

Board of Supervisors  
Wednesday, November 13th, 2025 @ 6:30 PM  
Lynn Twp.-7911 Kings Hgwy., New Tripoli

**Call to Order:** The regular 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, Secretary/Treasurer Tammy M. White, Admin/Zoning office Secretary Trish Burkhardt, Asst. Road Master Jarett White, Solicitor Marc Fisher, and approximately 26 citizens.

**Pledge of Allegiance:** The Pledge of Allegiance was conducted.

**Media Representation:** Kathryn Townsend NWP

**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 to accept the minutes from 10/09/25 BOS meeting, and to direct the treasurer to pay the bills as they become due. Motion carried unanimously.*

**Executive Session:** Brian C. Dietrich announced that an executive session was held on October 30<sup>th</sup> to discuss personnel issues.

**Motion to approve engagement letter with Hoffman & Hlavac-** *A motion was made by Ronald Jerdon and seconded by Brian C. Dietrich approve the engagement letter. Motion carried unanimously.*

**Fire Companies:** LPFC Fire Chief Kevin Utt reported: 69 emergency calls to date; 1 personnel completed Fire I; 1 personnel completed Fire II; 2 personnel completed a flash over class; Hoagie orders are due November 21. Pickup 12/2. Call orders to Troy Christman 610-972-8033; All you can eat Breakfast will be held on November 16<sup>th</sup> 8am to 12:30pm. We are collecting kid games, toddlers to teens, for Tears for Kids organization; Turkey Raffle tickets available also. Raffle on Friday November 21<sup>st</sup> 6pm. NTFC Fire Chief Gary Kuntz reported: 165 emergency calls to date; filling orders due 11/14; Santa run Saturday 12/13; 7 members are eligible for the County Tax Rebate; 15,000 gallon water tank has been installed; 2025 R&R program will pay out approximately 21K this year; 1 background check to turn in for new fire team member; 11/30 tree lighting. **Tax Credit:** Gary Kuntz stated that he had a meeting with Ron Jerdon, and Kevin Utt where they discussed qualifying material to be included in the Volunteer Firefighter Tax Credit Resolution. *A motion was made by Frederick Najarian and seconded by Ronald Jerdon approving Ordinance 2025-04: AN ORDINANCE OF THE BOARD OF SUPERVISORS OF LYNN TOWNSHIP, LEHIGH COUNTY, PA, AMENDING THE CODE OF ORDINANCES, TOWNSHIP OF LYNN, ESTABLISHING A VOLUNTEER SERVICE CREDIT PROGRAM; ENACTING TAX CREDITS FOR VOLUNTEER MEMBERS OF VOLUNTEER FIRE COMPANIES; AND ESTABLISHING ADMINISTRATIVE PROCEDURES AND APPEALS. Motion carried unanimously.* **Pond Sites:** Discussion was held regarding Pond Sites. Fire Chiefs were giving another list to review for their recommendations. Access from landowners is the first step. There is NO permitting needed.

**Recruitment & Retention:** *A motion was made by Frederick Najarian and seconded by Ronald Jerdon to pay LPFC & NTFC Recruitment & Retention 6K to each FC totaling 12K. Motion carried unanimously.* NTFC had 21 members qualify for the Recruitment & Retention program, LPFC did not have total for the number of members eligible.

**Road Report:** Jarett White, Asst. Road master, reported for the month of October: (1) Shoulder mowing is complete for the year. (2) One more week of boom mowing.(3) New Trucks are lettered. (4) Cleaning ditches. (5) A lot of tree cleanup/removal. (6) Fixing/Replacing signs. (7) Getting snow equipment ready. (8) Ford F750 is getting side supports replaced. (9) Yellow Sterling truck is sold and will be picked up next week. Anticipated work for November: (1) Tree trimming. (2) Clean ditches. (3) Finish Boom mowing. (4) Servicing mowers. (5) Finish snow equipment preparations.

**Bird town** signs were posted, 1 on Kistler Valley and 1 on Rte. 143 at County Line Orchard. **Deaf Child sign** was posted and Brian C. Dietrich will contact the 2<sup>nd</sup> person. **Yellow Sterling:** *A motion was made by Frederick Najarian and seconded by Ronald Jerdon approving the sale of the Yellow Sterling truck @ 12K. Motion carried unanimously.*

**Park:** Jarett White, Asst. Road master, reported for the month of October: (1) Old foot bridge was removed, new one from LCTI is installed and looks fantastic. Special thanks to Ron Jerdon for coordinating with LCTI and Steve Neil for assistance and equipment usage for site prep and setting new bridge. (2) Robert White has moved to road crew for winter. (3) 2 donated trees will be planted today or Friday. Anticipated work for November: (1) Cut & remove dead and problem trees in the park. (2) Prepare for Christmas Tree/lighting. Winterizing of the Park will be done after the tree lighting on Sunday, November 30<sup>th</sup>.

