

Williams Township Board of Supervisors
October 9, 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 and Assistant Township Manager Melody Ernst. Public Works Director Michael Strawn was absent.

Mark stated there were Executive Sessions held September 26, 2019, October 1, 2019 and October 4, 2019 to discuss Union Negotiations.

Mark asked Ray and Michael if they had any corrections to the Minutes of September 11, 2019 and September 26, 2019. There being none, Michael made a motion to approve said minutes, second by Ray. There being no comments, motion carried 3-0.

Melody presented the Expense Report of October 9, 2019 and the August and September Treasurers Report to the Board. Ray made a motion to approve the Expense Report, Treasurers Report and pay the bills, second by Michael. There being no comments, motion carried 3-0.

Manager's Report – Mikal submitted his report of October 9, 2019 to the Board for review.

Mikal asked the Board if they had any questions regarding quotes received for the redesign of the Township website. Mikal commented that it is his recommendation to go with the quote from NuCitrus for the redesign. Ray asked Mikal if he has checked the references for NuCitrus? Mikal stated that he will check the references. Mark commented that out of the quotes, NuCitrus seems to be the most reasonable and he also asked that references be checked. Michael also asked that at least three references be checked, other than that he is fine with moving ahead with NuCitrus. There was a brief discussion regarding the quote and if the Township would go over that price. Mikal stated that if the Township were to transfer our website as of today, the quote would be the best guess. Mikal also stated that they could incorporate the Nixle into

the website. Board consensus is to contact the references before moving forward.

Mikal commented that the Board of Supervisors will be holding an International Property Maintenance Code workshop on October 16, 2019 from 8:00 a.m. to 9:00 a.m.

Jonathan explained that the Property Maintenance Code would give the Township the ability to enforce typically what the Township receives complaints about. Michael commented the way he understands it, the Township does not have to adopt the entire code. Mikal commented that it will give the Township a much more expedient route in resolving matters. Jonathan explained the enforcement and violation procedure under the Zoning and Planning Code.

Mikal stated to the Board that he has drafted a letter to be sent to three local farmers for the Agricultural Security Commission and with the Boards approval he will send it out. Board consensus is to send the letter.

Mikal stated the Township has been presented with a quote from Mary Mueser Library prepared by Van Guard Cleaning Services for floor work at the Library. The quote is in the amount of \$1,185.00 and has been submitted to the Board for consideration of a contribution. Mark made a motion to approve the expenditure to Mary Mueser Library in the amount of \$1,185.00 for striping, waxing and replenishing the floor quality, second by Michael. There being no comments, motion carried 3-0.

Mikal commented that in the Board packet, there is information regarding the reimbursement to the Tax collector for a conference fee, hotel fee for the conference and Tax Association dues for a total amount of \$284.10 for the Boards consideration. Ray is fine with providing a reimbursement for the whole amount. Mark is in favor of the dues and conference fee, but is not in favor of reimbursement for hotel stay. He is in favor of paying mileage to and from the convention. Michael is in favor of conference fees, dues and mileage. After a brief discussion, Michael made a motion to reimburse the Tax Collector for the convention in the amount of \$90.00, dues in the amount of \$70.00 and mileage based on allowance, second by Mark. Polly Clark stated that she feels the hotel stay should be paid for as well. There being no further comments motion carried 2-1. Ray opposed.

Public Works – It was stated in Mike’s absence that the report for September 11, 2019 to October 9, 2019 was received.

Planning Commission Report – None

Land Preservation Report– The report for September 24, 2019 was received for review.

1. Monitoring Conservation Easements - Mikal asked for this to be tabled and presented at the November meeting.

Recreation Board Report – Judy commented that the Fall O Fest was a success this year. Judy commented that at their meeting it was discussed to request \$20,000.00 be placed in the Capital Improvements budget for 2020 to correct the drainage issue on the baseball infield. Judy stated that the Athletic Association is requesting that the lock be changed on the storage room door of the recreation building. After a discussion regarding who the keys would go to and if there will be a sign-up sheet to keep track of those going in the storage area, it was stated to contact Mike Strawn to have the lock changed.

Landfill Committee Report – The report was received and reviewed by the Board.

