

Board of Supervisors  
Wednesday, November 14th, 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, Engineer Karl Scherzberg, Zoning Officer Jim Macort, Solicitor Marc Fisher, and approximately 11 citizens.

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

**Executive Session:** Chairman, Brian C. Dietrich announced that an executive session was held prior to the meeting to discuss personnel issues.

**Media Representation:** Channel TV13

**Public Comment:** 1. Resident Jim Kester inquired about more information regarding the MMP. Fritz Najarian stated that he would speak with him after the meeting.

**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 10/10/24 BOS meeting, and to direct the treasurer to pay the bills as they become due. Motion carried unanimously.*

**Fire Companies:** LPFC President Heather Utt reported: 11/17 All you can eat breakfast 8-12:30 with Toy Donations being accepted; 11/19 Filling sale; 11/22 Turkey Raffle; 11/26 Filling pick up 12-2 & 4-6; 12/1 Tree lighting, will be serving hot dogs 4:30-7:30; 12/4 Hoagies; 12/15 All you can eat Breakfast 8:00-12:30, Santa from 9:00-12:30; 77 calls to date. NTFC Fire Chief Gary Kuntz reported: Dry conditions have kept the FC busy over the last several weeks and have responded to several large brush fires; Busy with outside fires being reported, if we get called we are asking homeowners to put the fire out or we are putting it out; County wide Burn Ban in effect until 12/15/24; A sign was placed at the fire station and across from Township building for Burn Ban; Emergency Reporting was handed in regarding the Recruitment and Retention Program. Gary stated that NTFC usually distributes checks the 1<sup>st</sup> week of December. LPFC will turn there info in; *A motion was made by Ronald Jerdon and seconded by Frederick Najarian setting the Recruitment and Retention money @ 12K. Motion carried unanimously.* The Decision of the distribution of money will be made at the December 12<sup>th</sup> meeting. Tim VanBlargan and Gary Kuntz will be meeting to discuss radio project; NTFC hosted the Seipstown Grange at the station on Thursday, November 7<sup>th</sup> where all 4 regional dept's received a donation check; Copy of PAFRTS billing schedule was handed in; Santa run 12/21

**Burn Ban Notifications:** The following roads were recommended for Burn Ban Signs 309 @ Mtn. Rd. Southbound just past Mtn. Rd.; 309 @ 143 Northbound just before 143; Holbens Valley @ Rabbit Run Rd. (Westbound); Kistler Valley @ 863 (Eastbound); 143 @ County Line; Mountain Road @ Ohl Ct.; Ontelaunee Road at Leaser Lake entrance; Leaser Rd. by lake entrance; Ontelaunee Park; 143 @ Heroes Highway sign coming into town. Gary Kuntz submitted an invoice for 2 Burn Ban Signs that the Township will pay to William Signs. Road Master Matt Henderson will order 12 Burn Ban signs from Miller Municipal Supply, LLC.

**Road Report:** Matt Henderson, Road master, reported for the month of October: (1) Finished mowing for the year. (2) Mark and Matt attended required flagger training Oct. 17<sup>th</sup>. (3) Trimmed trees along roads that could be reached from ground with pole saw. (4) Cold Patching. (5) Filled in potholes on dirt roads with stone (Dry conditions are not suitable to grade and roll). (6) Built up intersection of Leaser and Springhouse with millings. (7) Assisted the county in removal of tree in park on manhole, access was built up with full so they can drive trucks to it. (8) Foundation of Ross Valley bridge was reinforced. (9) Metal shed was cleaned out and old tires were disposed of. (10) Jarett and Matt attended trucks on local roads class. (11) Speed bumps and some parking space lines were repainted in the park. (12) Bought new meeting room chairs. Anticipated work for November: (1) Put plows and spreaders on trucks. (2) Fill potholes on dirt roads. (3) Cleaning pipes and ditches out. (4) Tree lighting in the Park 12/1. (5) Tree Trimming. Effective 10/10/24 Matt Henderson (Road Master) and Jarett White (Asst. Road Master) were official given their titles after their 90 day review. Matt Henderson will move ahead with getting quotes for snow guards for the buildings. **Silent Messenger Road**

**Sign:** A motion was made by Ronald Jerdon and seconded by Frederick Najarian to purchase from the Covid Fund, from Established Traffic Control (ETC) a Silent Messenger board in the amount of \$17,300.00. Motion carried unanimously.

