

Board of Supervisors
Thursday, September 12th, 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 15 citizens.

Executive Session: Chairman, Brian C. Dietrich announced that an executive session was held with the BOS prior to the meeting to discuss personnel issues. There was also virtual executive sessions held on August 15th and 28th via email between the Board members.

Pledge of Allegiance: The Pledge of Allegiance was conducted.

Media Representation: NWP, Marieke Andronache

Public Comment: 1. Resident, Rob Sayre of 7249 Decatur St. NT, brought his concerns about a vacant property at 7166 Rte. 309. Mr. Sayre recently filled out a complaint form regarding the vacant property. 2. Resident, Michael Kutchmarick of 7364 Lincoln Ct. NT stated that trees were taken down on his property in April of this year to install sewer lines for Madison Village Manufactured Home development. Mr. Kutchmarick stated that he has tried to get in contact with Dirt Works who was the excavation firm doing the work. Dirt Works stated that the area would be completed in April, however nothing has been done. Zoning Officer Jim Macort will look into it.

Accept the Minutes and Direct the Treasurer to pay the bills: A motion was made by Frederick Najarian and seconded by Ronald Jerdon to accept the minutes from 08/08/24 and direct the treasurer to pay the bills as they become due. Motion carried unanimously.

Fire Companies: Asst. Fire Chief, Tim VanBlargan Lynnport Fire Company: 58 calls to date; Firefighter 1 class is coming to an end with the written test being on 9/16 and the Practical Skills test on 9/21; 9/15 is the annual breakfast, doors open at 8am; 9/21 is the annual Golf Tournament starting at 8am at Rich Maiden in Kutztown; 9/28 will be attending Kempton's 150th anniversary and will be serving food from the French fry stand; Next Hoagie fundraiser will be 10/2 order due by 9/20.

Deputy Fire Chief, Nick Gruber New Tripoli Fire Company: As of 9/12 responded to 132 emergency calls; 4 FF's are currently taking their FF1 Pro Board certification; 1 FF completed his fire officer 4 Pro Board certification; Fall Bash is rapidly approaching on 9/21; All 4 regional departments are getting an AFG grant to help offset the radio project cost; 1 background check to turn in.

Lynnville Barn: The Lynnville Barn is proceeding, with follow up from Zoning Officer, Jim Macort.

Camp Meeting Road: This location is also being followed up with Zoning Officer, Jim Macort.

Road Report: Matt Henderson, Road master, reported for the month of August: (1) Breakroom is done. (2) Bathroom remodel needs to be painted and lights installed in the locker room. (3) Weather stripping on sides of garage doors have been replaced. (4) Dirt Roads were raked and some new stone was added. (5) Ross Valley Bridge was repainted and was still under warranty work and will be checked again in spring before the warranty runs out. (6) Mowing for the third time this year is started. (7) Old salt shed roof is repaired. Anticipated work for September: (1) Cold patching. (2) Tree trimming. (3) Ditch and box cleaning. (4) Stone and rolling dirt roads when we get some rain. **Park Work August:** (1) New Digital sign at park is installed and working. Thank you to Steve Neal for donating time & equipment to dig holes. (2) Dead trees removed at park and dead growth on the tops removed by Bailey's Tree Service.(3) Walking path below pond was reworked and trimmed.

Zoning Officer: Ryan Wessner application. A motion was made by Frederick Najarian and seconded by Ronald Jerdon to Hire Ryan Wessner remainder of the year (2024) as BCO of Lynn Township at the hourly rate of \$75/hour and release Paul Jarrett from Lehigh Valley Inspections Services as BCO effective immediately. Motion carried unanimously. Lehigh Valley Inspection Services will remain on as a 3rd party inspection service for Lynn Township.

MMP: Official Map ~ Zoning Map ~ Zoning Amendment. A motion was made by Frederick Najarian and seconded by Ronald Jerdon authorizing the advertisement to amend the Official Map of Lynn Township and simultaneous draft and adopt and ordinance. Motion carried unanimously.

IPMC: International Property Maintenance Code. Zoning Officer, Jim Macort stated that an IPMC gives the Township greater flexibility. Newly hired BCO Ryan Wessner added that a municipality can pick and choose section to adopt from the IPMC. Noted was that Ag Security areas are exempt from the IPMC Code book. The BOS agreed to send Section 3 of the IPMC to the Township Planning Commission for their review at their October 15th meeting.

