

Board of Supervisors
Thursday, August 10th, 2023 @ 6:30 PM
Lynn Twp.~7911 Kings Hgwy., New Tripoli

Call to Order: The regular meeting of the Lynn Township Board of Supervisors was called to order by Chairman Justin N. Smith at 6:30 pm in the Municipal Building. Present were President Justin N. Smith, Vice Chairman Brian C. Dietrich, Member Steve I. Feinour (absent), Secretary/Treasurer Tammy M. White (absent), Admin/Zoning office Secretary Trish Burkhardt, Road Master Bruce Raber, Engineer Eric Snyder, Solicitor Marc Fisher, and approximately 9 citizens.

Pledge of Allegiance: The Pledge of Allegiance was conducted.

Media Representation: Marieke Andronache NWP.

Public Comment: 1. Eric Snyder (KCE President) introduced himself & their services. Mr. Snyder updated the BOS with the Park Pavilion update: well test shows it is capable of handling increase; bids for expansion will be in by October BOS meeting. Mr. Snyder also addressed zoning coverage would be indefinitely until township can find someone else. Ryan Christman will fill the vacancy for now however, they may need to request the meeting dates be changed due to conflict with Lowhill Township's meeting being the same night as Lynn Townships.

Accept the Minutes and Direct the Treasurer to pay the bills: A motion was made by Brian C. Dietrich and seconded by Justin N. Smith to accept the minutes from 07/13/23 and direct the treasurer to pay the bills. Motion carried unanimously.

Fire Companies: LPFC no attendance; NTFC Assistant Fire Chief, Nick Gruber reported for the NTFC: 108 Emergency calls to date; 5 fire team members taking FF II Pro Board certification at St. 10; 1 FF attended a flashover survival training held at Germansville Fire Co.; 1 FF is completing his FFI certification at Fogelsville Fire Co.; Josh McQuilken completed his EMT certification through Cetronia Ambulance Corps; 1 FF completed his EVOC certification; 7th annual fall bash tickets are in very short supply for this year's event on September 16th; Pepperidge farm bread sale was again a huge success for our community; the yard sale at Ontelaunee Park was a great success with many people in attendance; the fire team will be at Night in the Country on August 19th. There will be free handouts, t-shirts for sale, and the Ford Bronco will be on display. The 7th annual bash tickets are on sale with very limited quantity; The new Polaris ranger UTV has been delivered, lights, and siren package have been installed and the skid unit should arrive this week.

Road Report: Bruce Raber, Road master, reported for the month of July: (1) Helped Heidelberg, Lowhill Twp. With oil & chipping (all 4 twp. Are finished). (2) Regraded all mountain roads & stoned them (dirt Roads). (3) Did some tree trimming & weed whacking at intersections. (4) All roads that were oiled and chipped were swept. (5) Cleaned out gutters on 3 roads. (6) Did some cold patching. (7) Shoulder mowing continues. (8) Did some concrete work at inlet ends of pipes. Anticipated work for August: (1) Continue shoulder mowing. (2) Work on a few more dirt roads. **1999**

Truck Bid/Award: A motion was made by Brian C. Dietrich seconded by Justin N. Smith approving the highest bid, that was done on Municibid, for \$15,800.00 for the 1999 Truck won by Samuel Probst of Lock Haven, PA. Motion carried unanimously.

Park: Northwestern Lehigh Firefighter Foundation: Ron Jerdon and Chad Butters made a formal request on behalf of the foundation for permission to build 2 memorial @ Ontelaunee Park; 1 to be located near the Snyder memorial in honor of a FF; and 1 "spray park" in memory of Zach & Marvin. They also requested to have fees waived for May 4, 2024 FF Appreciation Day Event (to be run by volunteers for the NWL Firefighters. Landscape architect, Chris Brown is working on a conceptual plan. A motion was made by Brian C. Dietrich and seconded by Justin N. Smith to waive fee and approve permission @ park for the conceptual plan to be submitted. Motion carried unanimously. Seven Springs

Brewery Concert: The owner spoke of idea to enhance the utilization of the park by doing concert series. 7 Sirens would use their liquor license and insurance to host, sponsor and fund. Justin N. Smith brought up about an alcohol at the Park. Residents concern to balance with local business owners interest. Brian C. Dietrich expressed his concerns about liability. The owner of 7 Sirens would be insured and liable for up to 2 million dollars. Justin N. Smith decided to abstain since he will soon be off the board. The request is tabled due to only Brian C. Dietrich in attendance to vote on decision.

