

Board of Supervisors
Thursday, December 14th, 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 Vice Chairman Steve I. Feinour, at 6:30 pm in the Municipal Building. Present were, Chairman Justin N. Smith, Vice Chairman Brian C. Dietrich, Member Ronald Jerdon, Secretary/Treasurer Tammy M. White, Road Master Bruce Raber, Solicitor Marc Fisher, and approximately 9 citizens. Absent, Engineer Ryan Christman KCE, Admin./Secretary Trish Burkhardt.

Pledge of Allegiance: The Pledge of Allegiance was conducted.

Executive Session: Justin N. Smith announced that the BOS held an executive session to discuss litigation. Those in the session were Justin N. Smith, Brian C. Dietrich, Ronald Jerdon, and Solicitor Marc Fisher.

Media Representation: Marieke Audronache.

Public Comment: 1. On Thursday November 11th the Lynn Township Board of Supervisors, along with The Lynn Township Vacancy Board, Vacancy Board Member Kermit E. DeLong and Lynn Township Board Chairman, Justin N. Smith where served complaint forms from the Office of the Sheriff Lehigh County PA. The forms where a notice of complaint that they have all been sued in court by Frederick K. Najarian. The suit was filed by Mr. Najarian stating that he felt that Kermit E. DeLong spoke with Chairman, Justin N. Smith prior to the vote of Ronald Jerdon to fill the vacant position of Steve I. Feinour. The Plaintiff, Frederick K. Najarian filed the law suit because he felt that the Sunshine Act was not followed. Notice, Dated 12/07/23 was received by Gross McGinley LLP stating that the law suit was discontinued and ended with prejudice. Frederick K. Najarian presented his withdrawal of the law suit during Public Comment, however still stated that he felt that the PA Sunshine Act was still violated.

Accept the Minutes and Direct the Treasurer to pay the bills: *A motion was made by Brian C. Dietrich and seconded by Ronald Jerdon to accept the minutes from 11/09/23 and to direct the treasurer to pay the bills. Motion carried unanimously.*

Subdivisions: *Nancy Smith-Final Donats Peak Rd.: A motion was made by Brian C. Dietrich and seconded by Ronald Jerdon granting final approval based on KCE conditions stated in letter dated 11/15/2023. Motion carried unanimously.*

Ag Security proposal: *Carson & Diane Kressley/Morgan Billig: A motion was made by Brian C. Dietrich and seconded by Ronald Jerdon accepting the proposal of Carson & Diane Kressley/Morgan Billig and directing the staff and solicitor to proceed with the paperwork. Motion carried unanimously.*

Fire Companies: LPFC Asst. Fire Chief Tim VanBlargan reported: 62 calls for the year; Dec. 17th Santa Breakfast from 9am-1pm and after breakfast Santa will be driven around the LPFC district; a small handful of 2000 club tickets are still available. See any FF to get tickets; Christmas filling sale pickup is Dec. 20th from 4-6pm; Lynnport was awarded by DCNR for their 2023 50/50 matching grant. LPFC was awarded with just shy of 5K and according to the list LPFC was the only station in Lehigh County that was awarded funding from the 2023 grant. NTFC Fire Chief Gary Kuntz reported: 157 emergency calls to date; 1 FF is currently completing his VRT certification; 2 new members completed their Hax-Mat Awareness online certification and their NIMS 100,200,700; New Years Eve giveaway tickets are now on sale; A candlelight vigil was held on Thursday 12/7/23 for 2 fallen members; thanks everyone that attended the regional Christmas party on 12/9 featuring the Highway Run Band; completed our PA DOH State certification for our heavy rescue truck, this involved our members meeting certain certification levels, and our truck having the required equipment on it; In the process of renewing our PA State voluntary certification of our members; The paperwork was completed and submitted for the Lehigh County tax rebate of \$150 for active team members that responded to 20% of calls for 2023 and own property in Lynn Township; Annual Santa Run will be on Saturday 12/16, Santa will be at our station from 12-1 pm. The run will state at 1pm; This year's recruitment & retention program paid out \$16,520.88, we received \$7,674.00 from Lynn Township or 46%. Only members that responded to 20% of emergency calls were eligible; PA State certification paperwork for Supervisors to sign.