Certificate of Deposit Reinvestments: A motion was made by Frederick Najarian and seconded by Ronald Jerdon approving the reinvestment of Lynn Township's current CD's as listed in the chart. Motion carried unanimously.

| Term | Rate | Due Date | Amount |
|----------|-------|------------|-------------|
| 91 days | 4.55% | 12/16/2024 | \$25,000.00 |
| 182 days | 4.22% | 3/16/2025 | \$50,000.00 |

| | | | |
|------------------|-------|------------|--------------|
| 13 months | 3.01% | 10/16/2025 | \$100,000.00 |
| 18 months | 3.01% | 3/16/2026 | \$100,000.00 |
| 24 months | 3.01% | 9/16/2026 | \$100,000.00 |
| 30 months | 3.01% | 3/16/2027 | \$100,000.00 |
| 36 months | 3.01% | 9/16/2027 | \$100,000.00 |
| 48 months | 2.47% | 9/16/2028 | \$100,000.00 |
| Totals | | | \$675,000.00 |
| Balance to GF-MM | | | 12,818.52 |
| 60 Months | 3.25% | 6/16/2029 | \$118,749.54 |

Farmland Preservation Committee members & terms: Resolution 2024-20: A motion was made by Frederick Najarian and seconded by Ronald Jerdon approving Resolution 2024-20: A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF LYNN, LEHIGH COUNTY APPOINTING FARMLAND PRESERVATION COMMITTEE BOARD MEMBERS. Motion carried unanimously.

Intersection: Holbens Valley Rd. & Schochary Rd. Intersection (update) (meeting with PennDot). PennDot has not gotten back to the Township regarding a meeting. The BOS agreed to have the Township Engineer draft a letter to District 5 to move the intersection forward for safety reasons.

Park: Large Flower Heads Concert. The BOS approved The Large Flowerhead Concert for Sunday, September 29, 2024 in Ontelaunee Park. Matt Henderson added that the water fountain under the pavilion is fixed.

Pension/2024 MMO: Justin Schroyer, Financial Advisor for Pennwood Financial Group furnished the BOS with a pension update for Lynn Township's pension plan. A motion was made by Ronald Jerdon and seconded by Frederick Najarian authorizing the 2025 MMO for the Non-Uniformed Pension Plan and the 2025 MMO for the 401A plan. Motion carried unanimously.

Miscellaneous: (1) Trick or Treat: The BOS set Trick or Treat for Saturday, October 26, 2024 from 6pm to 8pm. (2) Covid Funds: Cost of the Mack Truck repairs of approx. 23K shall come from the covid funds as well as the revamping of The Codification of Ordinances. General Code supplied the Township with an estimated cost of 16K-18K. It was suggested that a quote be obtained from ECodes. (3) Time Clock/Handbook: The BOS reviewed the information received from Solved Payroll regarding the tracking of employee's time as well as the creation of a new Handbook for Lynn Township. The BOS agreed not to move forward with the tracking of employee's time, however the BOS would like to move ahead with the Lynn Township Handbook. Solved will be contacted to provide the BOS with the procedures to move forward. (4) Park Zero Turn: Matt Henderson supplied the BOS with a quote for a new zero turn mower for the Park from John Deere. The BOS directed Matt Henderson to get a quote from Kabotta for a 60" zero turn. (5) Frederick Najarian questioned Solicitor Marc Fisher is a sub-committee could be formed from the EAC that would include non EAC members to volunteer. Marc Fisher stated that the EAC can have volunteers but no sub-committee.

Public Comment: (1) Resident, Jim Kester of 7102 Strawberry Ct. NT inquired paperwork on the MMP to gain more knowledge.

Announcements: (1) Wednesday, September 25, 2024 Budget Meeting 6:30 pm. (2) The Large Flower Heads Sunday September 29th 2-5pm @ Ontelaunee Park.

Adjournment: A motion was made by Frederick Najarian and seconded by Ronald Jerdon to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:18 pm.

