

**Williams Township Board of Supervisors  
Reorganization Meeting  
January 4, 2021**

The Reorganization meeting of the Williams Township Board of Supervisors, 655 Cider Press Road, Easton, PA 18042 was held on the above date virtually on “gotomeeting.com” and called to order at 7:00 p.m. by Chairperson Mark Ernst. 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 made a motion to appoint Jonathan as temporary Chairperson, second by Ray. There being no comments, motion carried 3-0.

**Election of Officers** - Jonathan asked for a motion for Chairman. Ray made a motion to nominate Mark Ernst as Chairman, second by Michael. There being no comments, motion carried 3-0. Jonathan then turned the meeting over to Chairman Ernst. Mark made a motion to appoint Michael for Vice-Chairman, second by Michael. There being no comments, motion carried 2-1. Ray Opposed. Michael made a motion to appoint Mikal Sabatine as Township Manager/Assistant Treasurer, second by Mark. There being no comments, motion carried 3-0. Michael made a motion to appoint Melody Ernst as Assistant Township Manager/Secretary/Treasurer, second by Ray. There being no comments, motion carried 2-0. Mark Abstained.

**Professional Appointments:** Solicitor - Grim, Biehn & Thatcher; Engineer - Maser Consulting represented by Ronald B. Madison, P.E.; Zoning Officer - Keycodes Inspection Agency; Building Code Office, Keycodes Inspection Agency; Alternate Zoning Officer - Maser Consulting, 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 Inspectors - Maser Consulting represented by Ronald B. Madison, PE, Donald F. Bowman, PE, CHMM and Vincent J. Carbone; Sewage Enforcement Officer - Joseph Black; Alternate Sewage Enforcement Officer - Tom Knoll; 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 a motion to approve the Professional Appointments, second by Mark. Ray asked if anything was received from the Labor Law Attorney with regard to his professional fees. Mikal stated that he has asked a couple times and has had no response. The motion was modified by Mark to remove Campbell, Durrant PC from the list, second by Michael. There being no comments motion carried 3-0.

**Board Appointments:**

- Planning Commission – (Joseph Schiller)
- Planning Commission – Alternate (vacancy)
- Recreation Board – (2 Vacancies)
- Vacancy Board – (Terry Lee)
- Zoning Hearing Board (Sally Hixson)
- Land Preservation Board – (Robert Schmidt)
- Appeals Board (3 Vacancies)

Mark read down the list of Appointments. Mel commented that Joe Schiller has not responded to the Township as to whether he would like to be reappointed. Mark asked that he be removed from the list. Ray made a motion to approve the appointments as well as reappoint the entire Agricultural Area Security Committee, second by Mark. There being no comments, motion carried 3-0. It was stated that Joe should be notified and told that he was not reappointed and if he would like to be reappointed he needs to send a letter to the Township expressing his interest.

**Resolution 2021-1** – Mark asked for a motion. Michael made a motion to approve Resolution 2021-1 Establishing Holidays, Secretary/Treasurer/Manager Bond Limits, Mileage Reimbursement, Board of Supervisors Meeting Dates, Staff Appointments and Professional Fee Schedules, second by Ray. Mark asked if we accept this Resolution it states January 2015 for the employee manual and a couple changes have already been made. This would then conform to the new manual once it is adopted? Mikal stated the new Employee Manual would require authorization and approval by the Board once it is complete by Resolution. There being no comments, motion carried 3-0.

**Township Depositories** –Michael made a motion naming Embassy Bank, Lafayette Ambassador Bank and Pennsylvania Local Government Investment Trust (PLGIT) as Township Depositories, second by Ray. There being no comments, motion carried 3-0.

**PSATS Voting Delegate** – Mark made a motion to appoint Mikal Sabatine as the PSATS voting delegate, second by Michael. There being no comments, motion carried 3-0.

**Compensation of Mikal Sabatine, Township Manager – Resolution 2021-2** – Michael made a motion to approve Resolution 2021-2 for the Compensation of Township Manager, second by Mark. There being no further comments, motion carried 3-0.

