
Monday, January 3rd, 2023 @ 6:30 P M
Lynn Twp. - 7911 Kings Hgwy., New Tripoli

Call to Order: The Re-Organization meeting of the Lynn Township Board of Supervisors was called to order by 2021 Chairman Justin N. Smith at 6:30 pm in the Municipal Building. Present were 2022 Chairman, Justin N. Smith, 2022 Vice Chairman, Brian C. Dietrich, 2022 Member, Steve I. Feinour, Secretary/Treasurer Tammy M. White, Asst. Secretary/Treasurer Kathy Hermany, Road Master Bruce Raber, and 1 citizens.

Pledge of Allegiance: The Pledge of Allegiance was conducted.

Media Representation: N/A

Public Comment: None

Accept the Minutes and Direct the Treasurer to pay the bills: Motion was made by Brian C. Dietrich and seconded by Steve I. Feinour to accept the minutes from December 27th 2023 (Close-out Meeting) and to direct the treasurer to pay all the bills. Motion carried unanimously.

Appointments:

- **Temporary Chairman- Temporary Secretary-Direct Temporary Secretary to take the minutes of the Re-org Mtg.** – Steve I. Feinour motioned, seconded by, Justin N. Smith to appoint Brian C. Dietrich as Temporary Chairman to preside over the meeting until formal appointments are made and to appoint Tammy M. White as Temporary Secretary/Treasurer to take the re-org minutes until formal appointments are made. Motion carried unanimously.
- Temporary Chairman, Brian C. Dietrich opened the floor for Appointments.
- **Chairman–** Steve I. Feinour motioned, seconded by Brian C. Dietrich to keep all appointments the same as in 2022. Motion carried unanimously.
 - **Vice Chairman – Brian C. Dietrich**
 - **Member – Steve I. Feinour**
 - **Secretary/Treasurer – Tammy M. White**
 - **Assistant Secretary/Treasurer – Kathy A. Hermany**
- **Chairman Justin N. Smith** took over the meeting at this time.
- **Treasurer's Bond "Reminder"** (Tammy 2020-2023; up for renewal for 2024)
(Kathy 2022-2025; up for renewal for 2026)
- **Township Solicitor – Worth, Magee & Fisher (Marc Fisher).** Brian C. Dietrich motioned, seconded by Steve I. Feinour appointing Worth, Magee & Fisher (Marc Fisher) as Township Solicitor for 2023. Motion carried unanimously.
- **Township Engineer/Zoning Officer/SEO – Keystone Consulting Engineer (Chris Noll).** Steve I. Feinour motioned, seconded by Brian C. Dietrich appointing Keystone Consulting Engineer (Chris Noll) as Township Engineer/Zoning Officer/ SEO for 2023. Motion carried unanimously.
- At this time the Board made a statement to remind all who need to, to complete their notarized Oath of Office forms and Statement of Financial Interest forms and return them to Tammy M. White as soon as possible. These are to be completed by all newly appointed/elected positions by May 1st 2023.
- **2023 BOS meeting dates:** 2nd Thursday of each month are as follows: All mtg's at 6:30 pm. 02/9-03/9-04/13-05/11-06/8-07/13-08/10-09/14-10/12-11/09-12/14, Budget Mtg. Wed. 09/27 close-out Mtg. Wed. 12/27 **Re-Org Meeting dates:** BOS Re-Org Tues. 01/03 @ 6:30; Elected Auditors Re-Org Wed. 01/04 @ 7:00 pm
- **Schedule for the 2023 (6 Township meetings)** Advertising for 2023 done by Heidelberg Twp. 3/13 Lowhill; 06/12 Lynn; 09/11 N. Whitehall; 12/11 Washington Twp. . All meetings will be held at 8:00 am. Advertising for 2024 will be Washington Twp.

Road Report: Bruce Raber, Road master was absent from the meeting, reported for the month of December: (1) Boom Mowing continues. (2) Put up 75 pipe markers. (3) Repaired & replaced a few stop signs and road name signs. (4) Made repairs to boom mower – trucks and salt spreader. (5) Treated and plowed roads. (6) Cut up a lot of trees that came down from high winds. Anticipated work for January: (1) Continue Boom Mowing. (2) Some cold patching. (3) Fill pot holes on dirt roads.