As of September 30, 2024

| Account | Balance | Total |
|--------------------|------------|---------------------|
| General Fund | 141,543.54 | |
| Capital Reserve | 25,396.22 | |
| CD's | 801,196.32 | |
| Covid | 65,842.92 | |
| Zoning/Subdivision | 105,450.51 | |
| Veteran | 28,757.14 | |
| HLLW COG | 84,175.43 | |
| State Road | 53,681.86 | |
| Equipment | 176,751.46 | |
| Street Light | 1,401.07 | |
| Park | 68,940.00 | |
| Recreation | 207,985.08 | |
| Total | | 1,761,121.55 |

TOTAL

Income-GENERAL FUND

| | |
|---|------------------|
| 301 · Real Property Taxes | |
| 301.10 · Real Estate Tax-Current | 1,209.64 |
| 301.40 · Delinquent RE Tax-Tax Claim | 166.16 |
| 301.60 · Real Estate Tax-Interim-Current | <u>11.06</u> |
| Total 301 · Real Property Taxes | 1,386.86 |
| 310 · Local Tax Enabling Act | |
| 310.10 · Real Estate Transfer Tax | 9,443.76 |
| 310.20 · Earned Income Tax | |
| 310.21 · Earned Income Tax-Current | <u>41,022.03</u> |
| Total 310.20 · Earned Income Tax | <u>41,022.03</u> |
| Total 310 · Local Tax Enabling Act | 50,465.79 |
| 331 · Fines | |
| 331.10 · Court - Magistrate | <u>36.90</u> |
| Total 331 · Fines | 36.90 |
| 341 · Interest | |
| 341.01 · Interest on Checking | <u>59.70</u> |
| Total 341 · Interest | 59.70 |
| 355 · Shared Revenue & Entitlements | |
| 355.05 · Gen Municipal Pension State Aid | 31,423.84 |
| 355.99 · Fire Relief Account | 34,040.53 |
| 355 · Shared Revenue & Entitlements - Other | <u>400.00</u> |
| Total 355 · Shared Revenue & Entitlements | 65,864.37 |
| 360 · Gen. Govt. Charges for Services | |
| 361 · General Government | |
| 361.30 · Zoning-Subdiv-Land Dev Fees | |
| 361.32 · Fees for Eng., Insp, & Reviews | <u>1,588.00</u> |
| Total 361.30 · Zoning-Subdiv-Land Dev Fees | 1,588.00 |
| 361.89 · Short Term Rental Permit | 350.00 |
| 361.90 · Mechanical/HVAC Permit | 154.00 |
| 361 · General Government - Other | <u>34.50</u> |
| Total 361 · General Government | 2,126.50 |
| 362 · Public Safety | |
| 362.40 · Protective Inspection Fees | |
| 362.41 · Building Permit | |
| 362.41B · BLDG/Alter/Repair Permit | 2,914.50 |
| 362.41D · Driveway Permit | 50.00 |
| 362.41F · Building Permit Filed | <u>924.00</u> |
| Total 362.41 · Building Permit | 3,888.50 |
| 362.42 · Electrical Permit | 1,034.00 |
| 362.43 · Plumbing Permit | <u>77.00</u> |
| Total 362.40 · Protective Inspection Fees | 4,999.50 |
| 362.47 · State fees for Permits | <u>67.50</u> |
| Total 362 · Public Safety | 5,067.00 |
| 360 · Gen. Govt. Charges for Services - Other | <u>50.00</u> |
| Total 360 · Gen. Govt. Charges for Services | 7,243.50 |

