

Board of Supervisors
Thursday, March 14th, 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, Road Master Bruce Raber, and approximately 11 citizens. **Absent** were Secretary/Treasurer, Tammy M. White, Admin. Secretary, Trisha Burkhardt.

Pledge of Allegiance: The Pledge of Allegiance was conducted.

Media Representation: NWP, Marieke Andronache; TV13, Drew Snowberger.

Public Comment: None

Accept the Minutes and Direct the Treasurer to pay the bills: *A motion was made by Ronald Jerdon and seconded by Frederick Najarian approving the BOS minutes from 02/08/24 board of supervisors meeting and directing the treasurer to pay the bills as they become due. Motion carried unanimously.*

2023 Audit Presentation: Melanie Walsh (Frey & Co.) presented the Board with the 2023 Audit. The township has met all the obligations and the financial status of Lynn Township is very good. *A motion was made by Frederick Najarian and seconded by Ronald Jerdon accepting the 2023 Audit. Motion carried unanimously.*

Fire Companies: LPFC Fire Chief, Tim VanBlargan: 18 emergency call to date; 1 member completed EVOC and Hazmat Ops Pro-Board which was held at Weisenberg Fire Dept.; 1 member completed Mon 2 Class, which was held by West Penn Fire Co.; 4 members are currently taking EMR class which is being held in Whitehall. State testing is March 20th with National testing being held April 2nd; Lynnport has received \$12,843.77 from the 2023 State Grant; Breakfast with the Easter Bunny is Sunday 3/17 from 8-12. Bunny arrives at 10am.; Easter filling pick up is March 28, orders are due Monday 3/18; Next hoagie order pick up is April 3rd, orders due March 22nd; Chicken Parm and spaghetti dinner on April 20th from 5-8pm; Hunter Raffle tickets are on sale for \$10 apiece, winners will be drawn May 19th @ 12pm; A Chiefs Wishlist has been created on Amazon and shared it to the LPFC Facebook page that the public can go on and purchase these items as gifts for the Fire Company. This is to help our ability to respond effectively and help keep our personnel and patients safe, mainly while assisting on medical emergency calls. NTFC Fire Chief, Gary Kuntz reported: 45 emergency calls to date; 2 team members completed their Mod 2 certification; 2 members started the Mod 3 certification; 2 members are taking their FF 2 certification; Several members will be taking their Haz-Mat awareness certification on Monday 3/18; One member is taking his Fire Officer 4 certification; 3 members completed their Haz-Mat Ops Pro Board certification; one member attended an EV task force seminar; Filling sale has ended; June calendar tickets will be on sale this coming week; Recently purchase a EV plug with a donation from Coopeechan Fish & Game; Completed an AFG grant application along with the other 3 regional departments for portable radios; PA State certification paperwork for Supervisors to sign; The NW FF Foundation will host a FF Appreciation picnic at Ontelaunee Park on Saturday, May 4th from 12-5pm. The event will feature food trucks, Live band, games for kids, face painting, bounce house. The Large Flowerheads will be performing at this event; On Saturday April 13th 1pm there will be a Bash Appreciation banquet for the 150+ volunteers that helped at last years Bash; A 15K grant was applied for.

Subdivision- North Alley: Marc Fisher sent the BOS stating that North Alley is a public road, but the Ordinance for 1982 was not recorded in the court house and the Township has not been receiving LFF Money. Marc Fisher stated the BOS needs to authorize the township engineer Karl Scherzberg to do a proper legal description of the road, which is deemed to be 33' and once done a March can do the proper form and submit it to collect LFF tax. *A motion was made by Ronald Jerdon and seconded by Frederick Najarian to authorize the engineer Karl Scherzberg to prepare a legal description of the road and for Marc Fisher to complete the process by submitting it in order to collect LFF money for North Alley. Motion carried unanimously.* South Alley will be looked at in the near future. Lynnville Hotel Barn Structure: No response to the letter Zoning Officer, Ryan Wessner sent regarding the structure so a notice of violation will be sent out. Madison & Camp Meeting Rd. Property: Also no response from the owner of the property located on Camp Meeting regarding a nuisance. The owners at Madison Village will be posting no trespassing signs to hopefully take care of the unwanted 4 wheeler/dirt bike traffic. If it continues it will become a police matter.

