

**Williams Township Board of Supervisors
March 10, 2021**

The monthly 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 Michael Bryant, Supervisor Raymond Abert, Township Solicitor Jonathan Reiss, Township Manager Mikal Sabatine, Township Engineer Ronald Madison, Public Works Director Michael Strawn and Assistant Township Manager Melody Ernst.

Mark stated there was an Executive Session held on Wednesday, March 10, 2021 for Personnel Matters.

Mark asked Ray and Michael if they had any corrections to the Minutes of February 10, 2021. Michael commented that the first paragraph of the minutes does not reflect him being the Vice Chairman and page four under Supervisors Remarks it states accommodation and should be appreciation. There being no further comments, Ray made a motion to approve said minutes with changes stated, second by Michael. There being no comments, motion carried 3-0.

Melody presented the Expense Report of March 10, 2021 and the February Treasurers Report to the Board. Michael made a motion to approve the Expense Report, Treasurers Report and pay the bills, second by Ray. There being no comments, motion carried 3-0.

Mark asked Mikal is there are any comments. Mikal stated not at this time.

Manager’s Report – Mikal submitted his report of March 10, 2021 to the Board for review.

Mikal stated as an update, it would cost approximately \$2,200.00 to bring the newsletter in house wherein for Hometown Press to do it the cost is approximately \$800.00. Ray commented we have a folding machine and he does not want Hometown Press to do the newsletter but rather have it done in house. He stated that Palmer, Forks and Bethlehem place their newsletter on line. George asked what percentage of the Township receives the email blast and suggested gathering email addresses of residents to do a monthly publishing. Michael commented he is for an in-house newsletter. Alan Kirby suggested that he could share something on the Facebook group page if the Board is interested. Mark suggested just placing a newsletter on the website with special events in an email blast. He also suggested a postcard mailing for special events. Mikal commented that everything currently contained in the Township newsletter can be placed on the website under a newsletter section. Mikal will formulate something and bring it back to the Board.

Mikal asked for authorization to hire a part time person to work approximately eight to 24 hours a week and or as needed in the administrative office at a rate of \$14.00/hour. Michael made a motion to hire a part time person for the hours mentioned at a rate of \$14.00/hour, second by Mark. Mark commented that he would not hire anyone unless it is an absolute need and if they do not have to be there weekly that is fine as well. It was discussed not to place an ad in the hiring websites but simply word of mouth. There being no further comments, motion carried 3-0.

Mikal stated that the Administrative Staff has been researching a software to assist in the Zoning Office. After watching demonstrations for three companies, it is the recommendation to go with Dude Solutions. Mikal further stated that he did check the references for the company which included Plainfield Township and East Allen Township. Suzanne has participated in the presentations and her recommendation would also be with Dude Solutions for the permitting and code enforcement and then to integrate public works at some point. The cost for Dude Solutions would be \$27,263.39. Michael made a motion to hire Dude Solutions not to exceed \$28,000.00, second by Ray. George asked what this software is for. Mikal stated it will provide the historical data of the properties in the Township. George commented he feels this is a great idea. Mark asked Mike Strawn if this will help the Public Works Department. Mike stated that all the final subdivision plans will be scanned which will be a huge help. Mark asked Mikal if the storage of the scanned documents is cloud or server based. Mikal commented that it is cloud based with a temporary storage required on our server to transfer to cloud. Mikal further commented that the data archive will take approximately a year to be live. Mark commented that he would not purchase if the server cannot handle the transfer to the cloud. There being no further comments, motion carried 3-0.

Mikal stated that last August the Board adopted a mandate for Covid policy. All policies have expired on December 31, 2020 and have not been reinstated. In conjunction the Township put together a travel policy. Mikal is recommending that since both policies are defunct, we follow the protocols with the CDC, Government and Director of Health. Consensus of the Board is good with Mikal's recommendation. Ray asked who do you follow. Jonathan stated that you would follow the Health Department.

Public Works – Mike Strawn read the report for February 10, 2021 to March 10, 2021.

1. Award 2021 Road Projects – Mike stated one bid was received from Asphalt Maintenance Solutions (AMS) in the amount of \$165,577.83. Ray made a motion to accept the AMS bid, second by Mark. George asked why the Township is only receiving one bid every year. Mike stated there are only two or three PennDOT contractors that come out into our area and their specializing in either micro surfacing or oil and chip. It was stated that it was publicly advertised. There being no further comments, motion carried 3-0.

Mike Strawn stated the transformer will be installed in the next week or so at the Recreation Building. It was stated that an electrician will be doing the install.

Zoning Office - Mark stated the Report from the Zoning Office was received for the Boards review. There will not be a Zoning Hearing Board meeting held on Wednesday, March 24, 2021.

Planning Commission Report - None

1. Kyle and Loretta Murray - 380 Texas Road - Minor Subdivision - Resolution 2021-8 - Mike made a motion to approve Resolution 2020-8, second by Ray. There being no comments, motion carried 3-0.

Land Preservation Report- Jim Williams read the report for February.

Recreation Board Report - Judy gave the report. Judy stated that Wilson Area School District has scheduled to play on the fields April 5, April 16 and May 10. Wilson Soccer would like to use the Chrinerger Field for practices starting the end of March. Judy also stated that Jennifer has tentative bookings for the fireworks and the Circus Amusements if Community Day moves forward. It was stated that the Director from the Summer Recreation Program will start coming up with some ideas for the program.