FT Park/RC Employee: Justin N. Smith and Brian C. Dietrich reviewed 4 applications – forwarding Mr. Kunkle & Mr. Snyder to Bruce to conduct interviews. A motion was made by Brian C. Dietrich and seconded by Justin N. Smith authorizing Bruce Raber to select which applicant to offer the employment to at the current established rate and to choose the date of hire subject to ratification and next board meeting. Motion carried unanimously.

Appoint Deputy EMC: A motion was made by Brian C. Dietrich and seconded by Justin N. Smith appointing Dawn Didra as Deputy EMC. Motion carried unanimously.

Solar Ordinance: The solar ordinance was reviewed at a joint workshop and revisited at a Planning Commission meeting last month to update & fill in blanks from joint workshop. Solicitor Marc Fisher re-drafted the ordinance and Planning Commission wanted it moved directly to the board for further action. Justin N. Smith asked Solicitor Marc Fisher if it was ok if he needs wording in a sentence changed as he had not fully reviewed. Marc Fisher said there would be time for that yet as it still needs to be reviewed by the LVPC. A motion was made by Brian C. Dietrich and seconded by Justin N. Smith to advertise the ordinance after the LVPC review comes in. Motion carried unanimously.

Holding Tank Agreement: A motion was made by Brian C. Dietrich and seconded by Justin N. Smith to approve and sign agreement for escrow for Holding Tank Agreement. Motion carried unanimously. Parties in attendance signed and notarized copy to be returned to solicitor.

Miscellaneous: (1) Trish brought the rock veneer wall of the bandshell to the boards attention. Steve I. Feinour was previously looking into it. Trish will ask him to follow up or find alternate option. (2) Trish had a request from a resident Suzanne Ruhe to see if the board would be interested in offloading/selling the pile of 4' concrete parking stops behind the park dumpster. The price new is (\$29-\$51). The BOS tabled and will make a determination after first checking with the fire departments to see if they could use them. The BOS will revisit at the September meeting. (3) Justin revisited the need to look into zoning officer options and which direction to take. Both Justin and Brian agreed there was not enough work for hiring someone full-time for the position. Both agreed that the township should look into another firm for part-time 3rd party coverage since KCE is looking to get out of this service. Justin assigned Trish to reach out to Lehigh, Arrow, and Hanover Engineering Firms for available services and costs. (4)

Public Comment: Resident Cindy Gallagher, 8006 S. Alley, Lynnport, addressed the board about a complaint she filed on her neighbor's positioning of a concrete pillar. Solicitor, Marc Fisher mirrored the zoning officers response that this is a private civil matter and the township has no jurisdiction. Suggested she seek the assistance of legal counsel on the matter.

Announcements: Night in the Country is scheduled for Saturday, August 19, 2023 from 4-10pm, with a rain date of Sunday the 20th.

Adjournment: A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 6.58 pm

As of August 31, 2023

Account	Balance
General Fund	240,611.74
Capital Reserve	5,417.48
CD's	793,168.83
Covid	134,823.58
Zoning/Subdivision	73,820.95
Veteran	24,120.05
HLLW COG	83,209.85
State Road	123,229.84
Equipment	140,502.96
Street Light	5,590.77
Park	86,325.28
Recreation	12,696.14
Total	1,723,517.47

TOTAL

Income-General Fund

301 · Real Property Taxes

301.10 · Real Estate Tax-Current	1,524.32
301.22 · Street Light Tax-Prior	89.04
301.40 · Delinquent RE Tax-Tax Claim	0.64

Total 301 · Real Property Taxes 1,614.00

310 · Local Tax Enabling Act

310.10 · Real Estate Transfer Tax	5,105.80
310.20 · Earned Income Tax	
310.21 · Earned Income Tax-Current	111,499.62

Total 310.20 · Earned Income Tax 111,499.62

Total 310 · Local Tax Enabling Act 116,605.42

321 · Business Licenses and Permits

321.80 · Cable Television Francise	12,673.23
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Total 321 · Business Licenses and Permits 12,673.23