Resolutions:

- **Resolution 2023-01-02**– Steve I. Feinour motioned, seconded by Brian C. Dietrich to adopt Resolution 2023-01 a Resolution **To open and maintain bank accounts at the New Tripoli Bank**; to adopt Resolution 2023-02 a Resolution **To open and maintain safe-deposit box and escrow accounts at the New Tripoli Bank**. Motion carried unanimously.
- **Resolution 2023-03** Brian C. Dietrich motioned, seconded by Steve I. Feinour to adopt A Resolution **To establish a User Fee Schedule for 2023**; with the following changes made: ZHB Fees will be \$650.00 for Residential and \$900.00 for commercial and the Park Rental fee for the Pavilion with the bathroom and kitchen will now be \$200.00 to rent. Motion carried unanimously.
- **Resolution 2023-04** Steve I. Feinour motioned, seconded by Brian C. Dietrich to adopt **A Resolution Establishing a Fee Schedule for Engineering or Municipal Consultant fees for subdivision and land development review**. Motion carried unanimously.

Appointments/Resolutions:

At this time the Board reviewed all candidates that had applied, or offered to serve another term, for positions on the various committees: **PC-** Larry Bachman and Amanda Dietrich **ZHB-** ????????? **Building Code of Appeals-** Jay Scheffler.

- **Resolution 2023-05 -Planning Commission** - Terms End 01/01/2027 (**2 Vacancy**) (**4 Year Term**) – Brian C. Dietrich made a motion, seconded by Steve I. Feinour, adopting resolution number 2023-05, to reappoint Larry Bachman and to newly appoint Amanda Dietrich to the Planning Commission for 4 year terms; ending 01/01/2027. Motion carried unanimously.
- **Resolution 2023-06 -Zoning Hearing Board** - Term Ends 01/01/2026 (**1 Vacancy**) (**3 Year Term**) Tabled till February BOS meeting. Tammy M. White will call Alternate, Ron Jerdon to see if he would be interested in Willard Wanamaker' s term.
- **Resolution 2023-07-Building Code of Appeals Board Member** - Term Ends 01/01/2028 (**1 Vacancy**) (**5 Year Term**) Brian C. Dietrich motioned, seconded by Steve I. Feinour to adopt resolution number 2023-07, which reappoint Jay Scheffler to the Building Code of Appeals Board as a member for another 5 year term ending 01/01/2028. Motion carried unanimously.
- **Resolution 2023-08-Tax Collector Rate Schedule 2023:** A motion was made by Steve I. Feinour and seconded by Brian C. Dietrich adopting Resolution number 2023-08 setting the Tax Collector Commission for Lynn Twp. for Real Estate/Street Light taxes @ 5% Commission Motion carried unanimously.
- **EAC Committee:** TBD.
- **Building/Plumbing/Electrical Inspector** – Steve I. Feinour motioned, seconded by Brian C. Dietrich to reappoint the following three inspection agencies: **Barry Isett; Keller Zoning, Lehigh Valley Inspections** and that at the time of application the applicant is bound to make a selection of one inspection agency. Motion carried unanimously.
- **Building Code Official (B.C.O.)** –A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour appointing Paul Jarrett from Lehigh Valley Inspections as BCO. Motion carried unanimously.
- **Alternate Building Code Official (B.C.O.)**- Further discussion will be had with Tara Jones when she takes over Kathy Hermany's position.
- **Emergency Management Coordinator** – A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour appointing **Phil Hobel** as Emergency Management Coordinator. Motion carried unanimously. A second motion was made by Brian C. Dietrich and seconded by Steve I. Feinour to pay the EMC's first 48 hours from the 2K stipend and after that pay him \$25/hr. plus mileage, set by the 2023 IRS Standard, for his time missed from his job when performing EMC tasks. Motion carried unanimously.
- **Deputy Emergency Management Coordinator** – Currently no one for position
- **Road Master**– Brian C. Dietrich motioned, seconded by Steve I. Feinour to reappoint **Bruce Raber** as Road Master/Superintendent. Motion carried unanimously.
- **Assistant Road Master**- Justin N. Smith motioned, seconded by Steve I. Feinour to reappoint **Joseph Wisser** as Assistant Road Master/Superintendent. Motion carried unanimously. The BOS directed Bruce Raber to discuss this position with Joe Wisser and Jarett White.
- **Voting delegate/Twp Employees for PSATS 2023 Convention** – Justin N. Smith motioned seconded by Steve I. Feinour approving a township representative (Supervisors, Kathy Hermany, Tammy White, Bruce Raber or Joe Wisser) to attend the 2023 Convention and for any of the listed individuals as voting delegate; and to also include any member of the Planning Commission who wish to attend, and to pay for hotel accommodations for a 2 night stay as well as hourly salary up to 8 hrs. Motion carried unanimously.