There being no further business, Mark closed the Re-Organizational Meeting.

**REGULAR BUSINESS MEETING**

Mark stated there were no Executive Sessions held.

Mark asked Ray and Michael if they had any corrections to the Minutes of December 9, 2020. There being none, 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 4, 2021 to the Board. The Treasurers Report for December was not available. Ray made a motion to approve the Expense Report and pay the bills, second by Michael. There being no comments, motion carried 3-0.

**Manager's Report** – Mikal submitted his report to the Board.

Mikal thanked the Public Works Department for battling the first snow fall of the year.

Mikal asked for the Board approval to schedule all meetings virtually for 2021. Ray made a motion to schedule the meetings virtually for the first six months of 2021, second by Michael. There being no comments, motion carried 3-0.

Mikal stated the compensation of our Tax Collector should we wish to adjust, will have to be approved prior to February 15, 2021. Ray had a couple of questions regarding when Jenny ran for Tax Collector. Mikal will look into that.

Mikal stated he has received a copy of the Professional Services Agreement with Heritage Conservancy and is seeking authorization to sign same for 2021. Mark asked if the Agreement is based upon individual land owner? Jonathan stated the Agreement is an annual contract and spells out the price for a baseline documentation and the endowment for a Conservation Easement. Mikal commented that perpetual monitoring is included in the Agreement as well. Mark asked if the Agreement is for properties preserved for this year? Or if the Township decides they don't want to do a property, is the Township locked into the \$15,000.00 perpetual? Jonathan commented it would apply to Conservation Easements when the Grantee is Heritage Conservancy and the Township is Co-Grantee, Mark made a motion to accept the Agreement, second by Michael. There being no comments, motion carried 3-0.

Mikal wished everyone a healthy prosperous New Year.

**Public Works** – Mike Strawn gave the report for December 9, 2020 to January 4, 2021. Mike stated he would like to get the Board permission to purchase a forklift from the Federal Surplus in the amount of \$8,500.00 if after he inspects it he feels it will meet their needs. Michael asked how the forklift will be used. Mike stated that he would use it in the Public Works building to move items around. Mark asked if it was gas or diesel. Mike stated diesel. Ray made a motion to allow Mike to purchase the forklift if it looks good, second by Michael. There being no comments, motion carried 3-0.

**Zoning Office** – There will not be a Zoning Hearing Board meeting on Wednesday, January 27, 2021

**Planning Commission** – It was stated that the Planning Commission did vote to recommend to the Board of Supervisors that they authorize Jonathan's office to draft an amendment to the Subdivision and Land Development Ordinance in regard to cluster mailboxes which the US Post Office requires for certain subdivisions. Mark

made the motion to authorize Jonathan's office to draft a Subdivision and Land Development Ordinance, second by Michael. Suzanne commented that she reviewed the ordinance that Jonathan provided. There being no further comments, motion carried 3-0.

**Land Preservation** – Bob gave the report. Bob spoke about the Boss property and stated because of safety issues on the property there will not be any public access. Bob commented that the Land Preservation Board is recommending a Resolution authorizing application submission to the Northampton County Open Space Program for the Boss property asking for \$51,000.00 from the County and the Township matching those funds. Michael made that motion, second by Ray. Ray asked Jonathan since the Township is putting money towards the property and there being no public access because of the mine holes, does that make the Township more liable. Jonathan asked liable for injury? Ray stated for people suing if entering the property. Jonathan stated no. Michael asked if this property IS contiguous to any other property in the Township. It was stated that it adjoins the Townships sports fields. Michael asked if there is any property next to it that can be preserved in the future. Bob stated that not that he is aware of. Jonathan stated if you adopt the Resolution it would be 2021-08. There being no other comments, motion carried 3-0.

Bob asked for authorization to pay the full purchase amount on the Boss property or whatever the difference is needed in case the County money does not come through. Mark made a motion to pay the whole purchase price if County does not come through with fifty percent, second by Michael. There being no comments, motion carried 3-0.

Bob asked for a motion from the Board to allow to proceed with the Agreement of Sale. Michael made that motion, second by Ray. There being no comments, motion carried 3-0.

