

WILLIAMS TOWNSHIP BOARD OF SUPERVISORS
Reorganization Meeting
January 6, 2025

The reorganization 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, Supervisor Michael Bryant, Township Solicitor Colby Grim, Township Manager Melody Ernst, Township Engineer Ronald Madison, Zoning Officer Suzanne Borzak, Public Works Director Michael Strawn and Township Secretary Hannah Warner.

Election of Officers - George made a motion to appoint Colby as temporary Chairperson, second by Ray. There being no comment, motion carried 3-0. Ray made a motion to nominate George as Chairperson, second by Michael. There being no comments, motion carried 3-0. Colby turned the meeting over to Chairman George. George made a motion to nominate Ray as Vice Chairman, second by Michael. There being no comments, motion carried 3-0. Michael made a motion to appoint Melody as Manager/Assistant Treasurer, second by Ray. There being no comments, motion carried 3-0. Ray made a motion to appoint Hannah as the Township Secretary/Treasurer, second by Michael. There being no comments, motion carried 3-0.

Professional Appointments

Solicitor - Grim, Biehn & Thatcher

Engineer - Collier's Engineering & Design represented by Ronald B. Madison, P.E.

Zoning Officer - Suzanne Borzak

Building Code Office, Keycodes Inspection Agency

Alternate Zoning Officer - Collier's Engineering & Design, represented by Ronald B. Madison, P.E.

Zoning Hearing Board Solicitor (fees only) - Joseph Zator, Esq.; Township

Auditor - Riley and Company

Third Party Agency - Keycodes Inspection Agency

Landfill Inspectors - Joseph Black Alternate Host Municipal Landfill Inspector

Sewage Enforcement Officer - Joseph Black

Alternate Sewage Enforcement Officer - Ed Powell

LST Tax Collector - Keystone Collections Group

Delinquent Tax Collectors - Keystone Collections Group & Jenny Frindt

Earned Income Tax Collector - Keystone Collections Group

Labor Solicitor - Campbell Durrant, PC

Municipal Conservation Services - Natural Lands Trust

Resource Protection & Planning - Heritage Conservancy

Michael made the motion to approve the Professional Appointments, second by Ray. There being no comments, motion carried 3-0.

Board Appointments

Planning Commission – Matthew Donovan
Zoning Hearing Board – Eric Jones and **Alternate Vacancy**
Land Preservation Board – Vacancy
Recreation Board – Judith Abert and Greg Washburn
Appeals Board – **2 Vacant Seats**

Michael made a motion to approve the Board Appointments excluding Judith Abert and Greg Washburn, second by George. Motion carried 3-0.

Michael made a motion to appoint Judith Abert to the Recreation Board, second by George. Motion carried 2-0. Ray abstained and will complete a conflict-of-interest form for the minutes.

Ray made a motion to appoint Greg Washburn to the Recreation Board, second by Michael. Motion carried 2-0. George abstained and will complete a conflict-of-interest form for the minutes.

Resolution 2025-1 – Ray made a motion to approve Resolution 2025-1, second by Michael. There being no comments, motion carried 3-0.

Township Depositories – Michael made a motion naming Embassy Bank, Fulton Bank and PLGIT as Township Depositories, second by Ray. There being no comments, motion carried 3-0.

PSATS Voting Delegate – George made a motion to appoint Melody Ernst as the PSATS voting delegate, second by Michael. There being no comments, motion carried 3-0.

Compensation of Melody Ernst, Township Manager – Resolution 2025-2 – Michael made a motion to approve Resolution 2025-2 for the Compensation of Township Manager, second by Ray. There being no comments, motion carried 3-0.

There being no further business, George closed the Re-Organization Meeting at 7:12pm.

REGULAR BUSINESS MEETING

Executive Session: None

George asked if there were any corrections to the Minutes of December 11, 2024. Ray made a motion to approve said minutes, second by Michael. There being no comments, motion carried 3-0.

Melody presented the Expense Report of January 6, 2025 and the Treasurer's Report for November and December to the Board. Michael made a motion to approve the Reports, and to pay the bills, second by Ray. There being no comments, motion carried 3-0.

Manager's Report – Melody submitted her report dated January 6, 2025, to the Board for Review.

Melody also stated that there is a homeless encampment on the Townships Open Space property behind the pump station at the bottom of Morgan Hill Road. After a brief discussion, the Board stated to contact the State Police to have the individual/individuals removed and then the Township can go in and remove the rest of the encampment.

Public Works – Mike submitted his report dated December 11, 2024, to January 6, 2025 to the Board for review. Mike briefly updated the Board on the addition.

1. Approval of Muncibid Items – Ray made a motion to approve the Muncibid Items in the amount of \$21,009.00, second by Michael. There being no comments, motion carried 3-0.

Zoning Office Report – Suzanne submitted her report for December to the Board for review. There will be a Zoning Hearing Board meeting on Wednesday, January 22, 2025.

Planning Commission – The December 18, 2024, report was received by the Board for review.

1. 1260 Island Park Road Lot Line Adjustment – Resolution 2025-4 – Michael made a motion to approve Resolution 2025-4, second by Ray. There being no comments, motion carried 3-0.

Land Preservation Board – The December 17, 2024 report was received by the Board for review.

Recreation Board -None

Engineers Report – Ron briefly reviewed his January 3, 2025 memorandum.

Solicitor Report – The report was provided to the Board for Review.

Old Business

1. Identity Theft – Resolution 2025-3 - Michael made a motion to approve Resolution 2025-3, second by Ray. There being no comments, motion carried 3-0.

New Business

1. Appoint Deputy Tax Collector – Resolution 2025-5 - Michael made a motion to appoint Deputy Tax Collector, second by Ray. There being no comments, motion carried 3-0.

2. Approval of 2025 Fee Schedule – Resolution 2025-6 – Melody stated that there were some changes to the fee schedule. Ray questioned some of the fee changes. Michael made a motion to approve Resolution 2025-6, second by Ray. There being no comments, motion carried 3-0.

3. Approval of 2025 Sewer Fee Schedule – Resolution 2025-7 - Ray made a motion to approve Resolution 2025-7, second by Michael. There being no comments, motion carried 3-0.

4. Approval of On-Lot Sewage System Fee Schedule – Resolution 2025-8 - Ray made a motion to approve Resolution 2025-8, second by Michael. There being no comments, motion carried 3-0.

5. Approval of Job Description for Township Secretary/Treasurer – Melody stated the job description is for Hannah moving from Secretary/Assistant Treasurer to Secretary/Treasurer.

Ray made a motion to approve Township Secretary/Treasurer Job Description, second by Michael. There being no comments, motion carried 3-0.

6. Approval of Amendment 1 to the Monitoring Agreement of Conservation Easements between the Heritage Conservancy on behalf of Williams Township - Michael made a motion to approve the Heritage Conservancy, second by Ray. There being no comments, motion carried 3-0.

7. Approval to Appoint David Freeman Member of ZHB - Resolution 2025-9 - Ray made a motion to approve Resolution 2025-9, second by Michael. There being no comments, motion carried 3-0.

Supervisors' Comments

Ray wished everyone a healthy and happy 2025.

Michael thanked the Township staff and Public Works employees as well as the Township professionals for a great 2024.

George wished everyone a Happy New Year.

Audience Comments

There being no further business, the meeting was adjourned at 7:37 p.m.

Respectfully Submitted,

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