

Board of Supervisors
Thursday, March 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, Zoning Officer Jim Macort, Secretary/Treasurer, Tammy M. White, Admin. Secretary, Trisha Burkhardt, Road Master Matt Henderson, and approximately 23 citizens.

Pledge of Allegiance: The Pledge of Allegiance was conducted.

Media Representation: NWP, Sue Bryant and TV13

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 02/13/25 board of supervisors meeting and directing the treasurer to pay the bills as they become due. Motion carried unanimously.*

Fire Companies: NTFC Fire Chief, Gary Kuntz reported: 48 emergency calls to date, 2 taking their EMT, 3 are taking their Fire Instructor I certification, 1 completed his basic Fire Polic certification, NTFC is hosting annual Haz-Mat OPS refresher on Wednesday March 19th & 26th, May calendar tickets are available, EMS report handed in, \$15,461.31 will be received from the OSFC state Grant, Thank you to the road crew for helping with snow removal on an emergency incident, and plowing snow at the station, Burn Ban in effect until Sunday. **Radio upgrade project.** NTFC Fire Chief, Gary Kuntz announced that a AFG Grant was received in the amount of \$92,400.00 minus \$4,400.00 application fee. 21 portable radios will be received through the grant, approximately \$88,719.80. \$61,153.07 9 radios (4 dual head), 15 portable radios \$65,817.98 to total \$126,971.05. Separate from bond will be accessories \$9,238.25, \$719.80 from Germansville Fire Co. AFG grant total \$9,958.05. Total for the township \$136,929.10 with the actual total including grant = \$229,329.10. The grant saved taxpayers approximately \$88,000.00. LPFC President, Heather Utt: 13 emergency calls to date; Pump Class in April; Concluded 2000 Club; Sunday March 16th all you can eat breakfast 8-12:30pm; Hoagie orders due March 21st to Troy Christman; Wednesday April 2nd Hoagie pickup 11:3- am – 1pm and 5pm to 7pm. Heather Utt announced that a AFG Grant was received in the amount of \$70,400.00 minus \$3,352.00 application fee with 16 portable radios through the grant. 11 mobile radios (1 being a dual head) \$69, 662.27; 9 portable radios \$40,276.44 to total \$109,938.71. Separate from bond will be accessories - \$4,023.06 plus \$548.04 from Germansville Fire Co. AFG grant totaling \$4,571.10 total for the Township \$114,509.81 with the actual total including grant = \$184,909.81. The grant saved taxpayers approximately \$67,048.00. The Township needs to forward these totals to the county by March 31, 2025. *A motion was made by Ronald Jerdon and seconded by Frederick Najarian that information given by NTFC and LPFC regarding the # and types of radios is forwarded to Lehigh County by March 31, 2025. Motion carried unanimously.* The promissory note and security agreement are due by June 20, 2025.

Road Report: Road Master Matt Henderson reported for the month of February: 1. Salted for a few days. 2. Cleaned up tress that came down with the wind. 3. Serviced all equipment up at the park. 4. Put a new floor and fresh paint on trailer from recycling center, it will be used to move mowers to tot lot and storm basin to mow. 5. Filled potholes on dirt roads. 6. Posted burn ban signs along with electric signs . 7. Cut dead trees along walking trail up at park. 8. Cut trees/brush away at upper pond at park and opened pipes. Reported for the upcoming month of March: 1. Removing more dead trees. 2. Sweeping intersections. 3. Pipe cleaning. 4. Raking dirt roads. **Park upgrades/purchases:** 3pt chipper for JD Tractor \$4K; replace Xmark mower with Cub Cadet (\$1,300 hours); Bench for side of Oswald Bridge. **Road Crew upgrades/purchases:** 2-4x4 trucks with plows and salt spreaders and F350 utility body for 60K from North Whitehall which in not available till Fall. A motion was made by Ronald Jerdon and seconded by Frederick Najarian approving all 3 items. Motion carried unanimously.

Park: Matt Henderson will be looking for a fuel storage tank to be located at the Park. Matt also stated that the signs for Blue Mountain House Rd. will be in next week. Ronald Jerdon stated that Penn Dot did sign modification @ Schochary and Holbens Valley Road, Lines will be painted after April 1st. WiFi is being looked into for the Park.

Certificates of Maturity: *A motion was made by Ronald Jerdon and seconded by Brian C. Dietrich approving the renewal of 2 CD's and the closing of 1 CD in the amount of 50K. Motion carried unanimously.*

Ordinance 2025-01: The ordinance will be acting on at the April 10, 2025 BOS meeting.

Ordinance 2025-02: The ordinance will be revised and clean up some language and will be advertise for adoption at the April 10, 2025 BOS meeting.

NW Alumni Association: Charlene Silva was present representing the NW Alumni Association regarding 7 Sirens selling alcohol during the Alumni event that will be held in Ontelaunee Park. The BOS agreed to not have the selling of alcohol in the Park.

Historical Society: Dennis Hartman from thè Historical Society was present to discuss a location, in the Historical Society leased area, to erect a pole building. Estimated cost of 125K. The esthetics of the proposed building would be in line with what is currently at the park. Dimensions will be given to the BOS.

