

**Board of Supervisors**  
**Thursday, August 8th, 2024 @ 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, Road Master Matt Henderson, Asst. Road Master Jarett White, Engineer Karl Scherzberg, Zoning Officer Jim Macort, Solicitor Marc Fisher, and approximately 23 citizens.

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

**Media Representation:** Marieke Andronache NWP & BRCTV.

**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 07/11/24 and direct the treasurer to pay the bills as they become due. Motion carried unanimously.

**Fire Companies:** LPFC President Heather Utt: 51 fire calls for the year; FF1 class continuing till September; Hoagie orders due August 23<sup>rd</sup> for pick up on September 4; 8<sup>th</sup> annual cash bingo; September 15<sup>th</sup> all you can eat breakfast. NTFC Assistant Fire Chief, Nick Gruber reported for the NTFC: 120 emergency calls as of 8/8/24; 4 FF are currently taking their FF1 Pro Board certifications; 1 FF completed his fire officer 4 pro board certification; Fall Bash is rapidly approaching on Saturday September 21. Letters were sent out requesting Fire Police for traffic control. Apparatus will be on display at the Annual Night in The Country event on 8/17 with free handouts. Fall bash tickets will be on sale if available. NTFC will have a food stand at this event; The main parking lot was recently seal coated and maintenance was done on the upper lot. NTFC thanked the road crew for the use of the roller.

**Road Report:** Matt Henderson, Road master, reported for the month of July: (1) Fixed Bridge concrete at Slateville Bridge. (2) Took down oil chip signs. (3) Stone hauled in for dirt roads. (4) Serviced equipment. (5) Breakroom construction. (6) Patched pipes at Rossville Rd and Blue Mtn. House Rd. (7) Swept Blue Mtn. House Rd. and opened pipes. (8) Raked stones off shoulders of dirt roads. Anticipated work for August: (1) Night in the Country. (2) Replace pipes on Ross Valley and Blue Mtn. House Rd. (3) Shoulder Mowing. (4) Stone dirt roads. (5) Tree trimming. Quotes were received by the township for repair of the 2004 Blue Mack Truck's engine. A motion was made by Ronald Jerdon and seconded by Frederick Najarian to accept the quote from S&D Towing & Repair at the cost of \$23,262.10 and to include the 1 year 30K warranty. Motion carried unanimously. Ronald Jerdon stated that the Road Crew Maintenance garage improvements are almost complete. There will be plumbing upgrade's to the bathroom. A motion was made by Frederick Najarian and seconded by Ronald Jerdon to have Broc Mechanical do the upgrades at the cost of \$2,515.00. Motion carried unanimously. Covid funds will be used for the project. A motion was made by Frederick Najarian and seconded by Ronald Jerdon for the purchase of 2 commercial garage door openers totaling \$5,072.00 from Palmerton Garage Door II. Motion carried unanimously. Covid funds will be used for this project.

**HVAC Proposals:** The township received 3 proposals for HVAC system for the upgrades in the maintenance garage. A motion was made by Frederick Najarian and seconded by Ronald Jerdon approving the MBI HVAC proposal of \$5,985, but to include to transfer fans instead of 1. Motion carried unanimously. Covid funds will be used for the project.

**Park:** Digital sign at Ontelaunee Park is being installed on August 28<sup>th</sup>.

**Lynnville Barn:** Zoning Officer Jim Macort stated that there will be enforcement to have the barn demolished. Waiting on Paul Jarett BCO to pull the demo permit.

**Camp Meeting Road Property:** Zoning officer Jim Macort will also follow up on the Camp Meeting Road property.

**Intersection:** Holbens Valley Rd. & Schochary Rd.: Ronald Jerdon met, at an early date, with Brian Hite from LVPC and Consultant Marvin V. Ta from Pennoni on behalf of PennDOT regarding the Intersection of Holbens Valley Rd. & Schochary Rd. Both were present at the board meeting. Brian Hite will set up a meeting with PennDOT to discuss the numerous ways to help make the intersection safer. Also added that with any upgrades that are done, it will be PennDOT financial responsibility.