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| 392 · Intfund Operating Transfer | 16,968.77 |
| 392.91 · Transfer from Covid Fund | 23,050.00 |
| 392.97 · Transfer from Park | 12,422.95 |
| 392 · Intfund Operating Transfer - Other | 52,441.72 |
| 395 · Refunds of Prior Yr Expenditure | 121.32 |
| 395.35 · Insurance & Bonding | 121.32 |
| Total 395 · Refunds of Prior Yr Expenditure | 121.32 |
| Total Income | 177,620.16 |
| Expense | |
| 400 · General Government | |
| 400.00 · Legislative (Governing) Body | 312.50 |
| 400.05 · Supervisor Salaries | 312.50 |
| Total 400.00 · Legislative (Governing) Body | 312.50 |
| 403 · Tax Collection | |
| 403.16 · Commission Paid as Compensation | 78.46 |
| Total 403 · Tax Collection | 78.46 |
| 404 · Solicitor/Legal Services | 1,364.27 |
| 405 · Secretary/Clerk | |
| 405.12 · Salary Township Secretary | 8,574.50 |
| Total 405 · Secretary/Clerk | 8,574.50 |
| 406 · Other General Govt. Admin | |
| Payroll | -754.95 |
| 406.12 · Salary Full Time Staff | 511.60 |
| 406.21 · Office Supplies | 1,705.50 |
| 406.23 · Postage | 151.31 |
| 406.32 · Communication - Phone/Wireless | 1,115.41 |
| 406.34 · Advertising | 88.86 |
| 406.38 · Rentals | 193.86 |
| Total 406 · Other General Govt. Admin | 3,011.59 |
| 408 · Engineering Services | |
| 408.99 · Township engineer | 8,926.50 |
| Total 408 · Engineering Services | 8,926.50 |
| 409 · General Government Bldg&Plants | |
| 409.36 · Public Utility Services (TWP) | 684.92 |
| 409.37 · Repairs and Maint. | 9,081.00 |
| 409 · General Government Bldg&Plants - Other | 4,167.55 |
| Total 409 · General Government Bldg&Plants | 13,933.47 |
| Total 400 · General Government | 36,201.29 |
| 410 · Public Safety | |
| 411 · Fire | |
| 411.99 · Fire Company - Miscellaneous | 1,030.35 |
| Total 411 · Fire | 1,030.35 |
| 413 · Code Enforcement | |
| 413.31 · Code enforcement pro. service | 1,550.00 |
| Total 413 · Code Enforcement | 1,550.00 |

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| 414 · Planning & Zoning | |
| 414.34 · ZB Advertising, Print, & Bind | 299.98 |
| 414.98 · Zoning Recording/Transcription | 375.00 |
| 414.99 · Salary Zoning Officer | <u>426.00</u> |
| Total 414 · Planning & Zoning | 1,100.98 |
| 419 · Other Public Safety | |
| 419.99 · PA One Call | <u>46.12</u> |
| Total 419 · Other Public Safety | <u>46.12</u> |
| Total 410 · Public Safety | 3,727.45 |
| 420 · Health and Human Services | |
| 422 · Vector (Animal) Control | |
| 422.99 · Stray Animals | <u>820.00</u> |
| Total 422 · Vector (Animal) Control | <u>820.00</u> |
| Total 420 · Health and Human Services | 820.00 |

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|----------------------|-------------------------|
| Total Expense | <u>40,748.74</u> |
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|------------|--------------------------|
| Net Income | <u>136,871.42</u> |
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Sep 24

Income-LIGHT FUND

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|------------------------------|---------------|
| 383.11 · Street Lighting Tax | <u>348.45</u> |
|------------------------------|---------------|

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|---------------------|----------------------|
| Total Income | <u>348.45</u> |
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Expense

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|-----------------------------------|-----------------|
| 434 · Street Lighting | |
| 434.36 · Street Lighting Electric | <u>2,324.60</u> |

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|-----------------------------|-----------------|
| Total 434 · Street Lighting | <u>2,324.60</u> |
|-----------------------------|-----------------|

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|----------------------|------------------------|
| Total Expense | <u>2,324.60</u> |
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|------------|-------------------------|
| Net Income | <u>-1,976.15</u> |
|------------|-------------------------|

Sep 24

Ordinary Income/Expense-CAPITAL RES

Income

| | |
|--------------------------------------|------------------|
| 392 · Inter fund Operating Transfers | <u>20,000.00</u> |
|--------------------------------------|------------------|

| | |
|---------------------|-------------------------|
| Total Income | <u>20,000.00</u> |
|---------------------|-------------------------|

Expense

| | |
|-----------------|--------------|
| 406 · Bank fees | <u>72.00</u> |
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|----------------------|---------------------|
| Total Expense | <u>72.00</u> |
|----------------------|---------------------|

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|---------------------|-----------|
| Net Ordinary Income | 19,928.00 |
|---------------------|-----------|

Other Income/Expense

Other Income

| | |
|------------------------------|-------------|
| 341.02 · Interest on Savings | <u>3.99</u> |
|------------------------------|-------------|

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|---------------------------|--------------------|
| Total Other Income | <u>3.99</u> |
|---------------------------|--------------------|

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|------------------|-------------|
| Net Other Income | <u>3.99</u> |
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|------------|-------------------------|
| Net Income | <u>19,931.99</u> |
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Sep 24