**Historical Society:** Pharon Metzger from the Historical Society introduced Chris Brown, from Brown Design, Group who gave a presentation of the proposed 3760 sq. ft. building made up of a 2800 sq. ft exhibit hall and a 16' x 30' air conditioned meeting room and a 16' x 30' climate controlled artifact collection room. The BOS thanked Mr. Brown for an exceptional presentation. The intent is to have monthly meetings in the proposed building and using the current building (Bank) as a backup. There are no plans for restrooms. Other issues that came up were Water & Electric. A 200 amp service would be sufficient for the electric. ADA handicap parking will be needed. *A motion was made by Frederick Najarian and seconded by Ronald Jerdon to advertise for a public*

workshop to be held in Ontelaunee Park on Saturday, December 6, 2025 @ 8am to approve the building and to decide on a site. Motion carried unanimously.

**Tax Rate for Year 2026: Resolution 2025-18:** A motion was made by Ronald Jerdon and seconded by Frederick Najarian approving Resolution 2025-18; **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF LYNN, LEHIGH COUNTY PA, FIXING THE TAX RATE FOR THE YEAR 2026.** Motion carried unanimously. The Resolution was approved keeping the millage of Lynn Township 0.2 mills.

**Ag Security: Reso 2025-19:** Marc Fisher opened the Hearing at 7:16 and reviewed the Vaughn Ag Security. No questions or comments were received and the hearing was closed at 7:17. A motion was made by Ronald Jerdon and seconded by Frederick Najarian to pass Resolution 2025-19; **Robert & Lisa Vaughn: A RESOLUTION OF THE BOARD OF SUPERVISORS OF LYNN TOWNSHIP, LEHIGH COUNTY, PA APPROVING THE AG SECURITY OF Vaughn: 12.426 acres located at 8360 Holbens Valley Rd. New Tripoli, Pa 18066 identified as pin no: 52844615963.** Motion carried unanimously.

**Farmland Preservation:** The next Farmland Preservation Committee will be held on December 16<sup>th</sup> @ 6:30pm to further discuss possible township donations.

**Resolution 2025-20:** A motion was made by Ronald Jerdon and seconded by Frederick Najarian approving Resolution 2025-20; **A RESOLUTION OF THE BOARD OF SUPERVISORS OF LYNN TOWNSHIP, LEHIGH COUNTY, PA FOR THE TRANSFER OF UNENCUMBERED MONEYS FROM ONE TOWNSHIP ACCOUNT TO ANOTHER.** Motion carried unanimously. The Resolution was to close Wertman Estate, Core Structures and two Lot Lines for Marie Dietrich.

**Budget Discussion:** Motion to authorize advertisement of the 2026 budget for viewing; adoption 12/11/25; A motion was made by Frederick Najarian and seconded by Ronald Jerdon to authorize the advertisement of the draft 2026 budget for viewing. Motion carried unanimously.

**Certificates of Deposit:** A motion was made by Frederick Najarian and seconded by Ronald Jerdon renewing CD#4181 & CD#4272, that are coming due on 12/3/25, for 91 days @ 3.68%. Motion carried unanimously.

**Codification; Zoning Revisions:** The PC approved changes plus a few other changes & provisions. The draft Ordinance 2025-05 will be forwarded to the LVPC for their review and comments and will come back to the BOS in 2026.

**EAC: Recycling Plan:** Have Ashley Dobak of Advising Engineer to Lehigh County Solid Waste Plan to present to the BOS in 2026. EAC has a new Facebook account to share news and educational information. Bird Towns project proposal: EAC will hold their first subcommittee meeting in 2026 for Native instructional garden at Ontelaunee Park. EAC requests a page on Lynn Township website for disseminating information about recycling and disposal of complicated trash. Kathryn Townsend will put together a list of items like, paint, batteries that can be uploaded to the Townships website. EAC continues interest in the Historical Society project at Ontelaunee Park and its impact on the park environment and future use. EAC also continues to clarify and refine their list of priorities.

