

Board of Supervisors
Thursday, February 13th, 2025@ 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, Secretary/Treasurer Tammy White, Asst. Secretary/Treasurer, Trisha Burkhardt, Road Master Matt Henderson, and approximately 14 citizens.

Pledge of Allegiance: The Pledge of Allegiance was conducted.

Media Representation: BRCTV

Public Comment: None.

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 01/06/25 re-org meeting and directing the treasurer to pay the bills as they become due. Motion carried unanimously.

Fire Companies: NTFC Deputy Fire Chief Nick Gruber reported; 21 emergency calls to date; 2 attended ice rescue class @ Leaser Lake; 2 taking their EMT; 3 are taking their Fire Instructor I certification; May calendar tickets will be available in the next few weeks; submitted EMS report; received confirmation that NTFC will be receiving \$15,461.31 from the OSFC state grant; 2 background checks to turn in for 2 Fire Team members; Thank you to the Road Crew for helping with snow removal at the station; NTFC should have a total cost for the radio project by the end of the 1st quarter. LPFC President Heather Utt reported; 6 emergency calls to date; 2/6 & 8 LPFC conducted an ice rescue class. 6 participants from LPFC along with New Tripoli, Germansville and North Whitehall Township Stations; 2/14 2000 Club. Doors open 6:30 pm Kitchen open for dining options, 50/50 raffle & small games of chance; 2/16 all you can eat breakfast 8am-12:30pm; 2/21 2000 club. Doors open 6:30 pm Kitchen open for dining options, 50/50 raffle & small games of chance; Hoagie orders due to Troy Christman 2/21; 3/2 final drawing for 2000 Club. All ticket holders receive a hot roast beef sandwich platter, includes filling, vegetable and applesauce; 3/5 hoagie pickup 11:30 am – 1:00 pm and 5pm – 7pm.

2025 Audit: Melanie Walsh (Frey & Co.) presented the Board with the 2023 Audit. Adam Freeby was also in attendance and will do the presentation going forward. 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 2024 Audit. Motion carried unanimously.

Subdivision: Wertman Lot Line Adj: Brad Rock from Lehigh Engineering Associates, Inc. presented the Wertman Lot Line Adj. A motion was made by Frederick Najarian and seconded by Ronald Jerdon approving 1st waiver Saldo Section 22-204 & 206 to indicate the plan is a preliminary plan/final plan; and waiver to review the plan as preliminary/final, as opposed to separate submissions; 2nd waiver Saldo 22-302.1 to allow a scale of 1-inch equals 60 ft. Motion carried unanimously. A second motion was made by Ronald Jerdon and seconded by Frederick Najarian approving final contingent on compliance with KCE letter dated 12/12/24. Motion carried unanimously.

Ag Security Proposal: A motion was made by Frederick Najarian and seconded by Ronald Jerdon accepting receipt of the Ag Security proposal of Michael & Abigail Gross, 7118 Springhouse Rd. New Tripoli, PA 18066 ; Pin #'s , 551081226997, 46.06 acres – 551080525645, 10.38 acres, and to direct Marc Fisher and staff to proceed with necessary paperwork. Motion accepted unanimously.

BCO Ryan Wessner: A motion was made by Frederick Najarian and seconded by Ronald Jerdon adding (RWM LLC) Ryan Wessner, along with his fee schedule as the 4th inspection agency for Lynn Township. Motion carried unanimously.

Road Report: Matt Henderson reported for the month of **January:** (1) Salting and plowing on roads and park. (2) Washing trucks and maintaining equipment. (3) Installed 4 danger ICE signs up at park. (4) Removed Christmas tree up at park. (5) Put stone on dirt roads due to ice. (6) Installed 2 more NO PARKING signs at Lincoln Ct. (7) Repainted bathroom in shop. Anticipated work for **February:** (1) Salt & Plow. (2) Check and clean drain pipes. (3) Ross Valley bridge inspection review. (4) Loader tires being repaired. (5) Salt delivery. (6) Install bench at Oswald Bridge at park. (7) Repair other benches throughout park. (8) Install pump in well at maintenance shed at park. **Opportunities:** N. Whitehall is going to be selling 2- 4x4 plow trucks with plows and spreaders and a F350 with a utility body. A motion was made by Brian C. Dietrich and seconded by Ronald Jerdon approving the purchase of road sign regarding truck size restriction for Blue Mountain House and Leaser Rd. Motion carried unanimously.

Park: The BOS directed Matt Henderson to pursue looking into fuel tank that can be located at Ontelaunee Park and the BOS agreed to authorize Matt to purchase items up \$500 in value without having to seek BOS approval. Ronald Jerdon recommended purchasing a mobile fuel storage tank for a township truck in lieu of a stationary tank as an option.

