

**Board of Supervisors Re-Organization Meeting**  
**Monday, January 6th, 2025 @ 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 2024 Chairman Brian C. Dietrich at 6:30 pm in the Municipal Building. Present were 2024 Chairman, Brian C. Dietrich, 2024 Vice Chairman, Frederick Najarian and 2024 Member, Ronald Jerdon. 2024 Secretary/Treasurer Tammy M. White, 2024 2024 Road Master Matt Henderson, 2024 Asst. Road Master Jarett White, and 3 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 Ronald Jerdon and seconded by Fritz Najarian to accept the minutes from December 30th 2024 Close-out meeting and to direct the treasurer to pay all the bills as they become due. Motion carried unanimously.

**Appointments:**

- **Temporary Chairman-** Fritz Najarian motioned, seconded by Ronald Jerdon to appoint **Brian C. Dietrich** as Temporary Chairman to preside over the meeting until formal appointments are made. Motion carried unanimously.
- **Temporary Secretary-Direct Temporary Secretary to take the minutes of the Re-org Mtg.** – Ronald Jerdon motioned, seconded by Fritz Najarian 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**– Ronald Jerdon motioned, seconded by Fritz Najarian to appoint **Brian C. Dietrich** as Chairman. Motion carried unanimously.
- **Chairman Brian C. Dietrich** took over the meeting at this time.
- **Vice Chairman-** Brian C. Dietrich motioned, seconded by Ronald Jerdon to appoint **Fritz Najarian** as Vice Chairman. Motion carried unanimously.
- **Secretary/Treasurer-** Fritz Najarian motioned, seconded by Ronald Jerdon to appoint **Tammy M. White** as Secretary/Treasurer. Motion carried unanimously.
- **Asst. Secretary/Treasurer-** Fritz Najarian motioned, seconded by Ronald Jerdon to appoint **Trish Burkhardt** as Asst. Secretary/Treasurer. Motion carried unanimously.
- **Treasurer's Bond "Reminder" (Tammy 2024-2027; up for renewal for 2028) (Trish 2022-2025; up for renewal for 2026)**
- **Township Solicitor – Gross, McGinley LLP (Marc Fisher).** Fritz Najarian motioned, seconded by Ronald Jerdon appointing **Gross McGinley LLP (Marc Fisher)** as Township Solicitor for 2024. Motion carried unanimously.
- **Conflict Council-** Will choose if needed.
- **Township Engineer**– Ronald Jerdon motioned, seconded by Fritz Najarian to appoint **Keystone Consulting Engineers as Township Engineer (Karl Scherzberg)** . Motion carried unanimously.
- **Township SEO** – Fritz Najarian motioned, seconded by Ronald Jerdon to appoint **Keystone Consulting Engineers (SEO) Ian Stoudt**. Motion carried unanimously.
- **Zoning Officer-**Ronald Jerdon motioned, seconded by Fritz Najarian appointing **Keystone Consulting Engineers (Jim Macort)** as Township Zoning Officer. 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 1<sup>st</sup> 2024.
- **2025 BOS meeting dates:** 2<sup>nd</sup> Thursday of each month are as follows: All mtg's at 6:30 pm. 02/13-03/13-04/10-05/08-06/12-07/10-08/14-09/11-10/09-11/13-12/11, Budget Mtg. Wed. 09/24 close-out Mtg. Wed. 12/29 **Re-Org Meeting dates:** BOS Re-Org Tues. 01/06 @ 6:30; Elected Auditors Re-Org Wed. 01/07 @ 7:00 pm.
- **Schedule for the 2025 (6 Township meetings) Advertising for 2025** done by Washington Twp. 3/11 Weisenberg; 06/10 Heidelberg; 09/10 N. Whitehall Twp 12/10. All meetings will be held at 8:00 am. Advertising for 2026 will be N. Whitehall Twp.

**Road Report:** *Matt Henderson, Road master, reported for the month of December:* (1) Salting roads more than plowing them due to depth of snowfall. (2) Cleaning up downed trees. (3) Removed all burn ban signs. (4) Working in shop doing maintenance and repairs on plows and plow trucks. (5) Pushing up milling pile at Lynnville lot in

anticipation of more coming. Anticipated work for January: (1) Filling in potholes on dirt roads. (2) Plowing and salting. (3) Cleaning out and digging water ditches. (4) Tree trimming. The BOS directed Matt Henderson to order signs to put at the pond in Ontelaunee Park regarding no Ice skating/at your own risk. Brian Dietrich along with the BOS stated that they did not want to purchase a new pick up truck at this time, however Matt Henderson shall let the BOS know if anything used would come up that is a good deal.

