

Board of Supervisors
Thursday, February 8th, 2024 @ 6:30 PM
Lynn Twp.-7911 Kings Hgwy., New Tripoli

Call to Order: The regular scheduled meeting of the Lynn Township Board of Supervisors was called to order by Chairman Brian C. Dietrich at 6:30 pm in the Municipal Building. Present were Chairman Brian C. Dietrich, Vice Chairman Frederick Najarian, Member Ronald Jerdon. Solicitor Marc Fisher, Engineer Karl Scherzberg, Asst. Secretary/Treasurer, Trisha Burkhardt, Road Master Bruce Raber, Absent: Secretary/Treasurer Tammy M. White and approximately 20 citizens.

Pledge of Allegiance: The Pledge of Allegiance was conducted.

Media Representation: NWP, Marieke Andronache.

Public Comment: 1. Tammy Wesoloski, of Camp Meeting Rd. NT, questioned if there is an ordinance that deals with dog feces on public property. The supervisors directed Engineer, Karl Scherzberg to look into the issue.

Accept the Minutes and Direct the Treasurer to pay the bills: A motion was made by Frederick Najarian and seconded by Ronald Jerdon approving the BOS minutes from 01/02/24 re-org meeting and directing the treasurer to pay the bills. Motion carried unanimously.

Fire Companies: LPFC Assistant Fire Chief Tim VanBlargan reported; 10 calls in 2024; 2000 club drawing is underway; February 18th breakfast 8-12pm; Instructor 1-3 members starting @ Whitehall; EMR Class – 4 members starting @ Whitehall; Easter filling sale pick up March 28th. NTFC Fire Chief Gary Kuntz reported; 20 calls for 2024; Hazmat OPS refresher @ Weisenberg, 1 FF complete; CPR, bloodborne paths stop; new members taking MODS; May calendar tickets out 500; State fire paperwork needs to be signed @ Notary – Ruth Miller; OSFC won 5K max; AFG regional grant w/3 departments; Radio project still coming up to 300K cost; 1 background check turned in; 1 Certificate of recognition for heavy rescue turned in

Emergency Steering Committee: Need for supervisor representative on committee. Brian C. Dietrich made a motion seconded by Fritz Najarian to appoint Ronald Jerdon to the Emergency Steering Committee. Motion carried unanimously.

Ag Security: Resolution 2024-10: Marc Fisher opened the hearing at 6:36 pm, no comments or questions were asked and the hearing was closed at 7:01pm. **Resolution 2024-10:** A motion was made by Frederick Najarian and seconded by Ronald Jerdon approving Resolution 2024-10: **A RESOLUTION APPROVING AGRICULTURAL SECURITY AREA FOR THE KRESSLEY-BILLIG 6 PARCELS TOTALING 103.7925 ACRES; 4997 SCHOCHARY ROAD NEW TRIPOLI, PA 18066; INTO THE AG SECURITY AREA.** Motion carried unanimously.

Road Report: Bruce Raber reported for the month of **January:** (1) Boom mowing continues. (2) Filling in pot holes on black top roads (cold patch). (3) Did some spot shoulder cutting on a few roads. (4) Made repairs on equipment and trucks. (5) Took down a few dead trees along roads. (6) Plowed and treated roads. (7) Regraded hills of dirt roads that washed due to heavy rains. (8) Cleaned out debris from road pipes before and after heavy rains. (9) Replaced & repaired a few stop signs & road name signs. (10) Filled pot holes on dirt roads. Anticipated work for **February:** (1) Continue boom mowing. (2) Fill pot holes on black top roads. (3) Started cleaning up stone & dirt on road sides due to snow plows. **Agreement and Acknowledgement:** Ronald Jerdon provided an overview of agreement & repayment acknowledgment. Frederick Najarian made a motion seconded by Ronald Jerdon to retroactively approve the repayment acknowledgment. Motion carried unanimously. A second motion was made by Frederick Najarian seconded by Ronald Jerdon to retroactively approve the Agreement with the NWLSD. Motion carried unanimously. **Assistant Roadmaster:** A motion was made by Ronald Jerdon and seconded by Frederick Najarian to have Tammy White advertise for the position. Motion carried unanimously.