Road Report: *Bruce Raber, Road master, reported for the month of November:* (1) Boom mowing continues. (2) Cleaned out a few gutters & cut shoulders. (3) Put up 2 new toad signs on Brobst Hill Rd. (Narrow Road next 1 mile – 25 mph. (4) Filled pot holes on dirt roads. (5) Took down 2 large dead trees threatening to fall on road ways. (6) Cleaned & maintained outside fuel tank. (7) Spot salted a few roads. Anticipated work for December: (1) Continue boom mowing. (2) Fill pot holes on dirt roads. (3) Fill a few pot holes on black top roads (cold patch). Township Certification for Employee's: Justin N. Smith spoke with the NWL School District regarding CDL training of Township Employee's. The school has 2 options: 1. Costing 3K per person which comes with a "S" certificate which allows the driving of school bus, as well as the cost of a health physical. 2. Costing 2K per person with the minimum of having 2 individuals. This does not include the "S" certificate or the cost of a physical. Option 2 was proposed with a stipulation that if the employee leaves within 2 years, the cost would be taken from their final pay check. Justin N. Smith will contact the school to let them know and Marc Fisher will prepare any necessary paperwork for the employee to sign. A formal motion will be made at the next meeting. Note: These 2 options are opened to the Fire Companies as well.

Park: 3rd Annual Tree Lighting was a huge success. A special thank you to the Lehigh Chamber of Commerce, LPFC, NTFC and everyone who made the event a success. Disc Golf Expansion: Denny Barr from 3940 Pine Meadows Ln.

Allentown presented the BOS with installing 2 more baskets in the Park. Mr. Barr stated that the 2 have been donated and ready to go. A motion was made by Brian C. Dietrich and seconded by Ronald Jerdon for Mr. Barr to move ahead with the installation of the 2 baskets and to come back with a proposal for what would be 8 more baskets to make the disc golf course an 18 basket course. Motion carried unanimously. John Bailey Park Tree: A motion was made by Justin N. Smith and seconded by Brian C. Dietrich for a tree to be planted in Ontelaunee Park in Honor of the 48 years that John Bailey served on the Lynn Township Planning Commission. Motion carried unanimously.

Forgotten Felines/PA Caring Hearts: A motion was made by Ronald Jerdon and seconded by Brian C. Dietrich approving the 2024 agreement(s) with PA Caring Hearts @ \$40 per cat and will hold dogs till the dog warden picks them up. A cap of 5K; and notice will be given when/if it reaches 4K and to include quarterly reports and Forgotten Felines and Fidos @ \$40 per cat includes rabies and distemper vaccine; \$25 extra for pregnant cats, with a cap of 5K; and notice will be given when/if it reaches 4K and to include quarterly reports. Motion carried unanimously.

2024 Budget: A motion was made by Brian C. Dietrich and seconded by Ronald Jerdon approving the 2024 Budget. Motion carried.

Cable Franchise Resolution: A motion was made by Brian C. Dietrich and seconded by Ronald Jerdon approving Resolution 2023-20: **A RESOLUTION OF THE BOARD OF SUPERVISORS OF LYNN TOWNSHIP, LEHIGH COUNTY, PA APPROVING AMENDMENT NO.1 TO ITS CABLE FRANCHISE AGREEMENT.** Motion carried unanimously.

Tax Collection Reso.-2023-21 : A motion was made by Brian C. Dietrich and seconded by Ronald Jerdon approving Resolution 2023-21 ; **A RESOLUTION SETTING THE FEE FOR A TAX CERTIFICATION, DUPLICATE BILLS, RETURNED OR CANCELLED PAYMENTS IN THE TOWNSHIP OF LYNN, LEHIGH COUNTY, PA.** Motion carried. The resolution sets the Tax Certification at \$20, A Tax Duplicate at \$5 and the cancelled Check fee at \$50 and is effective January 1 2024.