Engineer Report– Ron Madison briefly reviewed his October 3, 2019 memorandum.

1. Approve Revised New Well Application – It is Maser Consulting’s recommendation to adopt the New Well Application with the permit application fee remaining at \$100.00 per well. It is also their recommendation that each well application be required to include an executed Professional Services Agreement with escrow fees based on the well classifications. Class I \$1,000.00 escrow fee, Class II \$2,500.00 escrow fee and Class III \$5,000.00 escrow fee. Ray made a motion to approve the New Well Application and to accept the escrow fees as stated, second by Michael. It was asked if the unused portion of the escrow would be returned and what the escrow fees cover. It was stated that unused portions do get returned and it would cover the engineering review to complete the project. There being no further comments, motion carried 3-0.

Ron commented that he submitted correspondence to the Board regarding private stormwater facilities maintenance and inspections for MS4 requirements. Maser Consulting is recommending that the program include the inspection of ten private stormwater BMP's each year on an annual five year rotation by the Public Works Department. Maser Consulting would work with the staff and Director of Public Works in reviewing recorded SALDO plans and creating a standard notification letter to the property owners. The anticipated level of effort for the first year would include preliminary file research and two days in the field for an estimated budget of \$2,500.00. Ron stated that the budget would be for the first ten private stormwater facilities. This program is to make sure that the stormwaters are being maintained. It is Maser's hope that after the first year of the program they will not be involved unless there are issues. There was a brief discussion as to when the inspections would start and how many a day would be inspected. Ron stated to start in the Fall or Spring and the Township is looking at inspecting four to five in a day. MJ Crowley asked what the definition of stormwater encompasses. Michael made a motion to work on the Private Stormwater Facilities Maintenance and Inspection MS4 requirements with Maser Consulting for the first year with the Director of Public Works and the Township Manager on the first ten private facilities, second by Ray. There being no comments, motion carried 3-0.

Solicitor Report - None

Old Business

- 1. Authorization to Bring Suit Against Jeffrey Strauss - Roth Farm Estates -** Jonathan explained that Mr. Strauss is behind in reimbursing the Township for invoices that have been paid by the Township. He stated that the necessary information was provided to him and Mr. Strauss claimed that he would get a check to the Township. Jonathan commented that at the beginning of the subdivision there were problems with collecting from Mr. Strauss. Ron commented that there is still work that needs to be completed which is outlined in the Engineers Report dated October 3, 2019. Michael made a motion to bring suit against Mr. Strauss in the amount of \$1,783.50 plus costs involved for the Township Engineering and Township Solicitor, second by Ray. George Washburn asked if that means he will be paying for Jonathan's time. There being no further comments, motion carried 3-0.
- 2. Russell Property - Survey Approval -** Mark stated that Bob Schmidt was not able to be at the meeting tonight but in an email asked for approval to accept the Keystone survey not to exceed \$6,850.00 for the Russell property.

Ray made a motion to accept the survey in the amount of \$6,850.00 for the Russell property, second by Michael. A representative from MKA who submitted a quote in the amount of \$15,000.00 asked what the scope of work was provided from Keystone. The MKA representative stated that they submitted accordingly to questions asked and they were also following the guidelines for DCNR. Mark asked Polly Clark if she knew of a time line that would require action be taken. Jonathan stated that the Board can table the matter and ask for the second proposal to be submitted to the Board. Jonathan also suggested going forward that Mr. Madison's office can prepare the RFP and it then can be used over again. This matter was tabled by the Board.

Supervisors Remarks

Ray commented that Chrin sent in for the Technical Review and should receive and answer in thirty days. Michael reminded everyone to vote next month.

Audience Comments

1. **Jon Regan** - Stated that he is new to the Township and has purchased the former Horth Property. He has applied for a Timber Harvest permit and feels that the fee at \$10/acre is steep. He asked the Board if there is any way that the fee could be reduced as he is planning on harvesting 160 acres. He stated that he has been addressing and treating the invasive plants on his property and will be installing deer fences in the near future.

There being no further business, meeting was adjourned at 8:01 p.m.

Respectfully Submitted,

Melody A. Ernst, Asst. Manager/Secretary
Williams Township Board of Supervisors