Code Enforcement issues: Camp Meeting Road: Jim Macort stated that the area in question is in compliance. 7176 Rt. 309: Jim Macort reported that BCO Ryan Wessner and himself have been involved with this location and the owner of

the property have been cleaning it up and taking care of maintenance issues. The Tenant will keep the township informed of any other issues going forward. Flint Hill Rd.: Jim Macort stated that notices have been sent and they have till April 8th to comply. GenX: Jim Macort reported that GenX has done a fantastic cleanup and Jim will make sure they stay in compliance.

DEP Radon Campaign: DEP sent a letter regarding Radon Testing. The BOS agreed that DEP can get addresses for Lynn Township. Information for free test kits will be posted on the Lynn Twp website.

Miscellaneous: (1) REC Commission: Ronald Jerdon stated he will be giving updates on the REC Commission. Ronald Jerdon is the liaison from the Township. Ronald Jerdon stated that inaccurate information had been printed in the NWP regarding Night in the Country. 2025 will be the 26th year for Night in the County. The event is about bringing the Community together and is a family event. A Black Hawk Helicopter will be at this years event. Last year the Helicopter couldn't land due to storms. Due to weather, some years the profit is not as good, however there is always a profit made for the REC Commission not to mention all the organizations within the school and outside vendors who raise money for their organization or cause. **(2) Executive Session:** Frederick Najarian stated that a virtual executive session was held on 2/21/25 to discuss the upgrade to employee handbook. **(3) Brush up for Veterans:** Ronald Jerdon stated that they are hoping to get a resident of Lynn Twp to benefit from the program. This is an annual program that helps a veteran do maintenance and repairs to their home.

Public Comment: EAC: Kathryn Townsend announced that the EAC will be doing their cleanup on Saturday April, 26th along with Lynnport Recycling day that will be held here at the Township. Berger will be supplying a 20 yard dumpster for the event. The EAC will be a line item on the BOS agenda going forward. Next month discussing will be held on the EAC Mission Statement and the Bird Town Resolution.

Announcements:

- Re-Org Dinner has been rescheduled for Friday, April 25th 6pm Lynnport Fire Co.
- 18th annual Pow-wow May 15th, 16th, 17th, 18th 2024 Ontelaunee Park Admission \$7, Seniors and Veterans \$5, Children under 12 free.
- Monday, May 26th Memorial Day Celebration Ontelaunee Park.
- 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 8:22 pm.

As of March 31, 2025

Account	Balance
General Fund	46,319.53
Capital Reserve	5,584.99
CD's	1,107,097.97
Covid	20,950.41
Zoning/Subdivision	111,323.98
Veteran	47,587.78
HLLW COG	93,982.92
State Road	282,520.15
Equipment	39,571.02
Street Light	1,755.29
Park	39,571.02
Recreation	58,613.54
Total	1,854,878.60

TOTAL

Income-GENERAL FUND

301 · Real Property Taxes

301.22 · Street Light Tax-Prior	25.74
301.40 · Delinquent RE Tax-Tax Claim	226.17
301.60 · Real Estate Tax-Interim-Current	54.32