- **Tax Collector for Income & Occupational Privilege Tax (Wage taxes)** – Steve I. Feinour motioned, seconded by Brian C. Dietrich to reappoint **Berkheimer & Associates** as the EIT tax collector for 2023. Motion carried unanimously.
- **Appoint Supervisor Representative for Northwestern Recreation Commission-** Brian C. Dietrich motioned, seconded by Steve I. Feinour appointing **Justin N. Smith** as the representative for 2023 to the Northwestern Recreation Commission. Motion carried unanimously.
- **Appoint Supervisor Representative for Agricultural Land Preservation Commission-** Steve I. Feinour motioned, seconded by Justin N. Smith appointing **Brian C. Dietrich** as the representative for 2023 to the Agricultural Land Preservation Commission. Motion carried unanimously.
- **Appoint Supervisor Representative for Crime Watch-** Brian C. Dietrich motioned, seconded by Justin N. Smith appointing **Steve I. Feinour** a representative for the Crime Watch. Motion carried unanimously.
- **Appoint Supervisor Representative for Jordan Creek Water Shed Committee Act 167** – Brian C. Dietrich motioned, seconded by Justin N. Smith appointing **Steve I. Feinour** as representative for the Jordon Creek Water Shed Committee Act 167. Motion carried unanimously.
- **Appoint Supervisor for County COG** – Brian C. Dietrich motioned, seconded by Steve I. Feinour appointing **Justin Smith** a supervisor for the County COG. Motion carried unanimously.
- **Steering representative to Emergency Services Steering Committee-** Brian C. Dietrich motioned, seconded by Justin N. Smith appointing **Steve I. Feinour** as representative to the Emergency Services Steering Committee. Motion carried unanimously.
- **Vacancy position for the Board of Supervisors** – Steve I. Feinour motioned, seconded by Brian C. Dietrich appointing **Kermit E. DeLong** to the Vacancy Position to the Board. Motion carried unanimously.
- **Miscellaneous: None**
- **Establish mileage reimbursement for employees on Township business** – The BOS stated that Resolution 2006-19 was adopted authorizing Lynn Twp. to pay mileage reimbursement at the same rate that is set by the internal revenue service. **Note:** The IRS mileage rate for 2023 is .62.5 cents per mile.
- **Employee wages 2023:** Brian C. Dietrich motioned, seconded by Justin N. Smith to give 4.5% wage increase across the board. Motion carried unanimously.

	<u>2022 wages</u>	<u>2023 Wages</u>	<u>Increase/hourly</u>	<u>Increase yearly</u>
Tammy White	\$25.97	\$27.14	1.17/hr.	\$2,433.60/year
Kathy Hermany	\$23.42	\$24.47	1.05/hr.	\$2,184.00/year
Bruce Raber	\$31.15	\$32.55	1.40/hr.	\$2,915.00/year
Jarett White	\$23.00	\$24.04	1.04/hr.	\$2,163.20/year
Joseph Wisser	\$25.94	\$27.11	1.17/hr.	\$2,433.60/year
Derek Dorney	\$22.00	\$22.99	.99/hr.	\$2,059.20/year
Ed Sawyer	\$18.00	\$18.81	.81/hr.	\$1,684.80/year
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Park Part/Time Bobby	\$13.91/hour	\$14.54	.63/hr.	
Park Part/Time Tina	\$16.05/hour	\$16.77	.72/hr.	
PT Road Crew no CDL	\$18.00	\$18.81	.81/hr.	
Cleaning	\$16.05/hr.	\$16.77	.75/hr.	

**TOTAL \$15,873.40**

- **2023 Holidays-** Holiday schedule as stated in the personnel manual.  
 New Years Day (and a ½ day proceeding New Year's Day)  
 Good Friday  
 Memorial Day  
 Independence Day  
 Labor Day  
 Veteran's Day  
 Thanksgiving Day  
 Black Friday  
 Christmas Day (and a ½ day preceding Christmas)  
 Day after Christmas (Floating Holiday)

**Public Comment:** 1. Fritz Najarian expressed his concerns to the BOS regarding the intersection of Schochary Rd. & Kistler Valley Rd. The BOS directed Tammy M. White to write a letter to Penn Dot to see if they can possible do something to make the stop sign more visible by painting "Stop Ahead" on the road.



**Announcements:** Elected Auditors Re-Org Wednesday, January 4, 2023 @ 7:00 pm  
Next Regular BOS meeting Thursday, February 9, 2023 @ 6:30 pm

**Adjournment:** A motion was made by Brian C. Dietrich seconded by Steve I. Feinour to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:19 pm.