**EAC:** Representative Heidi Shiver from Bird Town PA was present to provide the BOS with information on the program. Heidi Shiver stated that Bird Town only gives recommendations and no entity is bound to their suggestions. Brian C. Dietrich stated he was not in favor of becoming a member based on some of the recommendations. A motion was made by Frederick Najarian and seconded by Ronald Jerdon to join Bird Town PA @ the cost of \$100 per year. Brian C. Dietrich voted not in favor. Motion carried. A motion was made by Frederick Najarian and seconded by Ronald Jerdon that the EAC and Bird Town work together with the Blue Mountain District. Brian C. Dietrich voted not in favor. Motion carried.

**Resolution 2024-19:** Resolution to destroy records. A motion was made by Ronald Jerdon and seconded by Frederick Najarian adopting Resolution 2024-19: A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF LYNN, LEHIGH COUNTY, PA FOR THE DESTRUCTION OF SPECIFIC RECORDS. Motion carried unanimously.

**Solar Ordinance:** The BOS has directed that the draft Solar Ordinance go to the Township Planning Commission for their September meeting.

**EMC:** Duties/Responsibilities/requirements – Job Description. Ronald Jerdon had a meeting with both fire companies, Phil Hobel (EMC) Dawn Didra (Deputy EMC) to compile a list of Duties and Responsibilities for the position of EMC. The list was compiled. *A motion was made by Frederick Najarian and seconded by Brian C. Dietrich approving the list of Duties/Responsibilities/Requirements for the Emergency Management Coordinator job position. Motion carried unanimously.* Ron Jerdon suggested that a preplanned process test would be beneficial in the event there is an emergency.

**Miscellaneous:** (1) Matt Henderson informed the BOS that there should be a trailer limit on dirt roads. Possibly signage stating, "NO trailers 48" and over". It was suggest that a sample ordnance specific to the Blue Mount District could be drafted along with the planning commission's input. (2) Frederick Najarian stated that he has members to serve on the Farmland Preservation Committee and will have a presentation for the September BOS meeting. Frederick Najarian is on the planning commission but will be on the Committee as board representation, however Marc Fisher stated that a member from the planning commission needs to be a member of the committee as well. (3) Executive Session: Brian C. Dietrich announced that the Board held an executive session prior to tonight's meeting to discuss personnel matters.

**Public Comment:** None

**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 7:54 pm

**As of August 31, 2024**

Account	Balance
General Fund	88,537.25
Capital Reserve	5,464.23
CD's	801,196.32
Covid	82,758.61
Zoning/Subdivision	104,394.27
Veteran	28,736.60
HLLW COG	84,115.11
State Road	61,913.64
Equipment	176,609.98
Street Light	3,377.22
Park	93,132.80
Recreation	207,935.43
<b>Total</b>	<b>1,738,171.46</b>

**TOTAL**

**Income-GENERAL FUND**

**301 · Real Property Taxes**

301.10 · Real Estate Tax-Current	1,058.29
301.40 · Delinquent RE Tax-Tax Claim	143.45
301.60 · Real Estate Tax-Interim-Current	19.73

**Total 301 · Real Property Taxes** 1,221.47

**310 · Local Tax Enabling Act**

310.10 · Real Estate Transfer Tax	16,306.34
310.20 · Earned Income Tax	
310.21 · Earned Income Tax-Current	123,288.50