**Park:** Veterans Memorial Committee member Bill Dellicker provided the BOS with a packet for modifications for names to be added as well as additions to the memorial approximately 160K to complete. With hope to have it complete by Memorial Day 2027. *A motion was made by Frederick Najarian and seconded by Ronald Jerdon authorizing 4K from Lynn Township for 2025. Motion carried unanimously.* Blue Triton Donation: The BOS thanked Blue Triton (Nestle Waters) for their donation of 15K for 2024 for Ontelaunee Park.

**Ordinance:** Ordinance 2024-03: Marc Fisher opened the hearing at 7:10 pm. The hearing was closed at 7:15 pm. No comments were received from the public This Ordinance is part of the MMP plan and will be adopted at the December Meeting .

**Tax Rate for Year 2025: Resolution 2024-22:** A motion was made by Frederick Najarian and seconded by Ronald Jerdon approving Resolution 2024-22; **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF LYNN, LEHIGH COUNTY PA, FIXING THE TAX RATE FOR THE YEAR 2025.** Motion carried unanimously. The Resolution was approved keeping the millage of Lynn Township 0.2 mills.

**Budget Discussion:** Motion to authorize advertisement of the 2025 budget for viewing; adoption 12/12/24; A motion was made by Ronald Jerdon and seconded by Frederick Najarian to authorize the advertisement of the draft 2025 budget for viewing and to reflect 4K to the Veterans Memorial Committee. Motion carried unanimously.

**Codification:** Tish Burkhardt presented the BOS with the cost of the codification from General Code at the cost of \$21,995.00 with an annual charge per year of \$1,195. The BOS will review the information and Trish will check to see if this amount is locked in and the BOS will discuss and approve at the December meeting.

**Cell Tower Lease:** The BOS asked for Tammy White to forward Lynn Townships current Cell Tower Lease to them so they can review it before making a decision on changing the terms. This will be discussed at the December meeting.

**Camp Meeting Road:** Zoning Officer Jim Macort informed the BOS that the property has been sited numerous times and that they will be receiving a notice of violation and the property will be posted. The post will state that the signs are not to be removed per law. If not in compliance after 30 days, a fine will be issued daily in the amount of 1K.

**Miscellaneous: (1)** Public meetings for Lynn Township for **2025** are as follows: (Motion Needed)

**Board of Supervisors:** Thursday's - 02/13, 03/13, 04/10, 05/08, 06/12, 07/10, 08/14, 09/11, 10/09, 11/13, 12/11, Mon. 12/29 Close out Meeting, Wed. 9/24 Budget Meeting, Re-Org Meeting Mon. 1/6. All meetings will be held at 6:30p.m.

**Elected Auditors:** Re-Org Meeting Tuesday 1/7 @ 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)

**Farmland Preservation Committee:** Meet Quarterly third Tuesday of March 3/18, June 6/17, Sept. 9/16, Dec. 12/16 at 6:30pm prior to Planning Commission meeting.

A motion was made by Ronald Jerdon and seconded by Frederick Najarian approving the 2025 dates. Motion carried unanimously.

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

**(3) Holbens Valley Intersection:** Ron Jerdon gave an update regarding the intersection. **Schochary road approaches:** **NB approach:** Move stop sign up to in front of utility pole (Notification placed Mid-October. Add second stop sign on left side. (Note: This was agreed to at the field meeting. Request department paint crew to add a dashed white edge line across intersection. **SB approach:** Add 2<sup>nd</sup> stop sign on left. (Notification placed Mid-October). Request department paint crew to add a dashed white edge line across intersection. Request Maintenance crew to trim tree branches hanging over travel lane on approach, which block line of sight. (request to be placed late spring 2025). Investigate Department approval of blinking stop sign at intersection. If not feasible, install 48" x 48" dual post stop sign on right. **Holbens Valley/Kistler Valley approaches:** **EB approach:** Remove street name sign on right side of road underneath 48" x 48" intersection ahead warning sign. (notification placed Mid-October). Add fluorescent orange diamond on top of 48" x 48" intersection ahead warning sign on right side of road. (Notification placed Mid-October). Remove square sign on right advertising a presbyterian church. (Notification placed Mid-October). **WB approach:** Remove street name sign on left side of road underneath 48" x 48" intersection ahead warning sign. (Notification placed Mid-October). Add fluorescent orange diamond on top of 48" x 48" intersection ahead warning sign on right side of road. (Call Devon Kelly for more information @ 610-871-4471

**(4) Job Descriptions:** The BOS will review Job Descriptions for Township Employees in and executive session. The Job Descriptions will be kept separate and will not be included in the Handbook. **(5)** A motion was made by Frederick Najarian and seconded by Ronald Jerdon to Hire Bertha Martin to clean the Office Building twice a month at the cost of \$140.00. Motion carried unanimously.

