

**Williams Township Board of Supervisors**  
**April 10, 2019**

The monthly 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 7:00 p.m. by Chairperson Mark Ernst. Mark led the audience in the pledge to the flag. Others present were Vice Chairperson Raymond Abert, Supervisor Michael Bryant, Township Solicitor Jonathan Reiss, Township Manager Mikal Sabatine, Township Engineer Ronald Madison, Public Works Director Michael Strawn and Assistant Township Manager Melody Ernst.

Mark stated there was an Executive Session held on April 4, 2019 and April 10, 2019 to discuss personnel matters.

Mark stated the minutes of February 13, 2019 had an error which listed the previous manager's name and not the current manager. Mark asked Ray and Michael if they had any corrections to the March 13, 2019 minutes. There being none, Michael made a motion to approve the February 13, 2019 as corrected and the March 13, 2019 minutes, second by Ray. There being no comments, motion carried 3-0.

Melody presented the Expense Report of April 10, 2019 and the March Treasurers Report to the Board. Michael made a motion to approve the Expense Report, Treasurers Report and pay the bills, second by Ray. There being no comments, motion carried 3-0.

**PRESENTATION** - Lower Delaware Wild and Scenic Funding - Laura Baird from Heritage Conservancy and Chris Kern from Heritage Conservancy and who is also on the steering committee for the Wild and Scenic gave a brief presentation. Laura stated a grant opportunity with the Lower Delaware Wild and Scenic River has become available that would help fund Heritage Conservancy's time to complete the grant applications to Northampton County Open Space program for the Nehoda and Russell properties. It is a federal program administered by the National Park service designating the Delaware River as a natural wild and scenic river. You do not need to support the designation of the program to receive this grant. However, in the future if you want to obtain additional funding for open space preservation projects Laura recommends that the Township supports the designation of the Delaware river as a natural wild and scenic river. Chris Kern gave a brief presentation in the hope of having the Township adopt the Memorandum of Understanding to offer support. She handed out an overview of what the National Wild & Scenic Rivers Systems does. She also explained what the partnership river means as well as the primary function on the management plan. Ray asked if there was a cost to the Township and where the monies come from to fund the grant allocation. Mark commented that he attended a

meeting in Milford New Jersey and when he left the meeting it was his understanding that it locked the Township to certain restrictions, one being the fire company could not pump water from the Delaware if they needed water for a fire. Mark feels there is a lot more than what we are hearing and he would suggest that they provide more clarification before the Township moves forward. Bob Schmidt asked if the Township signs the Memorandum of Understanding is the Township locked into it or if the Township changes their minds can they opt out? Haldon also commented about the City of Philadelphia's water and controlling us to use the water so that it goes back down the river to them. Mark stated that he doesn't want it to be something that would restrict the Township in using the water for emergency services.

**Manager's Report** – Mikal submitted his report of April 10, 2019 to the Board for review.

He stated that a letter was received from Northampton County Division of Parks and Recreation seeking a letter of support for the DCNR Community Conservation Partnership Program Grant for the rehabilitation and upgrade of Wy-Hit-Tuk Park. Mikal further commented that he has prepared a letter for endorsement if the Board wishes to show their support. General consensus of the Board is to send the letter in support.

Mikal commented that the shredding event took place on April 6<sup>th</sup> with approximately 100 residents taking advantage of the free service. He stated that 2,512 pounds of paper was collected. He thanked Mike Strawn and his staff for overseeing the program.

Mikal stated as a follow up to the water shut off program with Easton Suburban Water Authority for selected aged accounts, he was able to reach out to one customer who has a debt dating back to 2013. The customer stated to him that he is willing to pay \$500.00 a month for the next ten months to pay off the debt. Mikal asked the Board if they would like to move forward with the original plan for the collection which would be to send the customer a letter and give them 10 days to fully comply with full payment or their water would be shut off; or, allow the customer the opportunity to the payment plan. Michael is in favor the payment plan. Ray is in favor of the payment plan of \$500.00 a month with the understanding that if a payment is missed, then the Township would proceed with a shut off. Mikal commented that the customer has had the opportunity to pay off the debt since 2013. Mark made a motion to allow the Township Manager to collect the \$500.00 a month for the most aged account and for any other customer that makes monthly payments out of the four aged accounts and to also include that if customers do not respond in a timely manner to authorize the Township manager to have the water shut off until they pay which would include the customers paying the shut off fees back to the Township, second Michael. There being no comments, motion carried 3-0.