Road Report: *Bruce Raber, Road master, reported for the month of February:* (1) Finished up the boom mowing for the season. (2) Did some concrete work at inlets ends of road pipes. (3) All cold patching is finished (pot holes and edge work). (4) Repaired & replaced a few stop & road name signs. (5) Plowed & treated roads. (6) Cleaned a lot of trees & branches off roads due to heavy rains & high winds. (7) The Ross Valley bridge inspection went well but painters will have to come back to spot paint. We bought a 5yr. warranty. (8) All of the large snow plows were painted. (9) Hauled scrap metal to scrap yard \$31.00. (10) All Intersections have been cleaned. (11) Did some light tree trimming (small trees & branches that were hanging over roads due to storms. (12) Anticipated work for **March:** (1) Start working on dirt roads. (2) Clean up dirt & Stone out of yards from snow plows. (3) Get trucks & equipment ready for summer work. (4) **4 day work week:** *A motion was made by Frederick Najarian and seconded by Brian C. Dietrich to have a 4 day 10hr work days for the road crew, Monday-Thursday, with discretion of the road master in certain untimely emergencies to be effective starting March 20th which is the start of the next pay period. Motion carried unanimously.* Ronald Jerdon stated that the handbook will be amended to state the new hours.

Park: (1)Disc Golf: Ronald Jerdon met with Dennis Barr in the park to look at the entire course to see where to install the additional baskets. Brian C. Dietrich and Frederick Najarian would like to walk the course with Dennis Barr. Ronald Jerdon stated that no trees have to get removed. **Band Shell roof update.** Richard Snyder roofing and Siding @ \$8,500.00 and Hassler Roofing @ \$6,900.00. *A motion was made by Frederick Najarian and seconded by Ronald Jerdon approving Snyder Roofing & Siding to complete the roof. Motion carried unanimously.* Snyder Roofing & Siding initially did the roof many years ago.

Act 537: Karl Scherzberg reached out to obtain meeting with them to discuss some type of partnership with them. Karl Spoke with Chris Noll and he stated that the Act 537 plan needs to be updated Brian C. Dietrich state that the multi municipal plan is in its home stretch. The consensus was to wait till the multi municipal plan is complete to set up a meeting. Marc Fisher stated the Madison village property was sold including the Edu's The new owners have the same intent as prior owners.

Resolution 2024-12: *A motion was made by Frederick Najarian and seconded by Ronald Jerdon approving Resolution 2024-12: A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF LYNN, LEHIGH COUNTY APPOINTING ENVIRONMENTAL ADVISORY COMMITTEE MEMBERS AND THE COMMITTEE CHAIRMAN. Motion carried unanimously.*

Resolution 2024-13: *A motion was made by Ronald Jerdon and seconded by Frederick Najarian approving Resolution 2024-13: A RESOLUTION OF THE BOARD OF SUPERVISORS OF LYNN TOWNSHIP, LEHIGH COUNTY, PA AMENDING RESOLUTION 2024-03 WHICH ESTABLISHED A USER FEE SCHEDULE FOR LYNN TOWNSHIP BUILDING, ZONING, SEWAGE, AND ONTELAUNEE PARK. Motion carried unanimously.*

Ag Security Proposals: Matthew & Jennifer Henderson & Larry Grim: *A motion was made by Frederick Najarian and seconded by Ronald Jerdon accepting the proposals of Henderson and Grim and directing the staff and solicitor to proceed with the paperwork. Motion carried unanimously.*

Historical Society: Brian C. Dietrich spoke regarding the proposed pole bldg. for storage. The area is marked off in the park. BOS is waiting to see the actually lease area map. They will also be providing a rendering to see what building will look like.

Miscellaneous: (1) Permit Manager: *Frederick Najarian made a motion seconded by Ronald Jerdon to hire a per diem part time zoning aide to assist in the utilization of Permit Manager, at salary and hours to TBD. Motion carried unanimously.*

(2) Engineer, Karl Scherzberg state that there will be a pre-construction meeting regarding Madison Village. **(3)** Brian C. Dietrich announced that the BOS held executive sessions on 03/11/24 & 03/14/24 to discuss personnel issues. **(4)** Frederick Najarian announce that Tuesday 03/19/24 @ 7pm there will be a joint workshop with the PC & Bos regarding the MMCP. **(5) Temp. office trailer-** PennDOT will be replacing a bridge on Mosserville Rd. and asked if a construction office trailer could be located at the township. All BOS members stated that they were not in favor of doing so. **(6) Ag Ventures CAFO-** (Concentrated Animal Feeding Operation). The BOS referred this to the EAC for their comments. **(7) LFF Map update:** Bruce Raber stated that LFF \$\$ wasn't able to be obtained for North & South Alley because the roads are not wide enough. Discussion will be held at the next BOS meeting. **(8) Residency Requirements** regarding The Building Code of Appeals board. Frederick Najarian questioned the residency requirements for the Building Code of Appeals Board. Marc Fisher stated that he would look into it. **(9) Farmland Preservation Open Space Plan:** Marc Fisher stated that a recreation plan would need to be adopted. Donna Wright will be attended the 4/11/24 BOS meeting to further discuss. **(10)** Ron Jerdon added that The NW FF Foundation will host a FF Appreciation picnic at Ontelaunee Park on Saturday, May 4th from 12-5pm. This event promotes gratitude for all first responders and their families.