### Resolutions:

- Resolution 2025-01-02– Fritz Najarian motioned, seconded by Ronald Jerdon to adopt Resolution 2025-01 a Resolution **To open and maintain bank accounts at the New Tripoli Bank** and to adopt Resolution 2025-02 a Resolution **To open and maintain safe-deposit box and escrow accounts at the New Tripoli Bank**. Motion carried unanimously.
- Resolution 2025-03 Fritz Najarian motioned, seconded by Ronald Jerdon to adopt A Resolution **To establish a User Fee Schedule for 2025** Motion carried unanimously.
- Resolution 2025-04 Ronald Jerdon motioned, seconded by Fritz Najarian 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:

- Resolution 2025-05 -Planning Commission - Terms End 01/01/2029 **(2 Vacancy) (4 Year Term)** – Fritz Najarian made a motion, seconded by Brian C. Dietrich, adopting resolution number 2025-05, to re-appoint **Bill Dellicker** and Perry Long to the Planning Commission for 4 year terms; ending 01/01/2029. Motion carried unanimously.
- Resolution 2025-06 -Zoning Hearing Board - Term Ends 01/01/2028 **(1 Vacancy) (3 Year Term)** Fritz Najarian made a motion, seconded by Ronald Jerdon, adopting resolution number 2025-06, to re-appoint **Bob Bartholomew** for 3 years; ending 01/01/2028. And to re-appoint **Cody Snyder** as an alternates for **(1 Alternate Vacancy) (3 years)**; ending 01/01/2028, Motion carried unanimously.
- Resolution 2025-07-Building Code of Appeals Board Member - Term Ends 01/01/2030 **(1 Vacancy) (5 Year Term)** Ronald Jerdon motioned, seconded by Fritz Najarian to adopt resolution number 2025-07, to re-appoint **Jeff Christman** to the Building Code of Appeals Board as a member for another 5 year term ending 01/01/2030. Motion carried unanimously.
- Resolution 2025-08-Tax Collector Rate Schedule 2025: A motion was made by Fritz Najarian and seconded by Ronald Jerdon adopting Resolution number 2025-08 setting the Tax Collector Commission for Lynn Twp. for Real Estate/Street Light taxes @ 5% Commission Motion carried unanimously.
- Resolution 2025-09-EAC- A motion was made by Fritz Najarian and seconded by Ronald Jerdon adopting Resolution number 2025-09 newly appointing **Robert Sayre** for a 3 year term ending 01/01/2028. Motion carried unanimously.
- Resolution 2025-10-Farmland Preservation- A motion was made by Fritz Najarian and seconded by Ronald Jerdon adopting Resolution number 2025-10 re-appointing the following for 3 year terms : Brian C. Dietrich (BOS Rep.) Chairman ending 01/01/2028; Fritz Najarian (PC Rep.) ending 01/01/2028; Trish Ferraro (EAC Rep.) ending 01/01/2027; Keith Harwick (Ag Security Rep.) ending 01/01/2026; Steve Neal (Gen. Public Rep. ) ending 01/01/2027. Motion carried unanimously.
- Alternate Sewage Enforcement Officer (SEO); Vacant
- Alternate Zoning Officer; Vacant
- Building/Plumbing/Electrical Inspector – Fritz Najarian motioned, seconded by Ronald Jerdon 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 Ronald Jerdon and seconded by Fritz Najarian - appointing **Ryan Wessner** as BCO. Motion carried unanimously.
- Alternate Building Code Official (B.C.O.)- Vacant
- Emergency Management Coordinator – A motion was made by Ronald Jerdon – and seconded by Fritz Najarian re-appointing **Phil Hobel** as Emergency Management Coordinator. Motion carried unanimously.
- Deputy Emergency Management Coordinator – A motion was made by Fritz Najarian and seconded by Ronald Jerdon re-appointing **Dawn Didra** as Deputy Emergency Management Coordinator. Motion carried unanimously.
- Road Master– Fritz Najarian motioned, seconded by Ronald Jerdon to appoint **Matt Henderson** as Road Master/Superintendent. Motion carried unanimously.
- Assistant Road Master- Ronald Jerdon motioned, seconded by Fritz Najarian to appoint **Jarett White** as Road Master/Superintendent. Motion carried unanimously
- Voting delegate/Twp Employees for PSATS 2024 Convention – Fritz Najarian motioned seconded by Ronald Jerdon approving a township representative (Supervisors, Trish Burkhardt, Tammy White, Road Master, Asst. Road Master and Road Crew ) to attend the 2025 Convention and a second motion was made by Ronald Jerdon

and seconded by Brian C. Dietrich appointing Fritz Najarian as the voting delegate and to pay for hotel accommodations for a 2 night stay as well as hourly salary up to 8 hrs.. Both motions carried unanimously.