Park: Disc golf: Dennis Barr installed 1 of 2 baskets previously approved. Map of course extension shared was shared with the BOS. The board would prefer to meet personally and walk through the layout in the park with Mr. Barr and at least 1 supervisor. A date and time will be coordinated. **Band Shell Roof:** Donald Christ estimates it to have been built in 2005/2006. The BOS would like Tammy White to get quotes to repair or replace so she can determine the correct route to take.

Tax Collector- Resolution 2024-11: A motion was made by Ronald Jerdon and seconded by Frederick Najarian approving Resolution 2024-11 ; **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 unanimously. The resolution sets the Tax Certification at \$25, A Tax Duplicate at \$5 and the cancelled Check fee at \$50 and is effective January 1 2024. **Deputy Tax Collector:** A motion was made by Brian C. Dietrich and seconded by Ronald Jerdon appointing Nancy Jacob as the deputy Tax Collector. Motion carried unanimously.

Historical Society: Neil Oswald presented the feasibility of adding a new storage/display structure to the park, 50' X 80' with 4 proposed locations. Site #3; just to the East/South of current Historic buildings. Neil believes it may fall within lease agreement. Funding will all come from the Historical Society donations and will be an extension to supplement storage at the bank while allowing ADA accessible display. Board agreed they would like to see it staked out and a conceptual sketch drawing to maintain park area's character with consensus to go forward.

PA DCNR Grant Application: A motion was made by Ronald Jerdon and seconded by Frederick Najarian to send support letter. Motion carried unanimously. Frederick Najarian thought township should act upon it with the topography of the parcel.

Miscellaneous: 1. **Office Ventilation:** Ronald Jerdon discussed the exhaust fumes coming into the office building and his findings that the dampers were not opening to allow cross ventilation when the exhaust fan is turned. Appears the motor needs to be replaced. 2. **Permit Manager:** Frederick Najarian presented that currently the filing system is all in paper. This program would be digitized and organized property info & files (same one Heidelberg uses and Dawn Didra and Steve Bachman highly recommends) It was stated that Kathy Hermany would be able to do P/T to help with the program. The proposed cost would be 16K for initial set up and \$1,850 annual thereafter. This program is an investment and a time saver. Trish was tasked with checking with Keystone Technology for capability/speed internet. A motion was made by Ronald Jerdon and seconded by Frederick Najarian to move forward with Permit Manager contingent that the township tech can handle. Motion carried unanimously. 3. **Emergency Capabilities:** Shelter location at NTFC has backup generator, but the township buildings does not. Generator to sustain all buildings would be approximately 80K. Can probably use Covid \$\$\$. Phil Hobel also looked into DCD LSA grant as an option which opens Sept 2024. 4. **North Alley:** Township Engineer Karl Scherzberg informed the board that the misplaced map of North Alley had been located which is referred to in 1982-03 Ordinance. Karl Scherzberg feels that Solicitor, Marc Fisher needs to weigh in and the maps appear to confirm the coordinates in the ordinance. Frederick Najarian asked if this had to do with the current paved portion and Karl Scherzberg answered yes and explained that deeds surrounding were corroborating the info. Penny Ct. deeds and subdivision plans shows 33 ft. right of way. Ronald Jerdon asked for clarification that once the legal end weighs in, will KCE be willing to fulfill letter request from ZHB, Karl Scherzberg confirmed. The board was all ok with the process proceeding. 5. **Eagle Scout Project:** Lucas Werley is proposing an Eagle Scout Project to rebuild pedestrian bridge @ Ontelaunee Park due to the rotting/sagging boards. The BOS indicated they would prefer wood/trex composite board to maintain park look (not aluminum). The timeline would be spring/summer 2024. The BOS approved the Eagle Scout project. Lucas Werley is to coordinate with the office in regards to events @ the park. 6. **Joint Workshop:** Tammy M. White will advertise for a joint PC/BOS workshop on MMCP for 3/19/24 @ 7pm to designate zoning locations for assigned uses. 7. **EAC Additions:** Frederick Najarian made a motion seconded by Ronald Jerdon to appoint Kyra Hendrics and Trish Ferraro to the EAC. Motion carried unanimously. A resolution will be drafted for the March 14th meeting adding them to the EAC. 8. **Ag Ventures CAFO:** Frederick Najarian questioned why it's a requirement to advertise. Brian C. Dietrich stated it is a requirement of DEP. The next question was does Lynn Twp have any involvement. Solicitor Marc Fisher stated no. Brian C. Dietrich added in regards to land development plan and planning commission, the township only involved in the buildings/zoning land development only a factor if 1 acre. 9. **AED Service:** Frederick Najarian along with the board thanked Phil Hobel for offering to teach CPR class to township employees. 10. **Madison Village Safety concerns:** Frederick Najarian stated that Madison Village is being used by locals as dirt bike/4 wheeler track. It was suggested that Engineer Karl Scherzberg along with Zoning Officer Ryan Wessner look into this and ask new owners to police the property. 11. **Lynn PC:** Frederick Najarian suggested that the Lynn Township Planning Commission add the following wording to an amendment to the Ordinance to keep ahead of the issues. a. Add community solar into Solar Ordinance 23-01 with ASES & PSES. b. dis-allow principal & community solar on any Lynn Twp parcels that have an Agricultural Easement paid for with public funds; state, county or municipal; c. Initiate annual (??) per acre tax on commercial solar development in Lynn Township and designate proceeds to be used to fund farmland preservation. 12. **LC Farmland Preservation:** Frederick Najarian presented the BOS a proposal with the first ever monetary participation in the LC Farmland Preservation Municipal Partnership Program to raise funding to be used solely toward the preservation of farmland within the township; over-cap appraisals, out-of-order easements, at risk properties. Suggested was to use 50% of Lynn Townships existing property tax collections. Frederick Najarian stated that there was prior discussion that the township doesn't rely on property tax to function. Also suggested by Frederick Najarian was to use other general fund designations: commercial solar tax; some municipalities are instituting a commercial production solar tax. Also not to do by referendum at this time; no need to raise EIT or property taxes. Funds raised can be used toward farmland preservation, purchase of open space, maintenance of existing parks and open space, funds can also be used for conservation easements. Solicitor Marc Fisher will check to see if resolution/ordinance is needed to segregate funds. Noted was that actively serving BOS members would be ineligible.