Income-LFF

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|------------------------------|--------------|
| 341.02 · Interest on Savings | <u>60.32</u> |
|------------------------------|--------------|

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|---|-------------------|--------------|
| Income-HLLW | | |
| | Net Income | 60.32 |
| Expense | 0.00 | 60.32 |
| Total Income | 60.32 | 60.32 |
| Income-HLLW | | |
| 341.02 · Interest on Savings | 60.32 | 60.32 |
| Income-REC | | |
| 341.01 · Interest on Checking | 49.65 | 49.65 |
| Income-ESCROW | | |
| 341.00 · Interest Earnings | 9.30 | 9.30 |
| 341.01 · Interest on Checking | 46.94 | 46.94 |
| 341.02 · Interest J&M, LLC | 56.24 | 56.24 |
| Income-PARK | | |
| 341.01 · Interest on Checking | 22.33 | 22.33 |
| 342.59 · Rental of Park Facilities | 1,850.00 | 1,850.00 |
| 387 · Contributions and Donations | 428.00 | 428.00 |
| Expense | | |
| 454 · Parks | 1,208.00 | 1,208.00 |
| 454.25 · Repairs & Maintenance Supplies | 1,400.00 | 1,400.00 |
| 454.35 · Payment for Concerts | 585.13 | 585.13 |
| 454.59 · Rental fee Deposit Refund | 250.00 | 250.00 |
| Total 454 · Parks | 3,443.13 | 3,443.13 |
| 492 · Intfund Operating Transfers | 23,050.00 | 23,050.00 |
| 492.01 · Transfer to General Fund | 23,050.00 | 23,050.00 |
| Total 492 · Intfund Operating Transfers | 26,493.13 | 26,493.13 |
| Net Income | | |
| -24,192.80 | -24,192.80 | -24,192.80 |
| Sep 24 | | |
| Income-ESCROW | | |
| 341.00 · Interest Earnings | 9.30 | 9.30 |
| 341.01 · Interest on Checking | 46.94 | 46.94 |
| 341.02 · Interest J&M, LLC | 56.24 | 56.24 |
| Income-REC | | |
| 341.01 · Interest on Checking | 49.65 | 49.65 |
| Income-HLLW | | |
| 341.02 · Interest on Savings | 60.32 | 60.32 |
| Income-PARK | | |
| 341.01 · Interest on Checking | 22.33 | 22.33 |
| 342.59 · Rental of Park Facilities | 1,850.00 | 1,850.00 |
| 387 · Contributions and Donations | 428.00 | 428.00 |
| Expense | | |
| 454 · Parks | 1,208.00 | 1,208.00 |
| 454.25 · Repairs & Maintenance Supplies | 1,400.00 | 1,400.00 |
| 454.35 · Payment for Concerts | 585.13 | 585.13 |
| 454.59 · Rental fee Deposit Refund | 250.00 | 250.00 |
| Total 454 · Parks | 3,443.13 | 3,443.13 |
| 492 · Intfund Operating Transfers | 23,050.00 | 23,050.00 |
| 492.01 · Transfer to General Fund | 23,050.00 | 23,050.00 |
| Total 492 · Intfund Operating Transfers | 26,493.13 | 26,493.13 |
| Net Income | | |
| -24,192.80 | -24,192.80 | -24,192.80 |
| Sep 24 | | |

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|---|-------------------|
| Income-EQUIP | |
| 341.02 Interest on Equip Fund | 141.48 |
| Total Income | 141.48 |
| Expense | 0.00 |
| Net Income | 141.48 |
| | Sep 24 |
| Ordinary Income/Expense-VETERANS | |
| Income | |
| 341.03 Interest Memorial Fund | 20.54 |
| Total Income | 20.54 |
| Gross Profit | 20.54 |
| Net Ordinary Income | 20.54 |
| Net Income | 20.54 |
| | Sep 24 |
| Income-COVID | |
| 341.03 Interest Covid Fund | 141.20 |
| Total Income | 141.20 |
| Expense | |
| 492.91 Transfer to GF | 16,968.77 |
| Total Expense | 16,968.77 |
| Net Income | -16,827.57 |
| Total Income (all accounts) | 200,802.68 |
| Total Expense (all accounts) | 86,607.24 |
| Net Income(all accounts) | 114,195.44 |

Respectfully Submitted,

Tammy M. White
 Tammy M. White
 Secretary/Treasurer