- **Tax Collector for Income & Occupational Privilege Tax (Wage taxes)** – Ronald Jerdon motioned, seconded by Fritz Najarian to reappoint **Berkheimer & Associates as the EIT tax collector for 2025**. Motion carried unanimously.
- **Appoint Supervisor Representative for Northwestern Recreation Commission-** Brian C. Dietrich motioned, seconded by Fritz Najarian appointing **Ronald Jerdon** as the representative for 2025 to the Northwestern Recreation Commission. Motion carried unanimously.
- **Appoint Supervisor Representative for Agricultural Security Committee-** Brian C. Dietrich motioned, seconded by Ronald Jerdon appointing **Fritz Najarian** as the representative for 2025 to the Agricultural Security Committee. Motion carried unanimously.
- **Appoint Supervisor Representative for Crime Watch-** Fritz Najarian motioned seconded by Ronald Jerdon to make the Crime Watch inactive. Motion carried unanimously.
- **Appoint Supervisor Representative for Jordan Creek Water Shed Committee Act 167** – Brian Dietrich motioned, seconded by Ronald Jerdon appointing **Fritz Najarian** as representative for the Jordan Creek Water Shed Committee Act 167. Motion carried unanimously.
- **Appoint Supervisor for County COG** – Fritz Najarian motioned, seconded by Brian C. Dietrich appointing **Ronald Jerdon** a supervisor for the County COG. Motion carried unanimously.
- **Steering representative to Emergency Services Steering Committee-** Ronald Jerdon motioned, seconded by Fritz Najarian appointing **Phil Hobel** as representative to the Emergency Services Steering Committee. Motion carried unanimously.
- **Vacancy position for the Board of Supervisors** – Fritz Najarian motioned seconded by Brian C. Dietrich to appoint Greg Snyder as Vacancy for the BOS. Motion carried unanimously.

**Miscellaneous:** Cell Tower Lease- A motion was made by Fritz Najarian and seconded by Ronald Jerdon approving the cell tower lease from Crown Castle for 5-5 year renewals, in 2033 on top of normal escalation there will be a one-time 15% bump; 35% for any future carriers and 35% for anyone going in the addition space of 54x34; and a 20K signing bonus. Motion carried unanimously. Gen X- Brian and Casey Snyder were present to discuss the requirements for their property at 7508 Kings Highway. The BOS granted them 90 days to complete the requirements which will take them to April 6, 2025. Solar Ordinance 2025-01- Marc Fisher will start the advertisement for the Ordinance. First Aid Certification- Ronald Jerdon will be in contact with Earl Ostrander from NTFC to set up a free First Aid/CPR training for township employees and the BOS. Executive Session- Fritz Najarian announced that the BOS held an executive session prior to tonight meeting to discuss interviews for the Road Crew/Park.

- **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 2025 is .70 cents per mile.

## Employees wages 2025:

	2025
Secretary / Treasurer-Tammy	\$29.78-\$61,942.40=1.28/hr. 4.5%
Office Secretary-Trisha Burkhardt	\$26.13 \$54,350.40=.1.13hr. 4.5%
Roadmaster-Matt Henderson	\$32.40-\$67,392.00=1.40/hr. 4.5%
Assist. Roadmaster Jarett W.	\$27.43-\$57,054.40=1.18/hr. 4.5%
Road Crew- Derek Dorney	\$25.23 -\$52,478.40=1.09hr. 4.5%
Road Crew - Mark Jones	\$24.04-\$50,003.20=1.04/hr.4.5%
Road Crew/Park - FT ???	????? \$22*2080=\$45,760.00 416 hours
PT Office Kathy	*\$20.90=\$8,694.40 \$20.00-
Park P/T - Tina Snyder	\$10,400.00=2.36/hr.13.4%
Cleaning P/T Tina Snyder	"
<b>PENSION</b>	8% contribution

**2025 Holidays-** Holiday schedule as stated in the personnel manual.

- New Years Day (and a 1/2 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 1/2 day preceding Christmas)
- Day after Christmas (Floating Holiday)

A motion was made by Ronald Jerdon and seconded by Fritz Najarian approving the 2025 Holidays. Motion carried unanimously.