**Miscellaneous: (1) Public meetings for Lynn Township for 2026 are as follows:**

A motion was made by Ronald Jerdon and seconded by Frederick Najarian approving the following dates and for advertisement: **Board of Supervisors:** Thursday's - 02/12, 03/12, 04/09, 05/14, 06/11, 07/09, 08/13, 09/10, 10/08, 11/12, 12/10, Mon. 12/28 Close out Meeting, Wed. 9/23 Budget Meeting, Re-Org Meeting Mon. 1/5. All meetings will be held at 6:30p.m. Motion carried unanimously. A second motion was made by Frederick Najarian and seconded Ronald Jerdon approving the following dates and for advertisement:

**Elected Auditors:** Re-Org Meeting Tuesday 1/6 @ 7:00pm

**EAC:** 3<sup>rd</sup> Thursday of each month @ 6:30pm

**Planning Commission:** Third Tuesday of each month at 7:00 p.m. (no agenda, no meeting)

**Zoning Hearing Board:** Fourth Tuesday of each month at 7:00 p.m. (when required)

**BOS/Farmland Preservation Committee:** Meet Quarterly third Tuesday of March 3/17, June 6/16, Sept. 9/15, Dec. 12/15 at 6:30pm prior to Planning Commission meeting. Motion carried unanimously.

**(2) Re-Organizational Dinner:** The BOS directed Tammy White to contact Heather Utt at LPFC for a date in March 2026 for the dinner.

**(3)** The BOS were in agreement to advertise for open positions (terms) for township committees. **(4)** Jarett White also mentioned that there is LFF money that could be used to replace the red pickup truck. Matt Henderson had previously provided the BOS with information on a truck that is available for purchase. The BOS were in agreement for Matt Henderson to prioritize a list of needs. **(5)** Frederick Najarian asked Marc Fisher if there is a law in PA that requires Audio & Visual Recording signs to be posted inside and outside of a public building. Marc Fisher stated he will look into it. **(6)** Frederick Najarian stated that if a paid professional has to attend a PC meeting, regarding a specific agenda item, that they should be put at the top of the agenda. Marc Fisher agreed.

**Public Comment: (1)** Gary Kuntz asked the BOS and the Road Crew if they could do a few passes of snow removal in front of the bays when it snows. This is for both NTFC & LPFC. Gary stated that they have someone that comes and plows the parking lot but would like to have it opened in front of the bays so trucks can get out. **(2)** Resident, Jimmy Bachman asked who has the final decision at a ZHB. Marc Fisher stated that the ZHB has the authority.

**Announcements:** Tree Lighting Ceremony Ontelaunee Park Sunday Nov. 30th 4:30pm-7:30pm.

**Adjournment:** A motion was made by Ronald Jerdon and seconded by Frederick Najarian to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:42 pm.

**As of November 30, 2025**

<b>Account</b>	<b>Balance</b>
General Fund	184,595.28
Capital Reserve	5,616.42
CD's	988,293.56
Covid	16,646.61
Zoning/Subdivision	114,056.82
Veteran	82,024.29
HLLW COG	94,709.67
State Road	55,164.08
Equipment	48,608.63
Street Light	1,692.97
Park	96,161.91
Recreation	57,591.77
Farmland Pres	353.87
<b>Total</b>	<b>1,745,515.88</b>

**TOTAL**

**Income-GENERAL FUND**

**301 · Real Property Taxes**

301.10 · Real Estate Tax-Current	142.20
301.23 · 515 Rollback - prior years	28.89
301.40 · Delinquent RE Tax-Tax Claim	29.23

**Total 301 · Real Property Taxes** 200.32

**310 · Local Tax Enabling Act**

310.10 · Real Estate Transfer Tax	11,824.50
310.20 · Earned Income Tax	
310.21 · Earned Income Tax-Current	111,996.31
310.20 · Earned Income Tax - Other	7,404.51

**Total 310.20 · Earned Income Tax** 119,400.82

**Total 310 · Local Tax Enabling Act** 131,225.32

**321 · Business Licenses and Permits**

321.80 · Cable Television Francise	10,562.49
------------------------------------	-----------

**Total 321 · Business Licenses and Permits** 10,562.49

**341 · Interest**

341.01 · Interest on Checking	32.49
-------------------------------	-------

**Total 341 · Interest** 32.49

**360 · Gen. Govt. Charges for Services**

**361 · General Government**

**361.30 · Zoning-Subdiv-Land Dev Fees**

361.32 · Fees for Eng., Insp, & Reviews	46,291.49
361.30 · Zoning-Subdiv-Land Dev Fees - Other	650.00