Ordinance 2025-01: Marc Fisher announce that following Ordinance was sent to the LVPC for their review.
ORDINANCE 2025-01: AN ORDINANCE OF THE BOARD OF SUPERVISORS OF LYNN TOWNSHIP, LEHIGH COUNTY, PA AMENDING THE CODE OF ORDINANCES, TOWNSHIP OF LYNN, TO PROVIDE FOR COMMUNITY SOLAR ENERGY SYSTEMS, ESTABLISHING DEFINITIONS AND SETTING FORTH REGULATIONS FOR THE INSTALLATION, CONSTRUCTION AND OPERATION OF COMMUNITY REGARDING PRINCIPAL SOLAR ENERGY SYSTEMS.

Ordinance 2025-02: Draft Ordinance 2025-02 AN ORDINANCE OF THE BOARD OF SUPERVISORS OF LYNN TOWNSHIP, LEHIGH COUNTY, PA AMENDING THE CODE OF ORDINANCES, TOWNSHIP OF LYNN, TO PROHIBIT NUISANCES, TO PROVIDE NOTIFICATION TO THE OWNER(S) OF PROPERTIES WITH NUISANCES, AND TO ESTABLISH PENALTIES FOR VIOLATIONS THEREOF. BCO Ryan Wessner and Zoning Officer Jim Macort reviewed the Ordinance and were in agreement with the Ordinance. Fritz Najarian addressed a few of his concerns which will be reflected in the new draft that Marc Fisher will do.

Cell Tower Lease: A motion was made by Ronald Jerdon and seconded by Frederick Najarian approving the first amendment to option and lease agreement and to confirm that a survey will be done to include easement and right of ways and to receive approval of tenant of the premise. Motion carried unanimously.

NW Alumni Association: Tabled till March 13, 2025 meeting.

EAC: Kathryn Townsend presented the EAC Mission Statement to the BOS. Ronald Jerdon suggested that "Farms" be removed and that just "Community's" be listed in the sentence "This committee will research, analyze and put forward best practice solutions that aim to advocate for the **community's**, natural resources and rural beauty for the benefit of its residents. A sample Resolution was presented to the BOS regarding the adoption of initiatives to be recognized as a PA Audubon council Bird Town PA. Discussion was held and Kathryn Townsend along with the EAC will forward their recommendations for the Resolution to the BOS for their review. The EAC will also be in contact with Heather Utt from LPFC regarding their assistance in the RSS recycling day that LPFC has scheduled for Saturday, April, 26th which will be located at the Township.

Miscellaneous: 1. The expansion mentioned in the Cell Tower Agreement does not conflict with the existing Salt Shed. 2. **Executive session held:** 1/10/25 Virtual for personnel issue; 1/9/25 In Person for personnel issue; 2/13/25 In Person to review personnel manual. 3. **Re-Org Dinner:** Tammy White will contact Heather Utt regarding the rescheduling of the Re-Org dinner. 4. Ronald Jerdon announced that the Lehigh Valley Chamber of Commerce has a program for veterans or surviving spouse for a hand up in helping them with home upgrades if they qualify. Ron Jerdon will look into the program and see if any one in Lynn Township would qualify.

Announcements: None.

Adjournment: A motion was made by Ronald Jerdon and seconded by Frederick Najarian to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:57 pm.

As of February 28, 2025

Account	Balance
General Fund	59,742.68
Capital Reserve	5,580.98
CD's	1,093,749.54
Covid	20,935.35
Zoning/Subdivision	108,469.28
Veteran	47,587.78
HLLW COG	93,915.38
State Road	63,828.83
Equipment	27,399.96
Street Light	1,755.29
Park	38,929.34
Recreation	58,613.54
Total	1,620,507.95

TOTAL

Income-General Fund

301 · Real Property Taxes

301.40 · Delinquent RE Tax-Tax Claim 7.63

Total 301 · Real Property Taxes 7.63

310 · Local Tax Enabling Act

310.10 · Real Estate Transfer Tax 5,537.00

310.20 · Earned Income Tax

310.21 · Earned Income Tax-Current 136,503.88

Total 310.20 · Earned Income Tax 136,503.88

Total 310 · Local Tax Enabling Act	142,040.88
321 · Business Licenses and Permits	
321.80 · Cable Television Francise	11,716.67
Total 321 · Business Licenses and Permits	11,716.67
331 · Fines	
331.10 · Court - Magistrate	203.79
Total 331 · Fines	203.79
341 · Interest	
341.01 · Interest on Checking	24.33
341.99 · Interest income from tax col.	163.06
Total 341 · Interest	187.39
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	
361.21 · Office Supplies	104.75
361.81 · Business Permit	250.00
361.90 · Mechanical/HVAC Permit	214.50
361.93 · Inspections	75.00
Total 361 · General Government	644.25
362 · Public Safety	
362.40 · Protective Inspection Fees	
362.41 · Building Permit	
362.41B · BLDG/Alter/Repair Permit	1,929.50
362.41D · Driveway Permit	50.00
362.41F · Building Permit Filed	285.00
362.41S · Accessory Struc < 1000 ft	517.85
Total 362.41 · Building Permit	2,782.35
362.44 · Sewage Permits (SEO Fees)	714.00
Total 362.40 · Protective Inspection Fees	3,496.35
362.47 · State fees for Permits	27.00
Total 362 · Public Safety	3,523.35
364 · Sanitation	
364.30 · Solid Waste Collection/Disposal	63.00
Total 364 · Sanitation	63.00
Total 360 · Gen. Govt. Charges for Services	4,230.60
Total Income	159,851.06