Bob asked if language could be added in the Agreement of Sale regarding Forest Stewardship Plan Requirement that would be approved by Heritage and the Township if the landowner chooses to proceed with timbering the property prior to settlement on the easement. Mark made a motion to add that language, second by Michael. There being no comments, motion carried 3-0.

### **Recreation – No Report**

**Engineer Report** – Ron Madison briefly reviewed his December 30, 2020 memorandum.

Ron stated he sent a memorandum to the Board of Supervisors as well as the Planning Commission regarding the Saucon Valley 2020 Comprehensive Plan Update and Review. Maser has determined there is no sufficient impacts to Williams Township. Mark thanked Ron for doing the Saucon Review and the consensus of the Board is to not reply.

Ray asked how we are making out with the transfer of the Chrin Park to the Township. Ron stated that a review memo should be going out this week. Ron stated that he will reach out to the surveyor that prepared the plan and once the plan is approved it will need to be recorded along with other easements.

### **Solicitor - None**

### **Old Business**

**1. Identity Theft - Resolution 2021-3** - Mikal stated this Resolution is to readopt the current policy. Michael made a motion to approve Resolution 2021-3, second by Ray. There being no comments, motion carried 3-0.

### **New Business**

**1. Appoint Deputy Tax Collector - Resolution 2021-4** - Ray made a motion to approve Resolution 2021-4, second by Michael. There being no comments, motion carried 3-0.

**2. Approval of 2021 Fee Schedule - Resolution 2021-5** - Mark commented that there are a few changes to the fee schedule, one being if you do not get a permit for a project and get caught your permit fee is doubled. Michael made a motion to approve Resolution 2021-5, second by Ray. There being no comments, motion carried 3-0.

**3. Approval of 2021 Sewer Fee Schedule - Resolution 2021-6** - Ray made a motion to approve Resolution 2021-6, second by Michael. There being no comments, motion carried 3-0.

**4. RCN - Resolution 2021-7** - It was stated that the major owner of RCN is selling interest to another company. Michael made a motion to approve Resolution 2021-7, second by Ray. There being no comments, motion carried 3-0. Michael asked if this has anything to do with our Franchise Fee received. Mikal stated the contract is not changing.

**5. Melchor Park field Name & Watershed Maps Discussion** - Mark stated this is a discussion on the name change of the park as well as whether the Township would like illustrated Watershed Maps at the park. Bob Schmidt commented that the Watershed Coalition of Lehigh Valley Frys Run Association received grant money to make up the maps. They were thinking of installing five panels at the park since it is pretty much dead center in the Frys Run Watershed. He also commented that his suggestion for a park name would be Stouts Valley Park. Mark stated he agrees with Bob with the park name. Mark asked the Board their thoughts on the illustrated map panels. The Board is fine with them and Michael asked how weatherproof the panels would be and should they be installed under a lean to. Ron commented that the maps would be great in the area where a future pavilion would be installed and they could always be moved at a later date. Ray thought Melchor Park because the property was purchased from the Melchors but said he is fine with Stouts Valley Park as well. Michael is fine with Stouts Valley Park. This discussion is tabled until February.

### **Supervisors Comments**

Ray commented there was discussion at the December meeting regarding raising taxes. He further commented he has some ideas wherein the Township could obtain

additional funds without raising taxes and asked Jonathan if that had to be discussed at a public meeting or in executive session. Jonathan stated in a public meeting. Ray commented that he knows that Jenny filled Jackie's term and then ran for collector but he is not sure if that was to fill Jackie's term.

Michael welcomed Suzanne to the office and stated it is exciting to see real movement in the Department. He also thanked Mark, Ray and Professionals and staff for a great year and wished everyone a Happy New Year.

Mark commented about the Eagle Scout that is putting the benches and Bob for the watershed maps and stated that the volunteerism is bringing everything together in the park. Mark told Bob if he needed anything from the Township to let them know.

**Audience Comments**

Bob Schmidt thanked the Board and stated the check that was received for the Frys Run donation was appreciated.

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