**As of January 31, 2023**

Account	Balance
General Fund	157,812.93
Capital Reserve	5,479.66
CD's	944,746.56
Covid	153,164.70
Zoning/Subdivision	72,954.37
Veteran	37,019.60
HLLW COG	84,376.79
State Road	138,511.54
Equipment	153,114.05
Street Light	671.06
Park	81,270.66
Recreation	15,664.28
<b>Total</b>	<b>1,844,786.20</b>

**TOTAL**

Income-GENERAL FUND

301 · Real Property Taxes	
301.10 · Real Estate Tax-Current	1,318.69
301.40 · Delinquent RE Tax-Tax Claim	217.31
Total 301 · Real Property Taxes	1,536.00
310 · Local Tax Enabling Act	
310.10 · Real Estate Transfer Tax	3,724.49
310.20 · Earned Income Tax	
310.21 · Earned Income Tax-Current	15,848.76
Total 310.20 · Earned Income Tax	15,848.76
Total 310 · Local Tax Enabling Act	19,573.25
331 · Fines	
331.10 · Court - Magistrate	7.27
Total 331 · Fines	7.27
360 · Gen. Govt. Charges for Services	
362 · Public Safety	
362.40 · Protective Inspection Fees	
362.41 · Building Permit	
362.41B · BLDG/Alter/Repair Permit	1,045.00
362.41D · Driveway Permit	100.00
362.41F · Building Permit Filed	250.00
362.41S · Accessory Struc < 1000 ft	50.00
Total 362.41 · Building Permit	1,445.00
362.42 · Electrical Permit	220.00
362.43 · Plumbing Permit	120.00
Total 362.40 · Protective Inspection Fees	1,785.00

362.47 · State fees for Permits	31.50
Total 362 · Public Safety	1,816.50
Total 360 · Gen. Govt. Charges for Services	1,816.50
<b>Total Income</b>	<b>22,933.02</b>

Expense

400 · General Government	
400.00 · Legislative (Governing) Body	
400.05 · Supervisor Salaries	468.75
Total 400.00 · Legislative (Governing) Body	468.75
403 · Tax Collection	
403.16 · Commission Paid as Compensation	458.21
403.23 · Postage for Tax Collector	60.00
403.99 · Misc.	11.00
Total 403 · Tax Collection	529.21
404 · Solicitor/Legal Services	822.15
405 · Secretary/Clerk	
405.12 · Salary Township Secretary	4,392.40
Total 405 · Secretary/Clerk	4,392.40
406 · Other General Govt. Admin	
Payroll	-1,483.50
406.12 · Salary Full Time Staff	5,845.21
406.21 · Office Supplies	6,605.67
406.23 · Postage	90.59
406.32 · Communication - Phone/Wireless	1,155.86
406.34 · Advertising	174.00
406.38 · Rentals	178.05
406.99 · Payroll Processing Fees	1,526.00
Total 406 · Other General Govt. Admin	14,091.88
408 · Engineering Services	
408.99 · Township engineer	618.76
Total 408 · Engineering Services	618.76
409 · General Government Bldg&Plants	
409.36 · Public Utility Services (TWP)	3,229.44
409.37 · Repairs and Maint.	1,595.00
409.99 · Heating - Oil/Propane	2,624.74
Total 409 · General Government Bldg&Plants	7,449.18
Total 400 · General Government	28,372.33
410 · Public Safety	
411 · Fire	
411.98 · New Tripoli FC Fuel	182.32
411.99 · Fire Company - Miscellaneous	274.35
Total 411 · Fire	456.67
413 · Code Enforcement	
413.31 · Code enforcement pro. service	922.50
Total 413 · Code Enforcement	922.50
414 · Planning & Zoning	

414.99 · Salary Zoning Officer	733.75
Total 414 · Planning & Zoning	733.75
415 · Emergency Management and Comm.	
415.21 · EMS Office Supplies	0.00
415.31 · EMS - Professional Services	987.50
415.33 · EMS - Transportation	129.92
Total 415 · Emergency Management and Comm.	1,117.42
419 · Other Public Safety	
419.99 · PA One Call	4.46
Total 419 · Other Public Safety	4.46
Total 410 · Public Safety	3,234.80
420 · Health and Human Services	
422 · Vector (Animal) Control	
422.99 · Stray Animals	1,825.00
Total 422 · Vector (Animal) Control	1,825.00
Total 420 · Health and Human Services	1,825.00
430 · Public Works Hwy,Rds,Streets	
432 · Winter Maintenance	
432.14 · Salaries Winter Maintenance	17,439.19
Total 432 · Winter Maintenance	17,439.19
437 · Repair of Tools & Machinery	
437.98 · Repair of Machinery	407.40
437.99 · Truck Repair	99.20
Total 437 · Repair of Tools & Machinery	506.60
438 · Road/Bridge Maint. and Repair	
438.25 · Repairs & Maint Supplies	4,011.97
438.99 · Truck Fuel	2,111.00
Total 438 · Road/Bridge Maint. and Repair	6,122.97
Total 430 · Public Works Hwy,Rds,Streets	24,068.76
450 · Culture-Recreation	
454 · GF Parks	
454.12 · Parks full time staff (GF)	3,009.60
454.25 · Repairs & Maint Supplies	417.90
Total 454 · GF Parks	3,427.50
Total 450 · Culture-Recreation	3,427.50
480 · Misc. Expense	
481 · Employer paid Taxes	
481.10 · Employer paid FICA	1,936.22
481.20 · Employer paid Medicare	452.83
481.30 · Employer paid Unemployment Comp	1,150.74
Total 481 · Employer paid Taxes	3,539.79
486 · Insurance	
486.10 · Insurance - Liability	2,913.15
Total 486 · Insurance	2,913.15
487 · Other Group Insurance Benefits	