Mikal commented that the computers in the office have been functioning slowly. After reaching out to Alura it was determined that with 4GB and the installation of the new security system software it has taxed the resources. The computers are seven years old and are running Windows 7 which is approaching the end of life as of January 2020. The Microsoft license will need to be purchased as currently we are running Office 2010 which is approaching the end of life in 2020. Alura has provided us with a quote in the amount of \$6,003.02 which includes two printers in the amount of \$1,091.02 which were budgeted in 2019. The cost of the computers and software would be \$4,912.00 which was not included in the 2019 budget. It has also come to our attention that the server is at its end of life which will be approaching next year. There was a brief discussion as to whether or not to replace the server along with the computers. Michael made a motion for the approval to purchase the computers from Alura Solutions in the amount of \$4,912.00, second Ray. There being no comments, motion carried 3-0.

**Public Works** – Mike Strawn read the report for March 13, 2019 to April 10, 2019.

**1. Award 2019 FB Paving/Sealcoating Road Project** – Mike commented that one bid was received from Asphalt Maintenance Solutions in the amount of \$151,785.11. Ray made the motion to accept the bid from Asphalt Maintenance Solutions for the amount stated, second by Michael. There being no comments, motion carried 3-0.

**2. Award 2019 Microsurfacing Road Project** – Mike commented that one bid was received from Asphalt Paving Systems, Inc in the amount of \$124,517.53. Mark made a motion to approve the bid from Asphalt Paving Systems in the amount stated, second by Michael. There being no comments, motion carried 3-0.

**3. Award Water Tank Bid** – Mike stated that two bids were received for the non-potable water tank which would be installed at the public works building and used in addition to the 10,000/gal cistern tank already at the building. There will be a dry hydrant hook up for the fire company if water supply is needed. A bid from TJ Equipment Co for 10,000/gal in the amount of \$29,856.00 and 15,000/gal for \$38,762.00 was received. A bid from Tanks Direct was received in the amount of \$17,690.00 for a 10,000/gal and \$27,525.00 for a 15,000/gal. Mike stated that the bid from TJ Equipment was higher because they added items to the bid that were not requested and did give a detail listing of what the items cost. Tanks Direct gave a detailed bid of what each item cost. Mike asked for an approval to purchase a 10,000/gal tank from Tanks Direct. Installation will be done by the public works employees and the bid from Tanks Direct includes delivery. Ray asked how the water is pumped into the fire truck. Michael made a motion to accept the bid from Tanks Direct for a 10,000/gal tank in the amount of \$17,690.00, second by Ray. There being no comments, motion carried 3-0.

**4. Authorization to Hire Public Works Summer Employees** – Mike asked for authorization for himself and the Township Manager to hire four public works

summer temp employees. Michael made a motion based upon Mike's recommendation, second by Ray. There being no comments, motion carried 3-0.

**Zoning Hearing Board** - The report from April was received from Keller Zoning and accepted by the Board. There will not be a Zoning Hearing Board meeting on April 24, 2019.

**Planning Commission Report** – Haldan gave the report for March 20, 2019.

**Land Preservation Report** – Bob Schmidt gave the report for March. Bob stated their next meeting is April 23, 2019. Mark stated he has one change to the Land Preservation minutes before approved and that is to change Jim Ernst to Mark Ernst.

**Recreation Board** – Judy gave the report for April. Judy stated the Recreation Board is recommending the following for the Recreation program. Kari Maskalis, Director at a rate of \$16.65/hr., Sandy Jablonski, Asst. Director at \$13.63/hr., and Samuel Houser, Tyler Batdorf, Chloe Washburn and Ashlee Wood as counselors at \$12.14/hr. Jonathan stated the Township Manager is recommending that the motion be conditioned upon his review and approval of the counselors. Ray made a motion to hire the counselors that were recommended by the Recreation Board and such hiring be conditioned upon the review and approval of the Township manager after all backgrounds checks are in, second by Michael. There being no comments, motion carried 3-0.

Judy stated that it was recommended at the Recreation meeting to replace the fence around the municipal park. Mike stated that the post and rail fence is rotted and the Public Works employees will do sections at a time at a cost of approximately \$5,000.00.

**Landfill Advisory Committee Report** – The report for April was submitted to the Board. Mark suggested that recommendations from the Landfill Advisory Committee regarding the posting of any information can be sent directly to the Township Manager and then he will pass the information on to Katie to place on the website. The Board is in agreement.

