

WILLIAMS TOWNSHIP BOARD OF SUPERVISORS
Regular Meeting
March 12, 2025

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, 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.

George stated Executive Sessions were held on March 4, 2025 for Personnel Matters and March 5, 2025 for Legal Matters.

George asked if there were any corrections to the Minutes of February 12, 2025. 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 March 12, 2025 to the Board. Michael made a motion to approve the Expense Report, and to pay the bills, second by Ray. There being no comments, motion carried 3-0. Melody stated that the February Treasurers Report was not available.

Manager's Report – Melody submitted her report dated March 12, 2025 to the Board for review.

Melody stated that she would like to get a consensus from the Board to have our annual Appreciation Dinner this year. The consensus of the Board is to have the annual Appreciation Dinner in the same location as last year.

Public Works – Mike submitted his report dated February 13, 2025 to March 12, 2025 to the Board for review.

1. Approval to Hire a Seasonal PW Employee – Michael made a motion to hire a seasonal Public Works Employee, second by Ray. There being no comments, motion carried 3-0.

2. Approval to Accept Resignation for Donald Hockman as Foreman – Michael made a motion to accept the resignation of Donald Hockman as Foreman, but keeping a position as CDL employee, second by Ray, with regret. There being no comments, motion carried 3-0.

3. Approval to Post Items on Municibid – Michael made a motion to approve the list of items, that was provided by Mike Strawn, to be sold on Municibid, second by Ray. There being no comments, motion carried 3-0.

4. Approval to Purchase Sewer Pump for Pump Station – Mike stated they recently had a pump go down at the Cedar Park pump station, which is the main pump station that runs to the sewer plant. They currently do not have a backup pump. Mike asked the Board for approval to purchase a second one. Ray made a motion to approve purchasing a sewer pump in the amount of \$11,140.00 plus the freight charge, second by Michael. There being no comments, motion carried 3-0.

Zoning Office Report – Suzanne submitted her report for February to the Board for review. There will be Zoning Hearing Board hearings on Wednesday, March 26, 2025.

Planning Commission – The February 19, 2025, report was received by the Board for review.

1. 2920 Morgan Hill Road – Lot Line Adjustment Plan Approval – Resolution 2025-12 - Ray made a motion to approve Resolution 2025-12, second by Michael. There being no comments, motion carried 3-0.

Land Preservation Board – The February 25, 2025, report was received by the Board for review. Colby gave a brief explanation about the addresses below.

1. Kutz – 2145 Morgan Hill Road – Approval to Sign Agreement of Sale - Michael made a motion to approve the Agreement of Sale and authorize the Township Manager to sign, second by Ray. There being no comments, motion carried 3-0.

2. Kutz – 2155 Morgan Hill Road – Approval to Sign Agreement of Sale - Michael made a motion to approve the Agreement of Sale and authorize the Township Manager to sign, second by Ray. There being no comments, motion carried 3-0.

3. Derrington – 1075 Morvale Road – Approval to Sign Agreement of Sale - Michael made a motion to approve the Agreement of Sale and authorize the Township Manager to sign, second by Ray. There being no comments, motion carried 3-0.

4. Authorize Township Solicitor to prepare Referendum for LPB – Colby explained that the Land Preservation Board would like a Referendum on the November ballot to bring back the .25 percent Earned Income Tax. Ray made a motion to authorize the Solicitor to prepare a Referendum for the Land Preservation Board, second by Michael. Michael questioned whether the .25 will be adequate. Melody indicated that the process to preserve land takes approximately three years, which will build up the fund. There being no further comments, motion carried 3-0.

5. Authorization for Use of Building for Heritage Workshop – Ken Kodama briefly discussed Matt Babbitt from Heritage Conservancy offering to hold a workshop. This would better educate the residents about the referendum that would be put on the ballot in November and give additional information to anyone interested in preserving their land. Ray made a motion to authorize the use of the Williams Township Community Building or Municipal Building to hold a workshop, second by Michael. There being no comments, motion carried 3-0.

Recreation Board – None

Ray stated that the Township has been advertising for summer recreation counselors and are still in need of seven counselors for the summer program.

Engineers Report – Ron briefly reviewed his March 10, 2025, memorandum.

1. Public Works NPDES Permit – Close Out – Ray made a motion to approve PW NPDES close out documents, not to exceed \$1,000.00, second by Michael. There being no comments, motion carried 3-0.

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

Old Business

1. Discussion Regarding Canal Road – Colby stated that the Township met with DCNR regarding the ownership of the culvert. DCNR has stated that they are not taking ownership of the culvert. Work does need to be done on the culvert. Colby suggested preparing a Resolution to repair the culvert but not take ownership of the culvert. Michael made a motion to Authorize the Solicitor to prepare a Resolution stating that Williams Township will perform the work to repair the culvert for the health and safety of Township residents, but that the Township is not taking ownership of the culvert, second by Ray. There being no comments, motion carried 3-0.

New Business

1. Approval of Fry's Run Watershed Association Contribution Request – Melody stated that Fry's Run has submitted a request for a contribution in the amount of \$360.00. However, the 990N form has not been submitted with the request. Michael made a motion to approve the contribution request of \$360.00, contingent the Association submits the 990N form prior to distribution of the funds, second by Ray. There being no comments, motion carried 3-0.

2. Destruction of Tax Records – Resolution 2025-13 – Melody stated the Tax Collector presented a list of items that she would like shredded at the Shredding Event. All the items to be destroyed are within the timeframe of the Municipal Records Manual. Michael made a motion to approve Resolution 2025-13, second by Ray. There being no comments, motion carried 3-0.

3. Approval to Appoint Cheryl Siegfried, Member to the Recreation Board – Michael made a motion to approve Cheryl Siegfried to the Recreation Board, second by Ray. There being no comments, motion carried 3-0.

Supervisors' Comments

Michael Bryant thanked everyone who attended the meeting tonight.

Audience Comments

Roth Healey - attended the meeting to discuss his application for a fence permit. Suzanne indicated he could contact her during normal business hours to discuss his application.

There being no further business, the meeting was adjourned at 7:46 p.m.

Respectfully Submitted,

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