Total 301 · Real Property Taxes 306.23

310 · Local Tax Enabling Act

310.10 · Real Estate Transfer Tax 8,577.80

310.20 · Earned Income Tax	
310.21 · Earned Income Tax-Current	43,990.13
Total 310.20 · Earned Income Tax	<u>43,990.13</u>
Total 310 · Local Tax Enabling Act	52,567.93
341 · Interest	
341.01 · Interest on Checking	31.08
341 · Interest - Other	<u>1,061.42</u>
Total 341 · Interest	1,092.50
360 · Gen. Govt. Charges for Services	
361 · General Government	
361.30 · Zoning-Subdiv-Land Dev Fees	
361.33 · Zoning-Subdiv-Land Dev Permits	<u>650.00</u>
Total 361.30 · Zoning-Subdiv-Land Dev Fees	650.00
361.81 · Business Permit	<u>200.00</u>
Total 361 · General Government	850.00
362 · Public Safety	
362.40 · Protective Inspection Fees	
362.41 · Building Permit	
362.41B · BLDG/Alter/Repair Permit	1,196.00
362.41F · Building Permit Filed	1,325.00
362.41S · Accessory Struc < 1000 ft	<u>32.15</u>
Total 362.41 · Building Permit	2,553.15
362.42 · Electrical Permit	400.00
362.44 · Sewage Permits (SEO Fees)	<u>1,404.00</u>
Total 362.40 · Protective Inspection Fees	4,357.15
362.47 · State fees for Permits	<u>36.00</u>
Total 362 · Public Safety	<u>4,393.15</u>
Total 360 · Gen. Govt. Charges for Services	5,243.15
392 · Interfund Operating Transfer	
392.01 · Transfer from LFF	40,000.00
392.04 · Transfer from CD #1898	<u>50,000.00</u>
Total 392 · Interfund Operating Transfer	90,000.00
394.000 · Short-Term Debt	
394.200 · Reimbursement to Township	<u>244.38</u>
Total 394.000 · Short-Term Debt	244.38
395 · Refunds of Prior Yr Expenditure	
395.35 · Insurance & Bonding	266.25
395 · Refunds of Prior Yr Expenditure - Other	<u>54.00</u>
Total 395 · Refunds of Prior Yr Expenditure	<u>320.25</u>
Total Income	149,774.44
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	0.00
Total 403 · Tax Collection	0.00
404 · Solicitor/Legal Services	1,085.00
405 · Secretary/Clerk	
405.12 · Salary Township Secretary	9,145.60
Total 405 · Secretary/Clerk	9,145.60
406 · Other General Govt. Admin	
Payroll	-478.30
406.12 · Salary Full Time Staff	595.66
406.21 · Office Supplies	1,340.59
406.23 · Postage	140.59
406.32 · Communication - Phone/Wireless	3,097.81
406.34 · Advertising	1,412.95
406.38 · Rentals	257.00
406.46 · Mtg., Conf., Cont.Ed.	185.00
Total 406 · Other General Govt. Admin	6,551.30
408 · Engineering Services	
408.99 · Township engineer	16,428.38
408 · Engineering Services - Other	199.50
Total 408 · Engineering Services	16,627.88
409 · General Government Bldg&Plants	
409.36 · Public Utility Services (TWP)	2,286.84
409.44 · Laundry/Other Sanitary Services	140.00
409.99 · Heating - Oil/Propane	2,245.16
Total 409 · General Government Bldg&Plants	4,672.00
Total 400 · General Government	38,394.28
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	4,903.83
Total 413 · Code Enforcement	4,903.83
414 · Planning & Zoning	
414.98 · Zoning Recording/Transcription	375.00
414.99 · Salary Zoning Officer	6,370.50
Total 414 · Planning & Zoning	6,745.50
415 · Emergency Management and Comm.	
415.31 · EMS - Professional Services	50,000.00
Total 415 · Emergency Management and Comm.	50,000.00
Total 410 · Public Safety	61,923.68
Total Expense	100,317.96
Net Income	49,456.48
	Mar 25

Income-LFF

341.01 · Interest on Checking	131.91
355 · LFF State Shared Revenue	
355.03 · State Road Turnback Payments	<u>289,177.52</u>
Total 355 · LFF State Shared Revenue	<u>289,177.52</u>

Total Income	289,309.43
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Expense

General Fund Checking	40,000.00
430 · LFF Public Works	
432 · Winter Maintenance	<u>30,618.11</u>
Total 430 · LFF Public Works	<u>30,618.11</u>

Total Expense	70,618.11
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Net Income	218,691.32
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Mar 25**Other Income/Expense-CR****Other Income**

341.02 · Interest on Savings	<u>4.01</u>
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Total Other Income	<u>4.01</u>
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Net Other Income	4.01
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Net Income	4.01
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Mar 25**Income-HLLW**

341.02 · Interest on Savings	<u>67.54</u>
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Total Income	67.54
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Expense	<u>0.00</u>
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Net Income	67.54
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Mar 25**Income-RECREATION**

341.01 · Interest on Checking	<u>9.95</u>
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Total Income	9.95
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Expense	<u>0.00</u>
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Net Income	9.95
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Mar 25**Income-ESCROW****341.000 · Interest Earnings**

341.01 · Interest on Checking	7.43
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341.02 · Interest J&M, LLC	<u>47.27</u>
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Total 341.000 · Interest Earnings	<u>54.70</u>
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361 · General Government

361.96 · Subdivision Escrow Deposit	<u>2,800.00</u>
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Total 361 · General Government	<u>2,800.00</u>
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Total Income	2,854.70
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Expense	0.00
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Net Income	<u>2,854.70</u>
	<u>Mar 25</u>
Income-PARK	
341.01 · Interest on Checking	6.68
342.59 · Rental of Park Facilities	610.00
387 · Contributions and Donations	25.00
Total Income	641.68
Expense	0.00
Net Income	<u>641.68</u>
	<u>Mar 25</u>
Income-EQUIPMENT	
341.02 Interest on Equip Fund	19.70
Total Income	19.70
Expense	0.00
Net Income	<u>19.70</u>
	<u>Mar 25</u>
Ordinary Income/Expense-VETERANS	
Income	
341.03 Interest Memorial Fund	35.43
392.02 Transfer from GF	4,000.00
Total Income	4,035.43
Gross Profit	4,035.43
Net Ordinary Income	4,035.43
Net Income	<u>4,035.43</u>
	<u>Mar 25</u>
Income-COVID	
341.03 Interest Covid Fund	15.06
Total Income	15.06
Expense	0.00
Net Income	<u>15.06</u>
Total Income (all accounts)	<u>446,731.94</u>
Total Expense (all accounts)	<u>170,936.07</u>
Net Income(all accounts)	<u>275,795.87</u>

Respectfully Submitted

Tammy M White
Secretary/Treasurer