**Public Comment:** None

**Announcements:** Elected Auditors Re-Org Wednesday, January 7, 2025 @ 7:00 pm  
Next Regular BOS meeting Thursday, February 13, 2025 @ 6:30 pm  
Re-Org dinner Saturday, February 8, 2025 @ 6:00 pm..

**Adjournment:** A motion was made by Ronald Jerdon seconded by Fritz Najarian to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:24 pm.

**As of January 31, 2025**

<b>Account</b>	<b>Balance</b>
	34,566.3
General Fund	3
Capital	25,412.0
Reserve	7
	804,531.
CD's	97
	21,009.8
Covid	8
Zoning/Subdivision	105,870.
	34
	47,556.9
Veteran	3
	93,854.4
HLLW COG	2
	48,169.0
State Road	6
	27,405.5
Equipment	2
Street Light	1,755.29
	78,034.9
Park	4
	58,604.5
Recreation	6
	<u>1,346,77</u>
<b>Total</b>	<b>1.31</b>

**TOTAL**

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**Income-GENERAL FUND**

301 · Real Property Taxes  
301.10 · Real Estate Tax-  
Current

1,379.99

301.40 · Delinquent RE Tax-Tax Claim	287.34
301.60 · Real Estate Tax-Interim-Current	58.27
<b>Total 301 · Real Property Taxes</b>	<b>1,725.60</b>
<b>310 · Local Tax Enabling Act</b>	
310.10 · Real Estate Transfer Tax	4,679.50
310.20 · Earned Income Tax	
310.21 · Earned Income Tax-Current	16,807.37
<b>Total 310.20 · Earned Income Tax</b>	<b>16,807.37</b>
<b>Total 310 · Local Tax Enabling Act</b>	<b>21,486.87</b>
<b>341 · Interest</b>	
341.01 · Interest on Checking	23.66
<b>Total 341 · Interest</b>	<b>23.66</b>
<b>342 · Interest, Rents &amp; Royalties</b>	
342.53 · Royalties from Cell Tower Rent	2,928.20
<b>Total 342 · Interest, Rents &amp; Royalties</b>	<b>2,928.20</b>
<b>355 · Shared Revenue &amp; Entitlements</b>	
355.04 · Alcoholic Beverage Licenses	287.34
<b>Total 355 · Shared Revenue &amp; Entitlements</b>	<b>287.34</b>
<b>360 · Gen. Govt. Charges for Services</b>	
<b>361 · General Government</b>	
361.94 · Misc. Billing	102.00
361.97 · Zoning Board Appeal Fee	650.00
<b>Total 361 · General Government</b>	<b>752.00</b>
<b>362 · Public Safety</b>	
362.40 · Protective Inspection Fees	
362.41 · Building Permit	
362.41B · BLDG/Alter/Repair Permit	1,988.50
362.41F · Building Permit Filed	775.00
362.41S · Accessory Structure < 1000 ft	80.00
<b>Total 362.41 · Building Permit</b>	<b>2,843.50</b>
362.42 · Electrical Permit	1,475.00
362.43 · Plumbing Permit	300.00
362.44 · Sewage Permits (SEO Fees)	1,375.00
<b>Total 362.40 · Protective Inspection Fees</b>	<b>5,993.50</b>
362.47 · State fees for Permits	45.00
<b>Total 362 · Public Safety</b>	<b>6,038.50</b>
<b>364 · Sanitation</b>	
364.30 · Solid Waste Collection/Disposal	37.00

Total 364 · Sanitation	37.00
Total 360 · Gen. Govt. Charges for Services	6,827.50
392 · Interfund Operating Transfer	
392.97 · Transfer from Park	40,000.00
Total 392 · Interfund Operating Transfer	40,000.00
<b>Total Income</b>	<b>73,279.17</b>
Expens e	
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	85.92
403.23 · Postage for Tax Collector	97.96
Total 403 · Tax Collection	183.88
405 · Secretary/Clerk	
405.12 · Salary Township Secretary	9,045.60
Total 405 · Secretary/Clerk	9,045.60
406 · Other General Govt. Admin	
Payro II	-173.60
406.12 · Salary Full Time Staff	510.38
406.21 · Office Supplies	464.36
406.23 · Postage	90.59
406.32 · Communication - Phone/Wireless	1,125.62
406.38 · Rentals	475.96
406.46 · Mtg., Conf.,Cont.Ed.	80.00
Total 406 · Other General Govt. Admin	2,573.31
408 · Engineering Services	
408.99 · Township engineer	10,994.88
Total 408 · Engineering Services	10,994.88
409 · General Government Bldg&Plants	
409.36 · Public Utility Services (TWP)	3,069.03
409.44 · Laundry/Other Sanitary Services	140.00
409.99 · Heating - Oil/Propane	2,536.58
Total 409 · General Government Bldg&Plants	5,745.61
Total 400 · General Government	29,012.03
410 · Public Safety	
413 · Code Enforcement	
413.31 · Code enforcement pro. service	5,899.58
Total 413 · Code Enforcement	5,899.58