**Total 361.30 · Zoning-Subdiv-Land Dev Fees** 46,941.49

361.90 · Mechanical/HVAC Permit	154.50
361.94 · Misc. Billing	211.15
361 · General Government - Other	<u>2,500.00</u>
Total 361 · General Government	49,807.14
362 · Public Safety	
362.40 · Protective Inspection Fees	
362.41 · Building Permit	
362.41F · Building Permit Filed	50.00
362.41S · Accessory Struc < 1000 ft	<u>120.00</u>
Total 362.41 · Building Permit	170.00
362.42 · Electrical Permit	229.50
362.44 · Sewage Permits (SEO Fees)	2,026.50
362.48 · Demolition Permit	<u>50.00</u>
Total 362.40 · Protective Inspection Fees	<u>2,476.00</u>
Total 362 · Public Safety	<u>2,476.00</u>
Total 360 · Gen. Govt. Charges for Services	52,283.14
389 · Unclassified Income	550.00
392 · Interfund Operating Transfer	
392.06 · Transfer from Farm Pres.	3,649.50
392.95 · Transfer from Vet Mem	557.00
392.98 · Transfer from SubD/Zoning	<u>1,709.38</u>
Total 392 · Interfund Operating Transfer	<u>5,915.88</u>
<b>Total Income</b>	<b>200,769.64</b>

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	
403.21 · Office Supplies	<u>41.05</u>
Total 403 · Tax Collection	41.05
404 · Solicitor/Legal Services	3,444.50
405 · Secretary/Clerk	
405.12 · Salary Township Secretary	10,385.60
405.35 · Insurance and Bonding	<u>11.00</u>
Total 405 · Secretary/Clerk	10,396.60
406 · Other General Govt. Admin	
Payroll	2,221.69
406.12 · Salary Full Time Staff	674.03
406.21 · Office Supplies	549.47
406.23 · Postage	111.65
406.32 · Communication - Phone/Wireless	5,438.22
406.34 · Advertising	573.95
406.38 · Rentals	<u>197.19</u>
Total 406 · Other General Govt. Admin	9,766.20
408 · Engineering Services	

408.99 · Township engineer	10,499.65
Total 408 · Engineering Services	10,499.65
409 · General Government Bldg&Plants	
409.36 · Public Utility Services (TWP)	288.75
409.37 · Repairs and Maint.	880.00
409.44 · Laundry/Other Sanitary Services	123.49
409.99 · Heating - Oil/Propane	1,915.38
Total 409 · General Government Bldg&Plants	3,207.62
Total 400 · General Government	37,668.12
410 · Public Safety	
411 · Fire	
411.54 · Fire Co. Donations	12,000.00
411.99 · Fire Company - Miscellaneous	274.35
Total 411 · Fire	12,274.35
413 · Code Enforcement	
413.31 · Code enforcement pro. service	2,316.00
Total 413 · Code Enforcement	2,316.00
414 · Planning & Zoning	
414.99 · Salary Zoning Officer	1,622.50
Total 414 · Planning & Zoning	1,622.50
419 · Other Public Safety	
419.99 · PA One Call	18.17
Total 419 · Other Public Safety	18.17
Total 410 · Public Safety	16,231.02
430 · Public Works Hwy,Rds,Streets	
432 · Winter Maintenance	
432.14 · Salaries Winter Maintenance	8,178.80
Total 432 · Winter Maintenance	8,178.80
437 · Repair of Tools & Machinery	
437.98 · Repair of Machinery	351.97
437.99 · Truck Repair	2,718.23
Total 437 · Repair of Tools & Machinery	3,070.20
438 · Road/Bridge Maint. and Repair	
438.25 · Repairs & Maint Supplies	2,476.47
438.99 · Truck Fuel	2,209.67
Total 438 · Road/Bridge Maint. and Repair	4,686.14
Total 430 · Public Works Hwy,Rds,Streets	15,935.14
450 · Culture-Recreation	
454 · GF Parks	
454.12 · Parks full time staff (GF)	6,576.00
454.15 · Parks part time staff (GF)	500.00
454.25 · Repairs & Maint Supplies	2,625.57
454.36 · Public Utilities	93.25
454.37 · Repairs and Maint. serv (park)	475.25
Total 454 · GF Parks	10,270.07