Expense

400 · General Government	
400.00 · Legislative (Governing) Body	
400.05 · Supervisor Salaries	312.50
Total 400.00 · Legislative (Governing) Body	312.50
402 · Auditing/Bookkeeping Services	
402.31 · Professional Auditing Services	8,000.00
Total 402 · Auditing/Bookkeeping Services	8,000.00

403 · Tax Collection	
403.16 · Commission Paid as Compensation	0.00
403.21 · Office Supplies	29.80
Total 403 · Tax Collection	29.80
404 · Solicitor/Legal Services	4,651.80
405 · Secretary/Clerk	
405.12 · Salary Township Secretary	9,095.60
Total 405 · Secretary/Clerk	9,095.60
406 · Other General Govt. Admin	
Payroll	-494.95
406.12 · Salary Full Time Staff	642.68
406.21 · Office Supplies	150.70
406.32 · Communication - Phone/Wireless	426.47
406.34 · Advertising	406.33
406.38 · Rentals	688.59
Total 406 · Other General Govt. Admin	1,819.82
409 · General Government Bldg&Plants	
409.36 · Public Utility Services (TWP)	398.48
409.37 · Repairs and Maint.	3,025.00
409.44 · Laundry/Other Sanitary Services	140.00
409.99 · Heating - Oil/Propane	2,201.31
Total 409 · General Government Bldg&Plants	5,764.79
Total 400 · General Government	29,674.31
410 · Public Safety	
411 · Fire	
411.99 · Fire Company - Miscellaneous	274.35
Total 411 · Fire	274.35
413 · Code Enforcement	
413.31 · Code enforcement pro. service	8,382.79
Total 413 · Code Enforcement	8,382.79
414 · Planning & Zoning	
414.34 · ZB Advertising, Print, & Bind	186.45
Total 414 · Planning & Zoning	186.45
Total 410 · Public Safety	8,843.59
Total Expense	38,517.90
Net Income	121,333.16
	Feb 25
Other Income/Expense-CR	
Other Income	
341.02 · Interest on Savings	3.62
Total Other Income	3.62
Net Other Income	3.62
Net Income	3.62
	Feb 25

Income-LFF

341.01 · Interest on Checking	20.69
392 · Interfund Operating Transfers	
392.01 · Transfer from General Fund	40,000.00
Total 392 · Interfund Operating Transfers	40,000.00

Total Income	40,020.69
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Expense

430 · LFF Public Works	
432 · Winter Maintenance	24,360.92
Total 430 · LFF Public Works	24,360.92

Total Expense	24,360.92
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Net Income	15,659.77
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Feb 25

Income-HLLW

341.02 · Interest on Savings	60.96
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Total Income	60.96
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Expense	0.00
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Net Income	60.96
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Feb 25

Income-REC

341.01 · Interest on Checking	8.98
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Total Income	8.98
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Expense	0.00
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Net Income	8.98
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Feb 25

Income-ESCROW

341.000 · Interest Earnings	
341.01 · Interest on Checking	6.27
341.02 · Interest J&M, LLC	42.67
Total 341.000 · Interest Earnings	48.94

361 · General Government	
361.96 · Subdivision Escrow Deposit	2,550.00
Total 361 · General Government	2,550.00

Total Income	2,598.94
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Expense	0.00
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Net Income	2,598.94
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Feb 25

Income-PARK

341.01 · Interest on Checking	5.94
342.59 · Rental of Park Facilities	600.00
387 · Contributions and Donations	25.00

Total Income	630.94
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Expense	0.00
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Net Income	630.94
Feb 25	
Income-EQUIPMENT	
341.02 Interest on Equip Fund	17.79
Total Income	17.79
Expense	0.00
Net Income	17.79
Feb 25	
Ordinary Income/Expense-VETERANS	
Income	
341.03 Interest Memorial Fund	30.85
357.01 Grants/Donations	100.00
Total Income	130.85
Gross Profit	130.85
Net Ordinary Income	130.85
Net Income	130.85
Feb 25	
Income-COVID	
341.03 Interest Covid Fund	13.59
Total Income	13.59
Expense	0.00
Net Income	13.59
Total Income (all accounts)	203,337.42
Total Expense (all accounts)	62,878.82
Net Income(all accounts)	140,458.60

Respectfully Submitted,

Tammy M. White
 Tammy M. White
 Secretary/Treasurer