**Public Comment:** None.

**Announcements:** Tree Lighting Ceremony Ontelaunee Park Sunday Dec. 1<sup>st</sup> 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 7:49 pm.

#### As of November 30, 2024

Account	Balance
General Fund	148,914.98
Capital Reserve	25,403.94
CD's	801,196.32
Covid	42,672.95

Zoning/Subdivision	105,357.62
Veteran	39,391.99
HLLW COG	91,121.24
State Road	52,841.70
Equipment	26,797.20
Street Light	1,475.09
Park	77,592.90
Recreation	58,010.87
<b>Total</b>	<b>1,470,776.80</b>

	<u>TOTAL</u>
<b>Income-GENERAL FUND</b>	
301 · Real Property Taxes	
301.10 · Real Estate Tax-Current	425.30
Total 301 · Real Property Taxes	425.30
310 · Local Tax Enabling Act	
310.10 · Real Estate Transfer Tax	8,207.01
310.20 · Earned Income Tax	
310.21 · Earned Income Tax-Current	108,957.43
Total 310.20 · Earned Income Tax	108,957.43
Total 310 · Local Tax Enabling Act	117,164.44
321 · Business Licenses and Permits	
321.80 · Cable Television Francise	12,108.66
Total 321 · Business Licenses and Permits	12,108.66
331 · Fines	
331.10 · Court - Magistrate	309.63
Total 331 · Fines	309.63
341 · Interest	
341.01 · Interest on Checking	64.86
Total 341 · Interest	64.86
342 · Interest, Rents & Royalties	
342.53 · Royalties from Cell Tower Rent	2,928.20
Total 342 · Interest, Rents & Royalties	2,928.20
360 · Gen. Govt. Charges for Services	
362 · Public Safety	
362.40 · Protective Inspection Fees	
362.41 · Building Permit	
362.41B · BLDG/Alter/Repair Permit	500.00
362.41F · Building Permit Filed	300.00
362.41S · Accessory Struc < 1000 ft	25.00
Total 362.41 · Building Permit	825.00
362.42 · Electrical Permit	1,729.50
362.44 · Sewage Permits (SEO Fees)	680.00
Total 362.40 · Protective Inspection Fees	3,234.50
362.47 · State fees for Permits	36.00
Total 362 · Public Safety	3,270.50
Total 360 · Gen. Govt. Charges for Services	3,270.50

392 · Interfund Operating Transfer

392.95 · Transfer from Vet Mem 750.00

Total 392 · Interfund Operating Transfer 750.00

395 · Refunds of Prior Yr Expenditure

395.99 · Refunds of Prior Year Exp. 59.67

Total 395 · Refunds of Prior Yr Expenditure 59.67

**Total Income 137,081.26**

Expense

400 · General Government

400.00 · Legislative (Governing) Body

400.05 · Supervisor Salaries 312.50

Total 400.00 · Legislative (Governing) Body 312.50

403 · Tax Collection

403.16 · Commission Paid as Compensation 43.70

Total 403 · Tax Collection 43.70

404 · Solicitor/Legal Services 1,214.80

405 · Secretary/Clerk

405.12 · Salary Township Secretary 12,847.50

Total 405 · Secretary/Clerk 12,847.50

406 · Other General Govt. Admin

Payroll -1,139.40

406.12 · Salary Full Time Staff 830.00

406.21 · Office Supplies 3,848.56

406.23 · Postage 317.60

406.32 · Communication - Phone/Wireless 706.65

406.34 · Advertising 466.67

406.38 · Rentals 316.24

406.46 · Mtg., Conf.,Cont.Ed. 110.00

Total 406 · Other General Govt. Admin 5,456.32

408 · Engineering Services

408.99 · Township engineer 4,182.00

Total 408 · Engineering Services 4,182.00

409 · General Government Bldg&Plants

409.36 · Public Utility Services (TWP) 1,839.75

Total 409 · General Government Bldg&Plants 1,839.75

Total 400 · General Government 25,896.57

410 · Public Safety

411 · Fire

411.99 · Fire Company - Miscellaneous 1,119.35

Total 411 · Fire 1,119.35

413 · Code Enforcement

413.31 · Code enforcement pro. service 1,865.00

Total 413 · Code Enforcement 1,865.00

414 · Planning & Zoning

414.98 · Zoning Recording/Transcription 750.00

414.99 · Salary Zoning Officer 2,359.00

Total 414 · Planning & Zoning	3,109.00
419 · Other Public Safety	
419.99 · PA One Call	34.76
Total 419 · Other Public Safety	34.76
Total 410 · Public Safety	6,128.11