1. Field Use Policy - Mark stated that Kevin Sweeney, Greg Washburn and Robert Benevides have been working on the Field Use policy. The committee was formed to come up with an amicable resolve so that the WTAA, Wilson School District and Williams Township can all use the fields. Mark further commented that he feels the committee came up with a good resolve and he asked Judy if the Board read through it and if they had any comments. Judy stated that everyone has read through it and the only comment was the WTAA requesting to not having the starting time at noon on Sundays. Judy discussed that the noon starting time was to help the neighbors and neighboring churches. Mark stated that through the recommendation of our Solicitor it was discussed that everyone will need to submit waivers and insurance before they can use the fields. Mark commented that after speaking with Kevin Sweeney, the WTAA will deal with Mikal for the Insurance documents and the waivers, all the scheduling will go through the Recreation Board as per the guidelines. Judy stated the WTAA was to do the scheduling. It was stated that the auxiliary teams that are not township children or residents, the Recreation Board will approve the use of the fields and they will give Mikal's email to the coaches so that they can get the waiver consents and insurance documents to him. Judy stated that Ray already delivered the Insurance from the School District to Mikal. Mark stated that it has been brought to his attention that they would appreciate Ray as a Supervisor to be a Supervisor and not be a representative of chasing down the forms. They would like to get some sort of protocol where the coaches are responsible for sending the forms to Mikal so there is less confusion. Ray stated the only form he gets is from the School District. Michael stated that he has concerns about parking and having the lights turned off and questioned if that responsibility should be someone on the Recreation Board or the

Township. He further stated the \$50.00 charge in his opinion is minimal and feels we should look into how much electricity is used when the lights are on at night. Mark commented that the committee is still working on the Field Use Policy and fees for the use. Mark stated that we are not voting on the Field Use Policy, this is just simply a general consensus to guide our Township Manager on what his duties are. It was stated that the Field Use Policy would be adopted in another couple months as they the committee is still working on it.

Engineer Report- Ron Madison briefly reviewed his March 5, 2021 memorandum.

A conference call took place with Township Staff and a representative for Turkey Hill regarding the Traffic Impact Study and follow up application to Zoning Hearing Board. It was also discussed their request for a letter of recommendation from the Township for general support of the project and for the support of a traffic signal instead of a traffic circle. Ron stated that he has prepared a draft letter and asked if it is something the Board would like to send to PennDOT or would the Board rather stay neutral. Mark commented if it is not a danger to the community, he feels a stop light would be much better than a circle and he would be willing to send the letter. It was stated that Jonathan and Mikal both reviewed the draft letter. Mark made a motion to move forward with Ron's letter, second by Ray. George asked if they are recommending a light rather than a circle and stated he would prefer a circle because the light will back up the traffic. Michael feels a circle would be best and he would like to see another lane be put in on the exit ramp going directly into the complex for trucks only. Alan Kirby commented that the planners did review this with the applicant as an update of the project and at least two to three of the planners preferred the traffic light rather than a circle. George urged the Township to get modern circles versus what Easton has. Ron commented that ultimately it is a PennDOT decision. The Maser Consulting review letter in December addresses all traffic concerns. PennDOT also has a policy that every proposed traffic signal must have a design consideration for a traffic circle. There was a brief discussion regarding a circle rather than a light and the letter of general support. Michael is favor of staying neutral. Ron stated the letter was drafted based on the general support of the overall project and that the Supervisors prefer a traffic signal over a traffic circle. If the Board would like to modify the motions, they could either not send a letter, send a letter of general support but remain neutral on the signal versus the circle or send the letter as is. Mark stated that he will amend the motion to send a letter in support of the project but stay neutral on the light or circle. Mark withdrew the motion. Ray made a motion to support the project plus the traffic light and to send the Maser Consulting letter, second by Mark. George commented that you are going to have three stop lights on Route 78 within a quarter of a mile. There being no further comments, motion carried 2-1. Michael Bryant opposed.

Solicitor Report - None

Old Business

1. Murray Drive Light Tax Discussion – Ray is not in favor of a light tax and asked what it is costing the Township. Mikal stated that the cost is approximately \$892.00 a year. Mark commented that the tax payers are covering the expense of the lights since the subdivision was established. It was asked if this is turned into a lighting district, who pays for the lights if there is maintenance to them. Jonathan stated that if the Township owns the lights it is their responsibility, if the Electric Company owns the lights then typically that would be part of their charges. Michael stated that he is in agreement that the Township should not be paying for the lights. If we create the district then those residents would also pay for repairs and lights. George asked if that is a Township Road. It was stated that it is a Township Road. George asked how can you charge if they are the Township lights. Ray is in favor of having the Township continue to pay for the lights. Michael asked what the legality is. Jonathan stated there is a special provision in the Second-Class Township Code that allows the Township to create a street lighting district. The charge would appear separately on their tax bill. There was a brief discussion regarding a repair fund for maintenance. Mike stated that this came up when the Township was looking for ways to cut the budget. He further stated why are 2490 properties paying for lights that benefit twelve residents. Michael made a motion to create a lightening district on Murray, Highfield and Westfield Drives, second by Mark. There being no comments, motion carried 2-1. Ray opposed.

Supervisor Remarks

Ray talked about the website and feels that we should have something that catches your eye instead of going to the news section. Mark commented the website should be user friendly and feels the COVID information can be removed.

Michael thanked Mike for the email he sent to Roberto regarding the starting time of games and practices on a Sunday. Michael also wanted to thank Suzanne for the excellent detailed Zoning Report.

Mark asked Mikal to follow up with the Recreation Board and the Athletic Association and send an email about what was talked about tonight so there is no confusion.

Audience Comments - Mikal stated there are no comments.

There being no further business, meeting was adjourned at 8:40 p.m.

Respectfully Submitted,

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