**Engineer Report**– Ron briefly reviewed his April 5, 2019 memorandum.

Ron stated that he and Matt Blair attended a two day Northampton County Conservation District Dirt, Gravel and Low Volume road training seminar along with Mike Strawn. He asked the Board if they would be inclined to split the cost and pay for the one day training which would amount to approximately \$1,000.00. Mark commented that Mike can sign on our behalf for certification and asked what the benefit would be for Maser and if it would be strictly for Williams Township or would

it benefit other municipalities. After a brief discussion it was decided the board did not want to pay for the one day training.

Ron stated that PADEP issued a final Environmental Assessment Review approval dated February 28, 2019. Ron further stated that Maser Consulting reviewed the PADEP Environmental Assessment determination and provided a comment letter dated April 5, 2019 to the Township. He stated if the Board is inclined to send the letter to Chrin then a motion would need to be made. If the Board is not inclined to do so, then a motion is not needed. Michael made a motion for the Township Manager to forward the comment letter from Maser Consulting to Chrin, second by Ray. It was stated that the comment period expires April 30, 2019. There are not comments, motion carried 3-0.

Mark thanked Ron and Matt Blair for cleaning up paperwork that has been outstanding for quite some time that was never finished and finalized.

#### **Solicitor Report - None**

#### **Old Business**

- 1. Final Payment to Semmel Excavating Coffeetown Road Emergency Project** – Ron stated that a final invoice for payment was received in the amount of \$145.59. Mark made a motion to approve the final payment to Semmel Excavating in the amount of \$145.59, second by Michael. There being no comments, motion carried 3-0.
- 2. Keystone Grant Extension for Melchor Park** – This grant extension would extend the grant to June 30, 2020. Ray made a motion to accept the amendment and to have the Board of Supervisors chairman sign same, second by Michael. There being no comments, motion carried 3-0.

#### **New Business**

- 1. Emergency Operation Plan Adoption – Resolution 2019-12** – Mark made a motion to approve Resolution 2019-12 Emergency Operation Plan for Williams Township, second by Ray. There being no comments, motion carried 3-0.
- 2. Approval of 2018 Audit** - Mark stated the Township received good comments from the Auditors for the 2018 audit. Michael made a motion to approve the 2018 audit, second by Ray. Michael thanked Mikal and Mel for the amount of time put into the audit and the great results received. There being no further comments, motion carried 3-0.

#### **Supervisors Remarks –**

Ray stated that he did receive thanks from residents for having the shredding event.

Michael commented about the frustration of navigating the Township website. Michael made a motion to have the Township Manager look into what would need to be done to make the website more user friendly and to make it mobile friendly, second Mark. Mikal stated that the company that originated the Township website is no longer in business and at this point we can only move data. Ray commented that before we spend money we need to know exactly what we are looking to do. He commented about the mobile access and months back when we asked residents and no one responded. George recommended that the website be more user friendly and mobile accessible. He also suggested starting a small group to get ideas. Joe Schiller recommended putting information on the website for input. Ron Hine line suggested an email blast to the residents. Judy Abert commented that Forks Township and Lower Saucon have good websites. There being no further comments, motion carried 3-0.

Ray commented he spoke with Mike and Mikal regarding the trash on Diehl Road. He stated that Ron Hine line, Terri Hine line, Peach Warner, Ron Heinrich as well as himself volunteered to pick up trash on Diehl Road and Wottrings Mill Road and wanted to thank them for their help as well as Mike and Mikal for closing the road.

Mark asked the board if they would like to hold an appreciation dinner as in previous years. The board asked Mikal and Mel to come up with a date and send information to the Board.

Mark stated he wanted to wish Mikal a Happy Birthday.

Mikal stated that he appreciated the comments of the audit but wanted to thank Mel for keeping the books in order.

### **Audience Comments**

- 1. Ron Hine line** - Ron talked about the Historical Society and the Passport to History. He also stated that they have a new website [www.lvhistory.org](http://www.lvhistory.org).
- 2. George Landwijt** - He talked about the lack of speed limits signs on Steely Hill Road and asked the Board to consider placing a speed limit sign.

There being no further business, meeting was adjourned at 8:35 p.m.

Respectfully Submitted,

MELODY A. ERNST, Asst. Manager/Secretary  
Williams Township Board of Supervisors