487.01 · Health Insurance	14,749.26
487.02 · Life Insurance	180.54
487.04 · Workers Compensation Vol Fire	1,215.00
Total 487 · Other Group Insurance Benefits	16,144.80
Total 480 · Misc. Expense	22,597.74
<b>Total Expense</b>	<b>83,526.13</b>
<b>Net Income</b>	<b>-60,593.11</b>
	<b>Jan 23</b>
Income-LIGHT FUND	
383.11 · Street Lighting Tax	165.44
<b>Total Income</b>	<b>165.44</b>
<b>Total Expense</b>	<b>0.00</b>
<b>Net Income</b>	<b>165.44</b>
	<b>Dec 22</b>
Other Income/Expense-CR	
Other Income	
341.02 · Interest on Savings	3.59
<b>Total Other Income</b>	<b>3.59</b>
<b>Net Other Income</b>	<b>3.59</b>
<b>Net Income</b>	<b>3.59</b>
	<b>Jan 23</b>
Total IncomeLFF	0.00
Expense	
430 · LFF Public Works	
432 · Winter Maintenance	2,796.45
438 · Maint./Repair Roads & Bridges	277.42
Total 430 · LFF Public Works	3,073.87
<b>Total Expense</b>	<b>3,073.87</b>
<b>Net Income</b>	<b>-3,073.87</b>
	<b>Dec 22</b>
Income-HLLW	
341.02 · Interest on Savings	55.20
<b>Total Income</b>	<b>55.20</b>
<b>Total Expense</b>	<b>0.00</b>
<b>Net Income</b>	<b>55.20</b>
	<b>Jan 23</b>
Income-RECREATION	
367.99 · Rec Fee from Subdivision	3,000.00
<b>Total Income</b>	<b>3,000.00</b>
<b>Expense</b>	<b>0.00</b>
<b>Net Income</b>	<b>3,000.00</b>
	<b>Dec 22</b>

Income-**ESCROW**

341.000 · Interest Earnings	
341.01 · Interest on Checking	2.40
341.02 · Interest J&M, LLC	42.25
Total 341.000 · Interest Earnings	44.65
Total Income	44.65
Expense	0.00
Net Income	44.65
	Jan 23

Income-**PARK**

342.59 · Rental of Park Facilities	625.00
387 · Contributions and Donations	20.00
Total Income	645.00
Expense	
454 · Parks	
454.25 · Repairs & Maintenance Supplies	125.00
454.36 · Public Utilities	1,004.71
454.38 · Rental	514.00
Total 454 · Parks	1,643.71
Total Expense	1,643.71
Net Income	-998.71
	Dec 22

Income-**EQUIPMENT**

341.02 Interest on Equip Fund	112.90
Total Income	112.90
Expense	0.00
Net Income	112.90
	Dec 22

Ordinary Income/Expense-**Veterans**

Income	
341.03 Interest Memorial Fund	18.10
357.01 Grants/Donations	160.00
Total Income	178.10
Gross Profit	178.10
Expense	
492.95 Transfer to General Fund	18,865.00
Total Expense	18,865.00
Net Ordinary Income	-18,686.90
Net Income	-18,686.90
	Dec 22

Income-**Covid**

341.03 Interest Covid Fund	112.66
Total Income	112.66



	Expense	0.00
Net Income		<u>112.66</u>
Total Income (all accounts)		<u>27,250.56</u>
Total Expense (all accounts)		<u>107,108.71</u>
Net Income(all accounts)		<u><u>-79,858.15</u></u>

Respectfully  
Submitted,  
Tammy M. White  
Secretary/Treasurer  
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org).doc

*Tammy M. White*