Public Comment: 1. Andrew Rainford of Schochary Rd. NT questioned the BOS on the Lynnville Hotel Barn structure being partially collapses and unsafe. ZHB had not imposed as condition of Certificate of Occupancy. Township Engineer, Karl Scherzberg asked to inspect site and make determination of what to do. 2. Tammy Wesoloski, of Camp Meeting Rd. NT, brought up the eye sore/hoarding house across from NTB. Solicitor, Marc Fisher stated that supposedly the bank has foreclosed on the property. This will need to be looked into further. Tammy Wesoloski also brought up the nuisance ordinance which states \$25/day or pay for a dumpster to clear. Engineer, Karl Scherzberg and Zoning Officer Ryan Wessner were instructed to also look into the property.

Announcements: 1. Brian C. Dietrich announced that there were 4 executive sessions that were held since the last meeting. 1/11/24 @ 6:30pm for personnel issues; 1/22/24 @ 5:00 pm for personnel issues; 2/8/24 @ 6:00 pm for Emergency Action Plan w/EMC; 2/8/24 @ 6:15 pm for personnel issues.

Adjournment: A motion was made by Frederick Najarian and seconded by Ronald Jerdon to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:36 pm.

As of February 29, 2024

Account	Balance
General Fund	132,615.22
Capital Reserve	5,440.77
CD's	801,196.32
Covid	125,796.21
Zoning/Subdivision	74,814.55
Veteran	25,557.73
HLLW COG	91,971.55
State Road	110,923.78
Equipment	24,709.53
Street Light	1,218.54
Park	105,059.58
Recreation	9,717.49
Total	1,509,021.27