EPD (Environmental Planning & Design): A motion was made by Brian C. Dietrich and seconded by Ronald Jerdon approving the advertisement of a joint Planning Commission and Board meeting on Tuesday, January 16 2024 at 7:00 pm to discuss/review with EPD regarding land/zoning uses in Lynn Township.

Zoning Officer: A motion will be made at the January 2, 2024 re-org meeting to appoint LTL Consultants, LTD as Lynn Townships new Zoning Officer.

Miscellaneous: (1) **Locks:** Brian C. Dietrich stated that it would be a good idea to change the locks on all township facilities and to reprogram the main office door. (2) **Facility Upgrades:** Ronald Jerdon stated that he has seen the working conditions of the road crew and feels that there needs to be some upgrades. (3) **Newsletter:** Ronald Jerdon also suggested that residents would benefit from a Township Newsletter. (4) **Live Streaming:** Brian C. Dietrich stated he would like if the meetings could be live streamed.

(5) **Appreciation/Re-Org Dinner:** The BOS had Tammy White check with Heather Utt @ LPFC to see what Friday nights are available.

Public Comment: (1) **Justin Smith:** Justin N. Smith thanked and spoke highly of all the township employee's including Marc Fisher, regarding his 12 years on the Board. Justin N. Smith added that diversity and different views are needed when serving on the Board of Supervisors. Justin N. Smith ended with it having been a privilege to serve the residents of Lynn Township and wished everyone well.

Announcements: (1) Close-out meeting is Wednesday, December 27, 2023 @ 6:30 pm (**CANCELLED**)
(2) Re-org (BOS) meeting is Tuesday, January 2, 2024 @ 6:30 pm
(3) Elected Auditors Re-org is Wednesday, January 3, 2024 @ 7:00 pm
(4) 2024 BOS meeting dates: 2nd Thursday each month 6:30 pm. Budget Mtg. Wed.

09/25/24 6:30pm. Close-out Mtg. Mon. 12/30/24 6:30pm. Re-Org Meeting dates: BOS Re-Org Tues. 01/2/24 @ 6:30.

Adjournment: A motion was made by Justin N. Smtih and seconded by Brian C. Dietrich to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:21 pm.

Account	Balance
General Fund	216,874.32
Capital Reserve	5,432.84
CD's	793,168.83
Covid	125,594.86
Zoning/Subdivision	74,711.58
Veteran	453.40
HLLW COG	91,839.76
State Road	114,691.21
Equipment	140,539.21
Street Light	1,094.68
Park	105,199.75

Recreation	<u>9,710.92</u>
Total	1,679,311.36

	<u>TOTAL</u>
Income-GENERAL FUND	
301 · Real Property Taxes	
301.10 · Real Estate Tax-Current	626.36
301.40 · Delinquent RE Tax-Tax Claim	<u>4.73</u>
Total 301 · Real Property Taxes	631.09
310 · Local Tax Enabling Act	
310.10 · Real Estate Transfer Tax	8,498.41
310.20 · Earned Income Tax	
310.21 · Earned Income Tax-Current	<u>45,276.60</u>
Total 310.20 · Earned Income Tax	<u>45,276.60</u>
Total 310 · Local Tax Enabling Act	53,775.01
331 · Fines	
331.10 · Court - Magistrate	<u>9.50</u>
Total 331 · Fines	9.50
341 · Interest	
341.01 · Interest on Checking	<u>183.48</u>
Total 341 · Interest	183.48
342 · Interest, Rents & Royalties	
342.53 · Royalties from Cell Tower Rent	<u>1,331.00</u>
Total 342 · Interest, Rents & Royalties	1,331.00
360 · Gen. Govt. Charges for Services	
361 · General Government	
361.30 · Zoning-Subdiv-Land Dev Fees	650.00
361.81 · Business Permit	<u>50.00</u>
Total 361 · General Government	700.00
362 · Public Safety	
362.40 · Protective Inspection Fees	
362.41 · Building Permit	
362.41B · BLDG/Alter/Repair Permit	404.68
362.41F · Building Permit Filed	<u>200.00</u>
Total 362.41 · Building Permit	604.68
362.42 · Electrical Permit	154.50
362.44 · Sewage Permits (SEO Fees)	<u>1,380.25</u>
Total 362.40 · Protective Inspection Fees	2,139.43
362.47 · State fees for Permits	9.00
362.98 · Sign Permit	<u>30.00</u>
Total 362 · Public Safety	<u>2,178.43</u>
Total 360 · Gen. Govt. Charges for Services	2,878.43
392 · Interfund Operating Transfer	
392.95 · Transfer from Vet Mem	<u>5,000.00</u>
Total 392 · Interfund Operating Transfer	5,000.00
395 · Refunds of Prior Yr Expenditure	
395.35 · Insurance & Bonding	23,396.48

