

Williams Township Board of Supervisors
July 18, 2018

A special meeting of the Williams Township Board of Supervisors, 655 Cider Press Road, Easton, PA 18042 was held on the above date and called to order at 6:00 p.m. by Chairperson Mark Ernst. Mark led the audience in the pledge to the flag. Others present were Vice Chairman Ray Abert, Supervisor Michael Bryant, Township Solicitor Jonathan Reiss and Township Secretary Melody Ernst.

Mark stated there was an Executive Session held on July 16, 2018 to discuss personnel matters and an Executive Session will be held on July 19, 2018 to discuss personnel matters.

New Business

1. Discuss Possible Bonuses for Township Employees – Mark commented that the Board is looking to compensate the current employees for the extra work that is being done since two Township employees have left. He also asked Jonathan if the Board can make it contingent on a month to month basis until the need is no longer required. Jonathan stated that is acceptable. Mark stated that Katie is helping out the administration and with the Zoning Officer work. The amount the Board has offered Katie is \$1,000.00 extra per month. Mark made a motion to approve the \$1,000.00 for Katie. The bonus will be paid the month after the work is fulfilled. Ray seconded the motion. Ray commented that you are going to evaluate every month what work she is doing and that will depend on the amount she gets. Mark stated it would be contingent on the work for the prior month. Michael was under the impression that it was a one time payment because the Township would be hiring a Zoning Company. Mark stated that Katie is keeping a time log for administration and Zoning duties and that is being forwarded to the Board. Ron Heinrich asked if this is for Melody too. Mark stated this is just for Katie. There being no further comments, motion carried 3-0.

Mark turned the meeting over to Ray and Mark will abstain from discussing salary or anything that has to do with Melody's position.

Ray stated the same is for Mel with a bonus of \$2,500.00 for work of Township Manager and for work with Ron Madison and Matt Blair from Maser Consulting. Ray stated that Mel comes in early, leaves later and he gets emails from her trying to keep up with everything that is going on. Mel's bonus will also be evaluated on a month to

month basis. Ray made a motion to give Mel a \$2,500.00 bonus for the month of June and to be evaluated on a month to month basis as to what she has to do, second by Michael. Ron Heinrich asked what is Melody's base pay going to be compared to Jennifer's. Ray explained how he came up with the bonus amount. He stated the Township Manager and Zoning Officer emails come into Mel and she distributes them as well. Ron Heinrich asked if this is temporary. Ray stated yes. Ron Heinrich asked how long before the Township will have a replacement. Ray stated possibly by September 1st although Dave Woglom is looking at October or November. Ray commented that George Washburn called him and asked him to state at the meeting that he is against giving any money because of the way we got to this point and why did the Board wait so long to look for a Township Manager. There being no further comments, motion carried 2-0 mark abstained. Mark stated he will send an email regarding his abstention.

Mark stated that the Board would like to approve Rich's final payout. Changes would like to be made to the employee manual when the new Township Manager is hired. Mark stated that based on the employee manual Rich would get 30% of his remaining sick time and half of his remaining vacation and personal days for a payout of \$2,313.22. Mark feels that if you have benefits such as accrued vacation, sick and personal days once you leave you should not have those benefits taken away. Mark stated that he would like to pay Rich for his remaining 65.75 of vacation, 70.25 of sick and 24.00 personal time for a total of \$5,611.19. Ray agreed and stated that should be for management and union employees. Michael asked if this is from the employee manual and we did not follow the employee manual when the Manager left. Mark stated that Jen prorated her time remaining and gave it to the Board for approval and she was paid for that time. The question was asked if the employee manual is not being followed if this set precedence. Jonathan stated yes but you stated in the beginning that your intention is to modify the personnel manual to set that. Ron Heinrich commented that Rich worked for his benefits remaining. Mark made a motion to pay Rich the remaining of his sick, vacation and personal hours for a total of \$5,611.16 second by Ray. There being no further comments, motion carried 3-0.

Mark commented that a response was sent from Chrin's attorney regarding the extra person on the committee which they agreed upon. Joe Black asked if he can be appointed to the board? According to the letter he would not be able to be on the committee. Jonathan stated that he can still attend the meetings just not as a committee member. Mark stated he spoke with Joe and he would not charge the Township for his time to attend the monthly meetings. Mark will let Joe know that he can attend the monthly meetings as the Host Municipal Inspector. Ron Heinrich asked if Joe Black's position as Host Municipal Inspector is also temporary. Mark stated he will be our Host Municipal Inspector and the backup inspector will be Maser Consulting.

Supervisors' Remarks

Ray said he received a call from Kevin Strunk of P3 Towers who advised him that the 40% is on the table as originally quoted. Ray commented that Mr. Strunk is waiting to see what the Township will do with the zoning at old public works building because it is not zoned for a tower. Ray commented that he is under the impression that the Township doesn't always have to follow its own zoning. Jonathan stated it depends how the Ordinance is written. Ray would like this placed on the staff agenda for discussion. Jonathan asked if he stated what the 40% is based on because the contract was written 40% net not gross. Ray said you would have no expense as far as the tower. Ray stated if Verizon gives them \$2,000.00 a month the Township would get 40% of that. A short discussion took place as to not even talking about it until the Township receives something in writing.

Audience Comments

1. **Ron Heinrich** - Asked how the Township is making out regarding a Public Works Foreman. He also asked about the Zoning Officer Position.

There being no further business, the meeting was adjourned at 6:37 p.m.

Respectfully Submitted,

MELODY A. ERNST, SECRETARY
Williams Township Board of Supervisors