TOTAL

Income-GENERAL FUND

301 · Real Property Taxes

301.40 · Delinquent RE Tax-Tax Claim

88.43

Total 301 · Real Property Taxes

88.43

310 · Local Tax Enabling Act

310.10 · Real Estate Transfer Tax

2,435.30

310.20 · Earned Income Tax

310.21 · Earned Income Tax-Current

123,556.20

Total 310.20 · Earned Income Tax

123,556.20

Total 310 · Local Tax Enabling Act

125,991.50

321 · Business Licenses and Permits

321.80 · Cable Television Francise

12,077.02

Total 321 · Business Licenses and Permits

12,077.02

331 · Fines

331.10 · Court - Magistrate

17.68

Total 331 · Fines

17.68

341 · Interest

341.01 · Interest on Checking

121.80

Total 341 · Interest

121.80

342 · Interest, Rents & Royalties

342.53 · Royalties from Cell Tower Rent

1,464.10

Total 342 · Interest, Rents & Royalties

1,464.10

360 · Gen. Govt. Charges for Services

361 · General Government

361.30 · Zoning-Subdiv-Land Dev Fees

650.00

361.81 · Business Permit

250.00

361.90 · Mechanical/HVAC Permit

75.00

Total 361 · General Government

975.00

362 · Public Safety

362.40 · Protective Inspection Fees	
362.41 · Building Permit	
362.41B · BLDG/Alter/Repair Permit	1,794.00
362.41D · Driveway Permit	50.00
362.41F · Building Permit Filed	450.00
362.41S · Accessory Struc < 1000 ft	<u>255.00</u>
Total 362.41 · Building Permit	2,549.00
362.44 · Sewage Permits (SEO Fees)	<u>1,640.00</u>
Total 362.40 · Protective Inspection Fees	4,189.00
362.47 · State fees for Permits	<u>27.00</u>
Total 362 · Public Safety	<u>4,216.00</u>
Total 360 · Gen. Govt. Charges for Services	5,191.00
392 · Interfund Operating Transfer	
392.95 · Transfer from Vet Mem	<u>865.00</u>
Total 392 · Interfund Operating Transfer	<u>865.00</u>
Total Income	145,816.53

Expense

400 · General Government	
400.00 · Legislative (Governing) Body	
400.05 · Supervisor Salaries	<u>312.50</u>
Total 400.00 · Legislative (Governing) Body	312.50
403 · Tax Collection	
403.16 · Commission Paid as Compensation	<u>0.00</u>
Total 403 · Tax Collection	0.00
404 · Solicitor/Legal Services	525.03
405 · Secretary/Clerk	
405.12 · Salary Township Secretary	<u>6,102.30</u>
Total 405 · Secretary/Clerk	6,102.30
406 · Other General Govt. Admin	
Payroll	-710.09
406.12 · Salary Full Time Staff	1,442.11
406.21 · Office Supplies	9,069.03
406.23 · Postage	200.59
406.32 · Communication - Phone/Wireless	1,497.50
406.38 · Rentals	305.72
406.46 · Mtg., Conf.,Cont.Ed.	214.00
406.99 · Payroll Processing Fees	498.82
406 · Other General Govt. Admin - Other	<u>4,238.55</u>
Total 406 · Other General Govt. Admin	16,756.23
408 · Engineering Services	
408.99 · Township engineer	<u>3,321.00</u>
Total 408 · Engineering Services	3,321.00
409 · General Government Bldg&Plants	
409.36 · Public Utility Services (TWP)	1,860.09
409.99 · Heating - Oil/Propane	<u>3,889.77</u>
Total 409 · General Government Bldg&Plants	<u>5,749.86</u>

Total 400 · General Government	32,766.92
410 · Public Safety	
411 · Fire	
411.99 · Fire Company - Miscellaneous	<u>548.70</u>
Total 411 · Fire	548.70
413 · Code Enforcement	
413.31 · Code enforcement pro. service	<u>4,255.00</u>
Total 413 · Code Enforcement	4,255.00
414 · Planning & Zoning	
414.98 · Zoning Recording/Transcription	375.00
414.99 · Salary Zoning Officer	<u>198.09</u>
Total 414 · Planning & Zoning	573.09
415 · Emergency Management and Comm.	
415.21 · EMS Office Supplies	25.75
415.31 · EMS - Professional Services	<u>50,000.00</u>
Total 415 · Emergency Management and Comm.	50,025.75
419 · Other Public Safety	
419.99 · PA One Call	<u>6.08</u>
Total 419 · Other Public Safety	<u>6.08</u>
Total 410 · Public Safety	55,408.62
430 · Public Works Hwy,Rds,Streets	
432 · Winter Maintenance	
432.14 · Salaries Winter Maintenance	<u>18,491.61</u>
Total 432 · Winter Maintenance	18,491.61
437 · Repair of Tools & Machinery	
437.98 · Repair of Machinery	1,108.55
437.99 · Truck Repair	<u>224.95</u>
Total 437 · Repair of Tools & Machinery	1,333.50
438 · Road/Bridge Maint. and Repair	
438.25 · Repairs & Maint Supplies	1,890.80
438.99 · Truck Fuel	<u>9,428.32</u>
Total 438 · Road/Bridge Maint. and Repair	<u>11,319.12</u>
Total 430 · Public Works Hwy,Rds,Streets	31,144.23
450 · Culture-Recreation	
454 · GF Parks	
454.12 · Parks full time staff (GF)	<u>1,323.25</u>
Total 454 · GF Parks	<u>1,323.25</u>
Total 450 · Culture-Recreation	1,323.25
480 · Misc. Expense	
481 · Employer paid Taxes	
481.10 · Employer paid FICA	1,058.98
481.20 · Employer paid Medicare	247.66
481.30 · Employer paid Unemployment Comp	510.82
483.49 · 457 Pension contribution	<u>2,486.00</u>
Total 481 · Employer paid Taxes	4,303.46
486 · Insurance	