395.99 · Refunds of Prior Year Exp.	271.60
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Total 395 · Refunds of Prior Yr Expenditure	23,668.08
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Total Income	87,476.59
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Expense

400 · General Government

400.00 · Legislative (Governing) Body

400.05 · Supervisor Salaries	4,439.95
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400.46 · Meetings & Conferences	199.00
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Total 400.00 · Legislative (Governing) Body	4,638.95
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403 · Tax Collection

403.16 · Commission Paid as Compensation	35.84
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403.23 · Postage for Tax Collector	95.82
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Total 403 · Tax Collection	131.66
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404 · Solicitor/Legal Services	1,774.47
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405 · Secretary/Clerk

405.12 · Salary Township Secretary	7,992.40
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405.35 · Insurance and Bonding	5,598.00
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Total 405 · Secretary/Clerk	13,590.40
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406 · Other General Govt. Admin

Payroll	-2,189.67
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406.21 · Office Supplies	277.43
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406.23 · Postage	70.59
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406.32 · Communication - Phone/Wireless	2,686.59
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406.34 · Advertising	72.65
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406.38 · Rentals	445.00
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406.42 · Membership/Dues	1,309.00
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Total 406 · Other General Govt. Admin	2,671.59
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408 · Engineering Services

408.99 · Township engineer	5,724.38
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Total 408 · Engineering Services	5,724.38
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409 · General Government Bldg&Plants

409.36 · Public Utility Services (TWP)	457.55
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409.99 · Heating - Oil/Propane	2,020.29
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Total 409 · General Government Bldg&Plants	2,477.84
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Total 400 · General Government	31,009.29
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410 · Public Safety

411 · Fire

411.97 · Lynnport FC Fuel	180.99
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411.98 · New Tripoli FC Fuel	473.73
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411.99 · Fire Company - Miscellaneous	484.50
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Total 411 · Fire	1,139.22
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413 · Code Enforcement

413.31 · Code enforcement pro. service	6,687.22
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Total 413 · Code Enforcement	6,687.22
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414 · Planning & Zoning