**Total 310.20 · Earned Income Tax** 123,288.50

**Total 310 · Local Tax Enabling Act** 139,594.84

**321 · Business Licenses and Permits**

321.80 · Cable Television Francise	12,021.37
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Total 321 · Business Licenses and Permits	12,021.37
331 · Fines	
331.10 · Court - Magistrate	<u>434.04</u>
Total 331 · Fines	434.04
341 · Interest	
341.01 · Interest on Checking	<u>33.27</u>
Total 341 · Interest	33.27
342 · Interest, Rents & Royalties	
342.53 · Royalties from Cell Tower Rent	<u>2,928.20</u>
Total 342 · Interest, Rents & Royalties	2,928.20
355 · Shared Revenue & Entitlements	5,598.87
360 · Gen. Govt. Charges for Services	
361 · General Government	
361.30 · Zoning-Subdiv-Land Dev Fees	
361.32 · Fees for Eng., Insp, & Reviews	17,040.50
361.30 · Zoning-Subdiv-Land Dev Fees - Other	<u>650.00</u>
Total 361.30 · Zoning-Subdiv-Land Dev Fees	17,690.50
361.82 · Sale of surplus material	420.00
361.89 · Short Term Rental Permit	<u>50.00</u>
Total 361 · General Government	18,160.50
362 · Public Safety	
362.40 · Protective Inspection Fees	
362.41 · Building Permit	
362.41B · BLDG/Alter/Repair Permit	950.00
362.41F · Building Permit Filed	1,220.00
362.41S · Accessory Struc < 1000 ft	<u>535.00</u>
Total 362.41 · Building Permit	2,705.00
362.42 · Electrical Permit	<u>700.00</u>
Total 362.40 · Protective Inspection Fees	3,405.00
362.47 · State fees for Permits	<u>45.00</u>
Total 362 · Public Safety	3,450.00
364 · Sanitation	
364.30 · Solid Waste Collection/Disposal	<u>73.00</u>
Total 364 · Sanitation	<u>73.00</u>
Total 360 · Gen. Govt. Charges for Services	21,683.50
392 · Interfund Operating Transfer	
392.91 · Transfer from Covid Fund	7,587.00
392.95 · Transfer from Vet Mem	<u>325.25</u>
Total 392 · Interfund Operating Transfer	<u>7,912.25</u>
<b>Total Income</b>	<b>191,427.81</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	

403.16 · Commission Paid as Compensation	<u>62.91</u>
Total 403 · Tax Collection	62.91
404 · Solicitor/Legal Services	1,868.15
405 · Secretary/Clerk	
405.12 · Salary Township Secretary	<u>8,289.50</u>
Total 405 · Secretary/Clerk	8,289.50
406 · Other General Govt. Admin	
Payroll	-839.60
406.12 · Salary Full Time Staff	570.00
406.21 · Office Supplies	488.03
406.32 · Communication - Phone/Wireless	1,413.60
406.34 · Advertising	49.71
406.38 · Rentals	154.14
406.42 · Membership/Dues	240.00
406.46 · Mtg., Conf.,Cont.Ed.	<u>240.00</u>
Total 406 · Other General Govt. Admin	2,315.88
408 · Engineering Services	
408.99 · Township engineer	<u>41,500.00</u>
Total 408 · Engineering Services	41,500.00
409 · General Government Bldg&Plants	
409.36 · Public Utility Services (TWP)	381.20
409.37 · Repairs and Maint.	<u>8,232.59</u>
Total 409 · General Government Bldg&Plants	<u>8,613.79</u>
Total 400 · General Government	62,962.73
410 · Public Safety	
411 · Fire	
411.54 · Fire Co. Donations	16,000.00
411.99 · Fire Company - Miscellaneous	<u>548.70</u>
Total 411 · Fire	16,548.70
412 · Ambulance/Rescue	
412.54 · Ambulance/Rescue Donations	<u>3,000.00</u>
Total 412 · Ambulance/Rescue	3,000.00
413 · Code Enforcement	
413.31 · Code enforcement pro. service	<u>900.00</u>
Total 413 · Code Enforcement	900.00
414 · Planning & Zoning	
414.34 · ZB Advertising, Print, & Bind	<u>163.07</u>
Total 414 · Planning & Zoning	163.07
419 · Other Public Safety	
419.99 · PA One Call	<u>9.36</u>
Total 419 · Other Public Safety	<u>9.36</u>
Total 410 · Public Safety	<u>20,621.13</u>
<b>Total Expense</b>	<b><u>83,583.86</u></b>
Net Income	<b><u>107,843.95</u></b>
	<b><u>Aug 24</u></b>