341 · Interest

341.01 · Interest on Checking 147.13

Total 341 · Interest 147.13

342 · Interest, Rents & Royalties

342.53 · Royalties from Cell Tower Rent 1,331.00

Total 342 · Interest, Rents & Royalties 1,331.00

356 · State Payments in Lieu of Taxes

356.02 · Game Commission 2,017.55

Total 356 · State Payments in Lieu of Taxes 2,017.55

360 · Gen. Govt. Charges for Services

361 · General Government

361.21 · Office Supplies 250.00

361.81 · Business Permit 50.00

Total 361 · General Government 300.00

362 · Public Safety

362.40 · Protective Inspection Fees

362.41 · Building Permit

362.41B · BLDG/Alter/Repair Permit 4,933.50

362.41D · Driveway Permit 125.00

362.41F · Building Permit Filed 604.50

362.41N · Re-inspection 0.00

362.41S · Accessory Struc < 1000 ft 3,185.00

Total 362.41 · Building Permit 8,848.00

362.42 · Electrical Permit 125.00

362.44 · Sewage Permits (SEO Fees) 3,031.00

Total 362.40 · Protective Inspection Fees 12,004.00

362.47 · State fees for Permits 58.50

Total 362 · Public Safety 12,062.50

Total 360 · Gen. Govt. Charges for Services 12,362.50

Total Income 146,750.83

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 85.90

Total 403 · Tax Collection 85.90

404 · Solicitor/Legal Services

1,232.00

405 · Secretary/Clerk

405.12 · Salary Township Secretary 8,042.40

Total 405 · Secretary/Clerk 8,042.40

406 · Other General Govt. Admin

Payroll -1,549.60

406.21 · Office Supplies 249.45

406.23 · Postage 247.09

406.32 · Communication - Phone/Wireless	580.11
406.34 · Advertising	240.97
406.38 · Rentals	737.97
406.42 · Membership/Dues	124.80
406.46 · Mtg., Conf., Cont.Ed.	305.00
406.48 · Internet Fees/Web Design	280.00
406.99 · Payroll Processing Fees	<u>793.00</u>
Total 406 · Other General Govt. Admin	2,008.79
408 · Engineering Services	
408.99 · Township engineer	<u>3,081.88</u>
Total 408 · Engineering Services	3,081.88
409 · General Government Bldg&Plants	
409.36 · Public Utility Services (TWP)	300.14
409.37 · Repairs and Maint.	4,005.15
409.44 · Laundry/Other Sanitary Services	<u>402.48</u>
Total 409 · General Government Bldg&Plants	<u>4,707.77</u>
Total 400 · General Government	19,627.49
410 · Public Safety	
411 · Fire	
411.99 · Fire Company - Miscellaneous	<u>274.35</u>
Total 411 · Fire	274.35
413 · Code Enforcement	
413.31 · Code enforcement pro. service	<u>10,472.00</u>
Total 413 · Code Enforcement	10,472.00
414 · Planning & Zoning	
414.99 · Salary Zoning Officer	<u>1,335.00</u>
Total 414 · Planning & Zoning	1,335.00
419 · Other Public Safety	
419.99 · PA One Call	<u>46.27</u>
Total 419 · Other Public Safety	<u>46.27</u>
Total 410 · Public Safety	12,127.62
430 · Public Works Hwy,Rds,Streets	
437 · Repair of Tools & Machinery	
437.98 · Repair of Machinery	288.85
437.99 · Truck Repair	<u>524.31</u>
Total 437 · Repair of Tools & Machinery	813.16
438 · Road/Bridge Maint. and Repair	
438.14 · Salaries for Road Maint	17,120.41
438.25 · Repairs & Maint Supplies	2,099.93
438.99 · Truck Fuel	<u>2,885.50</u>
Total 438 · Road/Bridge Maint. and Repair	<u>22,105.84</u>
Total 430 · Public Works Hwy,Rds,Streets	22,919.00
450 · Culture-Recreation	
454 · GF Parks	
454.12 · Parks full time staff (GF)	688.07
454.15 · Parks part time staff (GF)	2,096.25