414.15 · ZHB/PC Salaries	2,760.00
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414.99 · Salary Zoning Officer	<u>1,335.00</u>
Total 414 · Planning & Zoning	4,095.00
419 · Other Public Safety	
419.99 · PA One Call	<u>9.62</u>
Total 419 · Other Public Safety	<u>9.62</u>
Total 410 · Public Safety	11,931.06
430 · Public Works Hwy,Rds,Streets	
432 · Winter Maintenance	
432.14 · Salaries Winter Maintenance	<u>28,088.04</u>
Total 432 · Winter Maintenance	28,088.04
437 · Repair of Tools & Machinery	
437.99 · Truck Repair	<u>2,148.00</u>
Total 437 · Repair of Tools & Machinery	2,148.00
438 · Road/Bridge Maint. and Repair	
438.25 · Repairs & Maint Supplies	1,311.23
438.99 · Truck Fuel	<u>1,559.96</u>
Total 438 · Road/Bridge Maint. and Repair	<u>2,871.19</u>
Total 430 · Public Works Hwy,Rds,Streets	33,107.23
450 · Culture-Recreation	
454 · GF Parks	
454.12 · Parks full time staff (GF)	1,484.10
454.15 · Parks part time staff (GF)	234.78
454.25 · Repairs & Maint Supplies	252.20
454.31 · Parks Professional services	<u>5,000.00</u>
Total 454 · GF Parks	<u>6,971.08</u>
Total 450 · Culture-Recreation	6,971.08
480 · Misc. Expense	
481 · Employer paid Taxes	
481.10 · Employer paid FICA	2,621.07
481.20 · Employer paid Medicare	612.98
481.30 · Employer paid Unemployment Comp	204.04
483.49 · 457 Pension contribution	<u>30,087.78</u>
Total 481 · Employer paid Taxes	33,525.87
486 · Insurance	
486.10 · Insurance - Liability	<u>3,443.20</u>
Total 486 · Insurance	3,443.20
487 · Other Group Insurance Benefits	
487.01 · Health Insurance	12,274.59
487.02 · Life Insurance	92.90
487.04 · Workers Compensation Vol Fire	4,561.00
487.98 · Employer Paid Disability	<u>29.76</u>
Total 487 · Other Group Insurance Benefits	16,958.25
489 · All other unclassified Expenses	
489.98 · Clothing Allowance	<u>627.49</u>
Total 489 · All other unclassified Expenses	<u>627.49</u>

Total 480 · Misc. Expense 54,554.81

490 · Other Financing Uses-exp

491 · Refund of prior year revenues 3,000.00

Total 490 · Other Financing Uses-exp 3,000.00

Total Expense 140,573.47

Net Income -53,096.88

Dec 23

Income-STREET LIGHT

383.11 · Street Lighting Tax 90.30

Total Income 90.30

Expense

434 · Street Lighting

434.36 · Street Lighting Electric 1,202.15

Total 434 · Street Lighting 1,202.15

Total Expense 1,202.15

Net Income -1,111.85

Dec 23

Other Income/Expense-CR

Other Income

341.02 · Interest on Savings 3.72

Total Other Income 3.72

Net Other Income 3.72

Net Income 3.72

Dec 23

Income-LFF

341.01 · Interest on Checking 80.97

Total Income 80.97

Expense 0.00

Net Income 80.97

Dec 23

Income-HLLW COG

341.02 · Interest on Savings 61.74

Total Income 61.74

Expense 0.00

Net Income 61.74

Dec 23

Income-REC

341.01 · Interest on Checking 3.08

Total Income 3.08

Expense 0.00

Net Income 3.08

Dec 23

Income-~~ESCROW~~

341.000 · Interest Earnings	
341.02 · Interest J&M, LLC	43.76
Total 341.000 · Interest Earnings	43.76
Total Income	43.76
Expense	0.00
Net Income	43.76
	Dec 23

Income-~~PARK~~

341.01 · Interest on Checking	33.50
342.59 · Rental of Park Facilities	150.00
387 · Contributions and Donations	20.00
Total Income	203.50
Expense	
454 · Parks	
454.36 · Public Utilities	323.09
Total 454 · Parks	323.09
Total Expense	323.09
Net Income	-119.59
	Dec 23

Income-~~EQUIPMENT~~

341.02 Interest on Equip Fund	105.52
Total Income	105.52
Expense	0.00
Net Income	105.52
	Dec 23

Ordinary Income/Expense-~~VETERANS~~

Income	
341.03 Interest Memorial Fund	18.40
357.01 Grants/Donations	435.00
Total Income	453.40
Gross Profit	453.40
Expense	
492.95 Transfer to General Fund	5,000.00
Total Expense	5,000.00
Net Ordinary Income	-4,546.60
Net Income	-4,546.60
	Dec 23

Income-~~COVID~~

341.03 Interest Covid Fund	94.32
Total Income	94.32
Expense	0.00
Net Income	94.32

Total Income (all accounts)	<u>88,616.90</u>
Total Expense (all accounts)	<u>147,098.71</u>
Net Income(all accounts)	<u><u>-58,481.81</u></u>

Respectfully Submitted, Tammy M. White



Secretary/Treasurer