Total 450 · Culture-Recreation	10,270.07
480 · Misc. Expense	
481 · Employer paid Taxes	
481.10 · Employer paid FICA	990.54
481.20 · Employer paid Medicare	273.63
481.30 · Employer paid Unemployment Comp	34.46
483.49 · 457 Pension contribution	480.00
483.52 · Roth IRA Capital Trust	650.00
Total 481 · Employer paid Taxes	2,428.63
487 · Other Group Insurance Benefits	
487.01 · Health Insurance	18,216.81
487.02 · Life Insurance	1,189.60
487.03 · Workmans Compensation	2,409.00
487.98 · Employer Paid Disability	1,071.36
Total 487 · Other Group Insurance Benefits	22,886.77
489 · All other unclassified Expenses	
489.98 · Clothing Allowance	244.96
Total 489 · All other unclassified Expenses	244.96
Total 480 · Misc. Expense	25,560.36
490 · Other Financing Uses-exp	107.00

**Total Expense** 105,771.71

Net Income 94,997.93

Nov 25

Income-LIGHT FUND

383.11 · Street Lighting Tax 55.81

**Total Income** 55.81

Expense

434 · Street Lighting

434.36 · Street Lighting Electric 1,241.99

Total 434 · Street Lighting 1,241.99

**Total Expense** 1,241.99

Net Income -1,186.18

Nov 25

Income-LFF

341.01 · Interest on Checking 29.90

**Total Income** 29.90

Expense

0.00

Net Income 29.90

Nov 25

Other Income/Expense-CR

Other Income

341.02 · Interest on Savings 3.65

**Total Other Income** 3.65

Net Other Income 3.65

Net Income	<b>3.65</b>
	<b>Nov 25</b>
<b>Income-HLLW</b>	
341.02 · Interest on Savings	61.48
<b>Total Income</b>	<b>61.48</b>
Expense	0.00
Net Income	<b>61.48</b>
	<b>Nov 25</b>
<b>Income-RECREATION</b>	
341.01 · Interest on Checking	8.82
<b>Total Income</b>	<b>8.82</b>
Expense	0.00
Net Income	<b>8.82</b>
	<b>Nov 25</b>
<b>Income-ESCROW</b>	
341.000 · Interest Earnings	
341.01 · Interest on Checking	7.46
341.02 · Interest J&M, LLC	42.46
Total 341.000 · Interest Earnings	49.92
361 · General Government	
361.96 · Subdivision Escrow Deposit	2,500.00
Total 361 · General Government	2,500.00
392 · Interfund Operating Transfer	1,709.38
<b>Total Income</b>	<b>4,259.30</b>
Expense	
492 · Interfund Operating Transfers	
492.02 · Transfer to GFMM	1,709.38
492 · Interfund Operating Transfers - Other	1,709.38
Total 492 · Interfund Operating Transfers	3,418.76
<b>Total Expense</b>	<b>3,418.76</b>
Net Income	<b>840.54</b>
	<b>Nov 25</b>
<b>Income-PARK</b>	
341.01 · Interest on Checking	14.89
342.59 · Rental of Park Facilities	450.00
387 · Contributions and Donations	25.67
<b>Total Income</b>	<b>490.56</b>
Expense	
454 · Parks	
454.25 · Repairs & Maintenance Supplies	334.84
454.36 · Public Utilities	342.00
454.38 · Rental	158.98
Total 454 · Parks	835.82
<b>Total Expense</b>	<b>835.82</b>

Net Income	-345.26
	Nov 25
<b>Income-EQUIPMENT</b>	
341.02 Interest on Equip Fund	24.90
391 Proceeds of General Fixed	
391.10 Sales of vehicles, equip	12,450.00
Total 391 Proceeds of General Fixed	12,450.00
<b>Total Income</b>	<b>12,474.90</b>
Expense	0.00
Net Income	12,474.90
	Nov 30 - Dec 1, 25
<b>Ordinary Income/Expense-VETERANS</b>	
Income	
341.03 Interest Memorial Fund	52.44
357.01 Grants/Donations	500.00
<b>Total Income</b>	<b>552.44</b>
Gross Profit	552.44
Net Ordinary Income	552.44
Net Income	552.44
	Nov 25
<b>Income-COVID</b>	
341.03 Interest Covid Fund	10.81
<b>Total Income</b>	<b>10.81</b>
Expense	0.00
Net Income	10.81
	Nov 25
<b>Income-FARMLAND PRES.</b>	
341 - Interest	0.40
<b>Total Income</b>	<b>0.40</b>
Expense	
492 Inter fund transfer	
492.06 Transfer to General fund	3,649.50
492 Inter fund transfer - Other	-3,649.50
Total 492 Inter fund transfer	0.00
Total Expense	0.00
Net Income	0.40
Total Income (all accounts)	218,717.71
Total Expense (all accounts)	111,268.28
Net Income(all accounts)	<b>107,449.43</b>

Respectfully Submitted

*Tammy M. White*

Tammy M White  
Secretary, Treasurer