<b>Total Expense</b>	<b>32,024.68</b>
Net Income	<b>105,056.58</b>

**Oct 24**

**Income-LIGHT FUND**

383.11 · Street Lighting Tax	74.02
<b>Total Income</b>	<b>74.02</b>
Expense	0.00
Net Income	<b>74.02</b>

**Sep 24**

**Ordinary Income/Expense-CAPITAL RES**

Income	
392 · Inter fund Operating Transfers	20,000.00
<b>Total Income</b>	<b>20,000.00</b>

Expense	
406 · Bank fees	72.00
<b>Total Expense</b>	<b>72.00</b>

Net Ordinary Income	19,928.00
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**Other Income/Expense**

Other Income	
341.02 · Interest on Savings	3.99
<b>Total Other Income</b>	<b>3.99</b>

Net Other Income	3.99
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Net Income	<b>19,931.99</b>
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**Nov 24**

**Income- LFF**

341.01 · Interest on Checking	28.02
<b>Total Income</b>	<b>28.02</b>

Expense	0.00
Net Income	<b>28.02</b>

**Nov 24**

**Income-HLLW**

341.02 · Interest on Savings	59.25
342.40 · Rent of Machinery and Equipment	
342.43 · Rent of Public Works Machinery	4,596.36
342.40 · Rent of Machinery and Equipment - Other	680.00
Total 342.40 · Rent of Machinery and Equipment	5,276.36

<b>Total Income</b>	<b>5,335.61</b>
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Expense	0.00
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Net Income	<u>5,335.61</u>
	<u>Nov 24</u>
<b>Income-RECREATION</b>	
341.01 · Interest on Checking	11.48
<b>Total Income</b>	<b>11.48</b>
Expense	0.00
Net Income	<u>11.48</u>
	<u>Nov 24</u>
<b>Income-ESCROW</b>	
341.000 · Interest Earnings	
341.01 · Interest on Checking	7.87
341.02 · Interest J&M, LLC	43.98
<b>Total 341.000 · Interest Earnings</b>	<b>51.85</b>
<b>Total Income</b>	<b>51.85</b>
Expense	0.00
Net Income	<u>51.85</u>
	<u>Nov 24</u>
<b>Income-PARK</b>	
341.01 · Interest on Checking	16.28
387 · Contributions and Donations	15,025.00
392 · Interfund Operating Transfer	
392.04 · 392.04 Tranfer from Equip Fund	7,750.00
<b>Total 392 · Interfund Operating Transfer</b>	<b>7,750.00</b>
<b>Total Income</b>	<b>22,791.28</b>
Expense	
454 · Parks	
454.38 · Rental	158.98
<b>Total 454 · Parks</b>	<b>158.98</b>
<b>Total Expense</b>	<b>158.98</b>
Net Income	<u>22,632.30</u>
	<u>Nov 24</u>
<b>Income-EQUIPMENT</b>	
341.02 Interest on Equip Fund	18.67
391 Proceeds of General Fixed	
391.10 Sales of vehicles, equip	7,750.00
<b>Total 391 Proceeds of General Fixed</b>	<b>7,750.00</b>
<b>Total Income</b>	<b>7,768.67</b>
Expense	
492.04 Transfer to Park	7,750.00
<b>Total Expense</b>	<b>7,750.00</b>
Net Income	<u>18.67</u>
	<u>Nov 24</u>

Ordinary Income/Expense-VETERANS

<b>Income</b>	
341.03 Interest Memorial Fund	23.25
357.01 Grants/Donations	9,290.67
<b>Total Income</b>	<b>9,313.92</b>
<b>Gross Profit</b>	<b>9,313.92</b>
<b>Expense</b>	
492.95 Transfer to General Fund	750.00
<b>Total Expense</b>	<b>750.00</b>
<b>Net Ordinary Income</b>	<b>8,563.92</b>
<b>Net Income</b>	<b>8,563.92</b>
	<b>Nov 24</b>
<b>Income-COVID</b>	
341.03 Interest Covid Fund	28.55
<b>Total Income</b>	<b>28.55</b>
<b>Expense</b>	<b>0.00</b>
<b>Net Income</b>	<b>28.55</b>
<b>Total Income (all accounts)</b>	<b>202,488.65</b>
<b>Total Expense (all accounts)</b>	<b>40,755.66</b>
<b>Net Income(all accounts)</b>	<b>161,732.99</b>

Respectfully Submitted,

*Tammy M. White*  
 Tammy M. White  
 Secretary/Treasurer