486.10 · Insurance - Liability	650.00
Total 486 · Insurance	650.00
487 · Other Group Insurance Benefits	
487.01 · Health Insurance	10,518.72
487.03 · Workmans Compensation	340.00
487.04 · Workers Compensation Vol Fire	823.00
Total 487 · Other Group Insurance Benefits	11,681.72
489 · All other unclassified Expenses	
489.98 · Clothing Allowance	347.04
Total 489 · All other unclassified Expenses	347.04
Total 480 · Misc. Expense	16,982.22
490 · Other Financing Uses-exp	
492 · Interfund Operating Transfer	
492.92 · Transfer to Equip Fund	35,000.00
Total 492 · Interfund Operating Transfer	35,000.00
Total 490 · Other Financing Uses-exp	35,000.00
Total Expense	172,625.24
Net Income	-26,808.71
	Feb 24

Other Income/Expense-CR	
Other Income	
341.02 · Interest on Savings	3.71
Total Other Income	3.71
Net Other Income	3.71
Net Income	3.71
	Feb 24

Income-LFF	
341.01 · Interest on Checking	80.13
Total Income	80.13
Expense	
430 · LFF Public Works	
432 · Winter Maintenance	1,902.31
438 · Maint./Repair Roads & Bridges	515.97
Total 430 · LFF Public Works	2,418.28
Total Expense	2,418.28
Net Income	-2,338.15
	Feb 24

Income-HLLW	
341.02 · Interest on Savings	61.66
Total Income	61.66
Expense	0.00
Net Income	61.66
	Feb 24

Income-RECREATION

341.01 · Interest on Checking	3.07
Total Income	3.07
Expense	0.00
Net Income	3.07

Feb 24

Income-ESCROW

341.000 · Interest Earnings	
341.01 · Interest on Checking	3.05
341.02 · Interest J&M, LLC	43.70
Total 341.000 · Interest Earnings	46.75
Total Income	46.75
Expense	0.00
Net Income	46.75

Feb 24

Income-PARK

341.01 · Interest on Checking	33.26
342.59 · Rental of Park Facilities	1,025.00
387 · Contributions and Donations	25.00
Total Income	1,083.26
Expense	
454 · Parks	
454.25 · Repairs & Maintenance Supplies	125.00
454.36 · Public Utilities	443.78
454.38 · Rental	158.98
Total 454 · Parks	727.76
Total Expense	727.76
Net Income	355.50

Feb 24

Income-EQUIPMENT

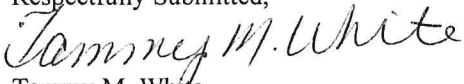
341.02 Interest on Equip Fund	118.06
392 Tranfer of funds	
392.92 Tranfer from GFMM	35,000.00
Total 392 Tranfer of funds	35,000.00
Total Income	35,118.06
Expense	0.00
Net Income	35,118.06

Feb 24

Ordinary Income/Expense-VETERANS

Income	
341.03 Interest Memorial Fund	16.80
Total Income	16.80
Gross Profit	16.80
Expense	

492.95 Transfer to General Fund	865.00
Total Expense	865.00
Net Ordinary Income	-848.20
Net Income	-848.20
	Feb 24
Income-COVID	
341.03 Interest Covid Fund	94.21
Total Income	94.21
Expense	0.00
Net Income	94.21
Total Income (all accounts)	182,324.18
Total Expense (all accounts)	176,636.28
Net Income(all accounts)	5,687.90

Respectfully Submitted,

 Tammy M. White
 Secretary/Treasurer