

**WILLIAMS TOWNSHIP BOARD OF SUPERVISORS**  
**Regular Meeting**  
**June 12, 2024**

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 George Washburn. Others present were Vice Chairperson Raymond Abert, Township Solicitor Jonathan Riess, Township Manager Melody Ernst, Township Engineer Ronald Madison, Zoning Officer Suzanne Borzak, Public Works Director Michael Strawn and Township Secretary Hannah Warner. Supervisor Michael Bryant attended via telephone only for the Approval to Hire Full Time Zoning Officer.

George tested the telephone system on speaker phone to ensure the Audience could hear Michael Bryant and that he could hear the Board and Audience.

George stated that Executive Sessions were held on May 21, 2024 for Legal Matters and June 10, 2024 for Personnel Matters.

George asked if there were any corrections to the Minutes of May 8, 2024. Ray made a motion to approve said minutes, second by George. There being no comments, motion carried 3-0.

Melody presented the Expense Report of June 12, 2024 to the Board. Ray made a motion to approve the Expense Report, April and May Treasurers Reports and to pay the bills, second by George. There being no comments, motion carried 3-0.

**Presentation Mary Mueser Library** - Daniel Redington the Director of the Library gave a brief report on the Annual 2023 Report. George stated if anyone is interested in the report, it will be available at the Municipal Office.

**Approval to Hire full-time Zoning Officer** - George stated that this agenda item was being moved to accommodate Mr. Bryant. George stated that Melody interviewed a couple of potential Zoning Officers for the full-time position and the Supervisors have offered Suzanne Borzak the position. Michael made a motion to hire Suzanne Borzak as the Townships full-time Zoning Officer, second by Ray. There being no comments, motion carried 3-0. Michael Bryant thanked the Board for accommodating his request and Melody hung up the call with him.

**Manager's Report** - Melody submitted her report dated June 12, 2024 to the Board for review.

**Public Works** - Mike submitted his report dated May 8, 2024 to June 12, 2024 to the Board for review.

**Zoning Office Report** - Suzanne submitted her report for May to the Board for review. There will not be a Zoning Hearing Board meeting on Wednesday, June 26, 2024.

Ray stated the vegetation on the field at the 1400 block of Morgan Hill Road was very high. Suzanne reached out and was told a farmer wanted to bale this property for hay.

**Planning Commission** - The May 15, 2024 report was received by the Board for Review.

**Land Preservation Board** - The May 28, 2024 report was received by the Board for Review.

**Recreation Board** - The report of June 5, 2024 was received by the Board for Review.

**1. Approval to Donate Money Towards Field B Infield** - WTAA is requesting a donation towards Field B infield to make improvements. The total cost of the field is \$27,300.00. George stated that we cannot vote on this matter.

**Engineers Report** - Ron briefly reviewed his June 10, 2024 memorandum.

**Solicitor Report** - The report was provided to the Board for review.

Jonathan stated that the Board would need to amend the agenda for a Draft Amendment to the Zoning Ordinance regarding issuance of Zoning Permits. George made a motion to amend the agenda, second by Ray. Motion carried 2-0.

1. Jonathan stated he is recommending that the Solicitors office draft an amendment to the Zoning Ordinance, section 27-109. Ray made the motion for the Solicitors office to draft an amendment to the Zoning Ordinance section 27-109. There being no comments, motion carried 2-0.

## **Old Business**

**1. Public Hearing - Zoning Ordinance Amendment to Correct Ordinance 2024-1 Ordinance 2024-5** - George opened the public hearing. Jonathan briefly discussed the Ordinance change. George closed the public hearing. Ray made a motion to approve Ordinance 2024-5, second by George. There being no comments, motion carried 2-0.

**2. Ratify Hiring 3 Recreation Counselors** - Ray made a motion to hire Halley Washburn, Malia Bennett and Jackson Millen to replace counselors who did not accept initial offer to be a counselor, second by George. George stated he will fill out a conflict-of-interest form due to his granddaughter Halley Washburn being hired. There being no further comments, motion carried 2-0.

**3. Tax Collector Compensation Resolution 2024-12** - Ray commented that he would like to increase the amount per bill from \$4.00 to \$5.50 per bill. Ray made a motion to approve the Tax Collector compensation to \$5.50 per bill, second by George. There being no comments, motion carried 2-0.

## **New Business**

- 1. Approval of Cedarville Holdings Parking Lot Paving Agreement** -Ray made a motion to approve the Cedarville Holdings Parking Lot Paving Agreement, second by George. There being no comments, motion carried 2-0.
- 2. Accept Quote for Painting Municipal Building** - Mike received a quote from Gordon Bennett Painting for the exterior of the Municipal Building. Ray made a motion to accept the quote from Gordon Bennett Painting in the amount of \$9,780.00, second by George. There being no comments, motion carried 2-0.
- 3. Open Records Policy – Resolution 2024-13** - Jonathan stated that Townships aren't required to produce records if the parties do not identify themselves by name and/or address. Ray made a motion to approve Resolution 2024-13, second by George. There being no comments, motion carried 2-0.
- 4. Approval of GIS System Quote** - Ron presented a proposal to convert the GIS system to cloud-based, which will allow multiple users access at the same time. Ron stated the first proposal dated February 21, 2023, for the mapping portion is \$4,600.00. The second proposal dated October 27, 2023 is for web application design and configuring an online account for \$9,800.00. Ron stated that Colliers is holding the 2023 prices. Ray made a motion to approve both proposals totaling \$14,400.00, second by George. There being no comments, motion carried 2-0.
- 5. Approval to Hire full-time Zoning Officer** - This was moved to the beginning of the agenda.

**Supervisors' Comments** - Ray stated that Summer Recreation will begin on Monday, June 17<sup>th</sup> at 8:30am.

#### **Audience Comments**

1. Dan Redington, Mary Meuser Library, asked when the first allotment of the library contribution will go out.
2. Tom Little - 700 Texas Rd - Stated at last month's meeting he submitted a signed petition to the Supervisors. It was stated that the Board did not receive a signed copy and Mr. Little will forward another copy via email. Mr. Little stated he would like the Township to consider requesting a meeting with PUC, Met-Ed, a State Representative and the Township.

There being no further business, the meeting was adjourned at 8:17p.m.

Respectfully Submitted,

Hannah Warner, Twp. Secretary/Assistant Treasurer  
Williams Township Board of Supervisors