454.25 · Repairs & Maint Supplies	142.02
Total 454 · GF Parks	2,926.34
Total 450 · Culture-Recreation	2,926.34
480 · Misc. Expense	
481 · Employer paid Taxes	
481.10 · Employer paid FICA	1,792.06
481.20 · Employer paid Medicare	419.11
481.30 · Employer paid Unemployment Comp	96.20
483.49 · 457 Pension contribution	793.00
Total 481 · Employer paid Taxes	3,100.37
487 · Other Group Insurance Benefits	
487.01 · Health Insurance	15,886.20
487.02 · Life Insurance	126.28
487.04 · Workers Compensation Vol Fire	1,215.00
Total 487 · Other Group Insurance Benefits	17,227.48
Total 480 · Misc. Expense	20,327.85
490 · Other Financing Uses-exp	
492 · Interfund Operating Transfer	
492.95 · Transfer to Ontelaunee Park	250.00
Total 492 · Interfund Operating Transfer	250.00
Total 490 · Other Financing Uses-exp	250.00

Total Expense	78,178.30
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Net Income	68,572.53
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Aug 23

Income-Light Fund

383.11 · Street Lighting Tax	185.66
Total Income	185.66

Expense

434 · Street Lighting	
434.36 · Street Lighting Electric	1,199.00
Total 434 · Street Lighting	1,199.00
Total Expense	1,199.00

Net Income	-1,013.34
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Aug 23

Other Income/Expense-CR

Other Income

341.02 · Interest on Savings	3.96
Total Other Income	3.96

Net Other Income	3.96
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Net Income	3.96
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Aug 23

Income-LFF

341.01 · Interest on Checking	97.73
Total Income	97.73

Expense	
430 · LFF Public Works	
438 · Maint./Repair Roads & Bridges	15,708.93
Total 430 · LFF Public Works	15,708.93
Total Expense	15,708.93
Net Income	-15,611.20
	Aug 23
Income-HLLW COG	
341.02 · Interest on Savings	59.80
Total Income	59.80
Expense	0.00
Net Income	59.80
	Aug 23
Income-Recreation	
341.01 · Interest on Checking	4.30
Total Income	4.30
Expense	0.00
Net Income	4.30
	Aug 23
Income-Escrow	
341.000 · Interest Earnings	
341.01 · Interest on Checking	3.02
341.02 · Interest J&M, LLC	46.64
Total 341.000 · Interest Earnings	49.66
361 · General Government	
361.96 · Subdivision Escrow Deposit	500.00
Total 361 · General Government	500.00
Total Income	549.66
Expense	0.00
Net Income	549.66
	Aug 23
Income-Park	
341.01 · Interest on Checking	29.56
342.59 · Rental of Park Facilities	650.00
387 · Contributions and Donations	20.00
Total Income	699.56
Expense	
454 · Parks	
454.25 · Repairs & Maintenance Supplies	641.00
454.36 · Public Utilities	341.77
454.38 · Rental	158.98
454.59 · Rental fee Deposit Refund	400.00
Total 454 · Parks	1,541.75
Total Expense	1,541.75

Net Income	<u>-842.19</u>
	<u>Aug 23</u>
Income-Equipment	
341.02 Interest on Equip Fund	105.50
391	400.00
391 Proceeds of General Fixed	
391.10 Sales of vehicles, equip	<u>15,800.00</u>
Total 391 Proceeds of General Fixed	<u>15,800.00</u>
Total Income	<u>16,305.50</u>
Expense	<u>0.00</u>
Net Income	<u>16,305.50</u>
	<u>Aug 23</u>
Ordinary Income/Expense-Veterans	
Income	
341.03 Interest Memorial Fund	16.82
357.01 Grants/Donations	<u>9,050.00</u>
Total Income	<u>9,066.82</u>
Gross Profit	<u>9,066.82</u>
Net Ordinary Income	<u>9,066.82</u>
Net Income	<u>9,066.82</u>
	<u>Aug 23</u>
Income-Covid	
341.03 Interest Covid Fund	<u>108.23</u>
Total Income	<u>108.23</u>
Expense	<u>0.00</u>
Net Income	<u>108.23</u>
Total Income (all accounts)	<u>173,832.05</u>
Total Expense (all accounts)	<u>96,627.98</u>
Net Income(all accounts)	<u>77,204.07</u>

Respectfully Submitted

Tammy M. White
 Tammy M. White
 Secretary/Treasurer