Public Comment: Christmas in July: The BOS were in agreement for Amanda Seibert from the NTFC to hold a movie night in the part on Friday 07/26/24. This would include free admission and donations would go to the Lowhill Food Pantry

Announcements:

- May 4th Firefighter Appreciation event at Ontelaunee Park, 12pm-5pm.
- 17th annual Pow-wow May 9th, 10th, 11th, 12th 2024 Ontelaunee Park Admission \$7, Seniors and Veterans \$5, Children under 12 free.
- 5K Run NWL Educational Foundation Saturday, May 19, 2024, 9am; Ontelaunee Park 6am-11am.

Adjournment: A motion was made by Frederick Najarian and seconded by Ronald Jerdon to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:28 pm.

As of March 31, 2024

Account	Balance
General Fund	104,657.74
Capital Reserve	5,444.48
CD's	801,196.32
Covid	125,890.49

Zoning/Subdivision	74,861.33
Veteran	27,726.04
HLLW COG	92,033.25
State Road	379,486.91
Equipment	175,908.85
Street Light	1,218.54
Park	104,528.25
Recreation	9,720.56
Total	1,902,672.76

TOTAL

301 · Real Property Taxes	
301.40 · Delinquent RE Tax-Tax Claim	278.62
Total 301 · Real Property Taxes	278.62
310 · Local Tax Enabling Act	
310.10 · Real Estate Transfer Tax	5,796.70
310.20 · Earned Income Tax	
310.21 · Earned Income Tax-Current	40,016.92
Total 310.20 · Earned Income Tax	40,016.92
Total 310 · Local Tax Enabling Act	45,813.62
331 · Fines	
331.10 · Court - Magistrate	30.34
Total 331 · Fines	30.34
341 · Interest	
341.01 · Interest on Checking	75.82
Total 341 · Interest	75.82
342 · Interest, Rents & Royalties	
342.53 · Royalties from Cell Tower Rent	1,464.10
Total 342 · Interest, Rents & Royalties	1,464.10
355 · Shared Revenue & Entitlements	
355.04 · Alcoholic Beverage Licenses	200.00
Total 355 · Shared Revenue & Entitlements	200.00
360 · Gen. Govt. Charges for Services	
361 · General Government	
361.94 · Misc. Billing	2,169.50
Total 361 · General Government	2,169.50
362 · Public Safety	
362.40 · Protective Inspection Fees	
362.41 · Building Permit	
362.41B · BLDG/Alter/Repair Permit	2,871.00
362.41F · Building Permit Filed	100.00
362.41S · Accessory Struc < 1000 ft	2,259.50
Total 362.41 · Building Permit	5,230.50
362.44 · Sewage Permits (SEO Fees)	680.00
Total 362.40 · Protective Inspection Fees	5,910.50
362.47 · State fees for Permits	40.50
Total 362 · Public Safety	5,951.00
364 · Sanitation	31.00
Total 360 · Gen. Govt. Charges for Services	8,151.50
Total Income	56,014.00
Expense	
400 · General Government	
400.00 · Legislative (Governing) Body	
400.05 · Supervisor Salaries	312.50
Total 400.00 · Legislative (Governing) Body	312.50
403 · Tax Collection	
403.16 · Commission Paid as Compensation	0.00

Total 403 · Tax Collection	0.00
404 · Solicitor/Legal Services	2,081.59
405 · Secretary/Clerk	
405.12 · Salary Township Secretary	<u>8,660.00</u>
Total 405 · Secretary/Clerk	8,660.00
406 · Other General Govt. Admin	
Payroll	-1,544.09
406.21 · Office Supplies	1,599.13
406.23 · Postage	20.59
406.32 · Communication - Phone/Wireless	277.80
406.34 · Advertising	773.93
406.38 · Rentals	291.84
406.42 · Membership/Dues	74.80
406.46 · Mtg., Conf., Cont.Ed.	<u>2,646.00</u>
Total 406 · Other General Govt. Admin	4,140.00
408 · Engineering Services	
408.99 · Township engineer	<u>1,068.00</u>
Total 408 · Engineering Services	1,068.00
409 · General Government Bldg&Plants	
409.36 · Public Utility Services (TWP)	<u>1,811.45</u>
Total 409 · General Government Bldg&Plants	<u>1,811.45</u>
Total 400 · General Government	18,073.54
410 · Public Safety	
411 · Fire	
411.99 · Fire Company - Miscellaneous	<u>756.00</u>
Total 411 · Fire	756.00
413 · Code Enforcement	
413.31 · Code enforcement pro. service	<u>5,475.13</u>
Total 413 · Code Enforcement	5,475.13
414 · Planning & Zoning	
414.99 · Salary Zoning Officer	<u>1,128.04</u>
Total 414 · Planning & Zoning	1,128.04
419 · Other Public Safety	
419.99 · PA One Call	<u>22.06</u>
Total 419 · Other Public Safety	<u>22.06</u>
Total 410 · Public Safety	7,381.23
430 · Public Works Hwy,Rds,Streets	
432 · Winter Maintenance	
432.14 · Salaries Winter Maintenance	<u>17,032.76</u>
Total 432 · Winter Maintenance	17,032.76
437 · Repair of Tools & Machinery	
437.98 · Repair of Machinery	8,131.97
437.99 · Truck Repair	<u>3,243.28</u>
Total 437 · Repair of Tools & Machinery	11,375.25
438 · Road/Bridge Maint. and Repair	
438.25 · Repairs & Maint Supplies	7,213.18