415 · Emergency Management and Comm.	
415.21 · EMS Office Supplies	2,000.00
Total 415 · Emergency Management and Comm.	2,000.00
419 · Other Public Safety	
419.99 · PA One Call	21.50
Total 419 · Other Public Safety	21.50
Total 410 · Public Safety	7,921.08

<b>Total Expense</b>	<b>36,933.11</b>
<b>Net Income</b>	<b>36,346.06</b>

Jan 25

**Other Income/Expense-CR**

Other Income	
341.02 · Interest on Savings	2,339.66
<b>Total Other Income</b>	<b>2,339.66</b>

Net Other Income	2,339.66
<b>Net Income</b>	<b>2,339.66</b>

Jan 25

**Income-LFF**

341.01 · Interest on Checking	30.00
<b>Total Income</b>	<b>30.00</b>

**Expense**

430 · LFF Public Works	
432 · Winter Maintenance	4,733.57
Total 430 · LFF Public Works	4,733.57
<b>Total Expense</b>	<b>4,733.57</b>

<b>Net Income</b>	<b>-4,703.57</b>
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Jan 25

**Income-HLLW**

341.02 · Interest on Savings	67.44
<b>Total Income</b>	<b>67.44</b>

Expense	0.00
<b>Net Income</b>	<b>67.44</b>

Jan 25

**Income-RECREATION**

341.01 · Interest on Checking	12.18
<b>Total Income</b>	<b>12.18</b>

Expense	0.00
<b>Net Income</b>	<b>12.18</b>

Jan 25

**Income-ESCROW**

341.000 · Interest Earnings

341.01 · Interest on Checking	8.27
341.02 · Interest J&M, LLC	47.21
<b>Total 341.000 · Interest Earnings</b>	<b>55.48</b>
361 · General Government	
361.96 · Subdivision Escrow Deposit	400.00
<b>Total 361 · General Government</b>	<b>400.00</b>
<b>Total Income</b>	<b>455.48</b>
Expense	0.00
<b>Net Income</b>	<b>455.48</b>

**Jan 25**

<b>Income-PARK</b>	
341.01 · Interest on Checking	13.46
342.59 · Rental of Park Facilities	225.00
387 · Contributions and Donations	25.00
<b>Total Income</b>	<b>263.46</b>
Expense	
492 · Interfund Operating Transfers	
492.01 · Transfer to General Fund	40,000.00
<b>Total 492 · Interfund Operating Transfers</b>	<b>40,000.00</b>
<b>Total Expense</b>	<b>40,000.00</b>
<b>Net Income</b>	<b>-39,736.54</b>

**Jan 25**

<b>Income-EQUIPMENT</b>	
341.02 Interest on Equip Fund	19.66
<b>Total Income</b>	<b>19.66</b>
Expense	0.00
<b>Net Income</b>	<b>19.66</b>

**Jan 25**

<b>Ordinary Income/Expense-VETERANS</b>	
Income	
341.03 Interest Memorial Fund	33.54
357.01 Grants/Donations	2,100.00
<b>Total Income</b>	<b>2,133.54</b>
Gross Profit	2,133.54
Net Ordinary Income	2,133.54
<b>Net Income</b>	<b>2,133.54</b>

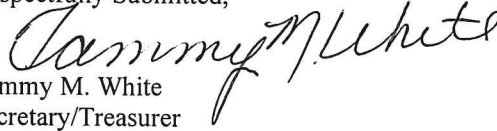
**Jan 25**

<b>Income-COVID</b>	
341.03 Interest Covid Fund	15.03
<b>Total Income</b>	<b>15.03</b>



Expense	0.00
Net Income	15.03
Total Income (all accounts)	78,615.62
Total Expense (all accounts)	81,666.68
	-3,051.06

Respectfully Submitted,



Tammy M. White  
Secretary/Treasurer

Net Income(all accounts)