Income-LIGHT FUND

383.11 · Street Lighting Tax	180.09
<b>Total Income</b>	<b>180.09</b>
Expense	
434 · Street Lighting	
434.36 · Street Lighting Electric	1,153.60
<b>Total 434 · Street Lighting</b>	<b>1,153.60</b>
<b>Total Expense</b>	<b>1,153.60</b>
<b>Net Income</b>	<b>-973.51</b>
	<b>Aug 24</b>

Other Income/Expense-CR

Other Income	
341.02 · Interest on Savings	3.85
<b>Total Other Income</b>	<b>3.85</b>
<b>Net Other Income</b>	<b>3.85</b>
<b>Net Income</b>	<b>3.85</b>
	<b>Aug 24</b>

Income-LFF

341.01 · Interest on Checking	43.63
<b>Total Income</b>	<b>43.63</b>
Expense	
430 · LFF Public Works	
438 · Maint./Repair Roads & Bridges	29,044.99
<b>Total 430 · LFF Public Works</b>	<b>29,044.99</b>
<b>Total Expense</b>	<b>29,044.99</b>
<b>Net Income</b>	<b>-29,001.36</b>
	<b>Aug 24</b>

Income-HLLW COG

341.02 · Interest on Savings	58.34
<b>Total Income</b>	<b>58.34</b>
Expense	0.00
<b>Net Income</b>	<b>58.34</b>
	<b>Aug 24</b>

Income-RECREATION

341.01 · Interest on Checking	51.05
<b>Total Income</b>	<b>51.05</b>
Expense	0.00
<b>Net Income</b>	<b>51.05</b>
	<b>Aug 24</b>

Income-ESCROW

341.000 · Interest Earnings	
341.01 · Interest on Checking	9.56
341.02 · Interest J&M, LLC	45.40

Total 341.000 · Interest Earnings	54.96
<b>Total Income</b>	<b>54.96</b>
Expense	0.00
<b>Net Income</b>	<b>54.96</b>
	<b>Aug 24</b>

**Income-PARK**

341.01 · Interest on Checking	23.35
342.59 · Rental of Park Facilities	775.00
387 · Contributions and Donations	25.00
<b>Total Income</b>	<b>823.35</b>
Expense	
454 · Parks	
454.24 · General Supplies	42.20
454.25 · Repairs & Maintenance Supplies	808.00
454.28 · Park Equipment	79.81
454.36 · Public Utilities	328.04
454.38 · Rental	1,166.98
454.59 · Rental fee Deposit Refund	550.00
Total 454 · Parks	2,975.03
<b>Total Expense</b>	<b>2,975.03</b>
<b>Net Income</b>	<b>-2,151.68</b>
	<b>Aug 24</b>

**Income-EQUIPMENT**

341.02 Interest on Equip Fund	136.80
<b>Total Income</b>	<b>136.80</b>
Expense	0.00
<b>Net Income</b>	<b>136.80</b>
	<b>Aug 24</b>

**Ordinary Income/Expense-VETERANS**

Income	
341.03 Interest Memorial Fund	20.00
<b>Total Income</b>	<b>20.00</b>
Gross Profit	20.00
Expense	
492.95 Transfer to General Fund	325.25
<b>Total Expense</b>	<b>325.25</b>
<b>Net Ordinary Income</b>	<b>-305.25</b>
<b>Net Income</b>	<b>-305.25</b>
	<b>Aug 24</b>

**Income-COVID**

341.03 Interest Covid Fund	61.61
<b>Total Income</b>	<b>61.61</b>
Expense	
492.91 Transfer to GF	7,587.00

<b>Total Expense</b>	<u>7,587.00</u>
<b>Net Income</b>	<u><b>-7,525.39</b></u>
<b>Total Income (all accounts)</b>	<u>192,861.49</u>
<b>Total Expense (all accounts)</b>	<u>124,669.73</u>
<b>Net Income(all accounts)</b>	<u><b>68,191.76</b></u>

Respectfully Submitted

*Tammy M. White*

Tammy M. White  
Secretary/Treasurer