438.99 · Truck Fuel	2,196.82
Total 438 · Road/Bridge Maint. and Repair	9,410.00
Total 430 · Public Works Hwy,Rds,Streets	37,818.01
450 · Culture-Recreation	
454 · GF Parks	
454.12 · Parks full time staff (GF)	1,402.25
454.15 · Parks part time staff (GF)	511.56
454.25 · Repairs & Maint Supplies	484.08
Total 454 · GF Parks	2,397.89
Total 450 · Culture-Recreation	2,397.89
480 · Misc. Expense	
481 · Employer paid Taxes	
481.10 · Employer paid FICA	1,740.64
481.20 · Employer paid Medicare	407.10
481.30 · Employer paid Unemployment Comp	343.34
483.49 · 457 Pension contribution	1,486.00
Total 481 · Employer paid Taxes	3,977.08
487 · Other Group Insurance Benefits	
487.01 · Health Insurance	10,518.72
487.02 · Life Insurance	46.80
487.03 · Workmans Compensation	2,654.25
487.04 · Workers Compensation Vol Fire	823.00
Total 487 · Other Group Insurance Benefits	14,042.77
489 · All other unclassified Expenses	
489.98 · Clothing Allowance	280.96
Total 489 · All other unclassified Expenses	280.96
Total 480 · Misc. Expense	18,300.81
Total Expense	83,971.48
Net Income	-27,957.48

Mar 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

Mar 24

Income-**LFF**

341.01 · Interest on Checking	260.20
355 · LFF State Shared Revenue	
355.02 · Motor Vehicle Fuel Taxes	288,428.14
355.03 · State Road Turnback Payments	600.00
Total 355 · LFF State Shared Revenue	289,028.14
Total Income	289,288.34

Expense	
430 · LFF Public Works	
432 · Winter Maintenance	20,040.19
438 · Maint./Repair Roads & Bridges	685.02
Total 430 · LFF Public Works	20,725.21
Total Expense	20,725.21
Net Income	268,563.13
	Mar 24
Income-HLLW	
341.02 · Interest on Savings	61.70
Total Income	61.70
Expense	0.00
Net Income	61.70
	Mar 24
Income-REC	
341.01 · Interest on Checking	3.07
Total Income	3.07
Expense	0.00
Net Income	3.07
	Mar 24
Income-ESCROW	
341.000 · Interest Earnings	
341.01 · Interest on Checking	3.05
341.02 · Interest J&M, LLC	43.73
Total 341.000 · Interest Earnings	46.78
Total Income	46.78
Expense	0.00
Net Income	46.78
	Mar 24
Income-PARK	
341.01 · Interest on Checking	33.35
342.59 · Rental of Park Facilities	650.00
387 · Contributions and Donations	25.00
Total Income	708.35
Expense	
454 · Parks	
454.25 · Repairs & Maintenance Supplies	125.00
454.36 · Public Utilities	401.68
454.38 · Rental	538.00
454.59 · Rental fee Deposit Refund	175.00
Total 454 · Parks	1,239.68
Total Expense	1,239.68
Net Income	-531.33

	<u>Mar 24</u>
Income-EQUIPMENT	
341.02 Interest on Equip Fund	131.72
Total Income	131.72
Expense	0.00
Net Income	131.72
	<u>Mar 24</u>
Ordinary Income/Expense-VET	
Income	
341.03 Interest Memorial Fund	16.51
Total Income	16.51
Gross Profit	16.51
Net Ordinary Income	16.51
Net Income	16.51
	<u>Mar 24</u>
Income-COVID	
341.03 Interest Covid Fund	94.28
Total Income	94.28
Expense	0.00
Net Income	94.28
Total Income (all accounts)	346,368.46
Total Expense (all accounts)	105,936.37
Net Income(all accounts)	240,432.09

Tammy M. White