

**Williams Township Board of Supervisors
November 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 and called to order at 7:00 p.m. by Vice Chairperson Michael Bryant. Others present were 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.

1. Accept Resignation of George Washburn – Zoning Hearing Board – Ray made a motion to accept George’s resignation, second by Michael. There being no comments, motion carried 2-0.

2. Appointment of New Supervisor – Ray made a motion to appoint George Washburn to fill the vacant position of Mark Ernst until the end of 2021, second by Michael. There being no comments, motion carried 2-0. George then signed the Oath of Office in front of Ms. Ernst, a Notary in and for the Commonwealth of Pennsylvania, and George was seated a member of the Board of Supervisors.

Michael stated there were Executive Sessions held on October 14, 2021 for Real Estate Matters, October 21, 2021, October 26, 2021 and November 3, 2021 for Personnel Matters.

Michael asked Ray and George if he had any corrections to the Minutes of October 13, 2021. There being none, 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 November 10, 2021 to the Board. Ray made a motion to approve the Expense Report, October Treasurers Report and pay the bills, second by George. There being no comments, motion carried 3-0.

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

Mikal stated that Michael received correspondence from Senator Boscola’s office regarding the reopening of Route 611. It was stated that they are anticipating that the work and opening of the road should be completed by the end of this year.

Public Works – Mike submitted his report for October 13, 2021 to November 10, 2021.

Zoning Office – It was stated the report from the Zoning Office was received for the Boards review. Suzanne stated she has had several inquiries about accessory buildings for family members to live close on the property but not in the same house. It was further stated that Plumstead Township has done something similar and she would like to use their Ordinance as a guideline for Williams Township. Ray asked what happens if the family member would pass away. Suzanne stated that it is deed

restricted. George made a motion to have Jonathan draft the Amendment to the Zoning Ordinance and add it to the December meeting. Jonathan stated that you will need to change your motion to amend the agenda. George made a motion to amend the agenda to vote on having Jonathan prepare the Amendment to the Zoning Ordinance, second by Michael. There being no comments, motion carried 3-0. George made a motion to have Jonathan prepare the Amendment to the Zoning Ordinance, second by Michael. There being no comments, motion carried 3-0.

Planning Commission – Mikal gave the report in Alan’s absence.

Land Preservation Report – Jim gave the report for October 26, 2021.

1. Appointment of Ken Kodama Member LPB - Michael made a motion to appoint Ken Kodama as a member, Rob Christopher as an Alternate Member and Lori Cox as the Second Alternate Member to Land Preservation Board, second by Ray. There being no comments, motion carried 3-0.

2. Appointment of Rob Christopher Alternate Member LPB – See above.

3. Appointment of Lori Cox Second Alternate member – See above.

4. Authorization to Sign Boss Conservation Easement Agreement of Sale – The Boss Agreement has been signed by the Boss’ and approved and needs to be signed by the Township. Michael made a motion to have the Township sign the Agreement of Sale, second by Ray. There being no comments, motion carried 3-0.

5. Authorization to Accept Survey Bid from Cowan Associates for Raubsville 2021 Project – It was stated that the Cowan Bid is in the amount of \$5,650.00 and if accepted would be upon signing of the Agreement of Sale. George made a motion to perform the survey on Raubsville Road upon signing the Agreement of Sale, second by Ray. There being no comments, motion carried 3-0.

Recreation Board Report – Judy gave the report. She stated that the recreation board has expressed concerns with the company for the port-a-potties. Mel stated she has already started the process of looking at different companies.

Engineer Report– Ron Madison briefly reviewed his November 4, 2021 memorandum.

1. Authorization to Extend the Highway Occupancy Permit with PennDOT for the Melchor Park – Ron stated that he took care of extending the permit electronically and no fee was required.

Solicitor Report - None

Old Business

1. Authorization to Advertise for a public hearing amendment to Chapter 15 – Ordinance 2021-3 – Jonathan stated that Attorney D’Amore worked on this with Ron and Mike. The Amendment addresses parking as well as speed limits on certain roads in the Township. Ray made a motion for authorization to advertise for a public hearing for December, second by George. There being no comments, motion carried 3-0.

New Business

Michael stated that he is changing the agenda to have the approval to advertise the 2022 Budget placed last on the agenda.

2. Daniel Redington – Mary Meuser Library Presentation – Mr. Redington gave a brief explanation of the library contributions and asked that the Township consider increasing the library contribution \$1,000.00 for a total of \$16,000.00. He expressed concern about trying to get a financial increase from Municipalities and gradually returning to a funding closer to usage. Ray commented when the budget was cut for the library, it was also discussed that if they had a specific project, the Township could possibly help with that. Beverly Lewis spoke about the multiple programs that take place at the library as well as the bank of equipment that it offers its residents. George asked Dan to send Mel the data that he spoke about as well as what the Township contributed in kind so that he can take a look at it.

3. Roth Farm – Jeffrey Strauss – Mr. Strauss stated that he has owned a six-lot subdivision on Texas Road since 2015. He asked the Board to release his security funds back to his company since there are not public improvements to the subdivision. Jonathan stated there are a few issues and continued by stating that Mr. Madison prepared a punch list of the items that were sent to Mr. Strauss within the last year to eighteen months. The items being as follows, NPDES permit close out, street trees were required to be planted as part of the approved subdivision and as built plans for the subdivision. Jonathan stated if those have been completed then he could recommend to the board for a release and waiver of the 18 month maintenance period. However, if those items have not been completed, then he stated the request is premature. Mr. Strauss stated the NPDES permit has been completed with everything that the Conservation District has required and there are no outstanding violations. He further stated the lots are owned by third parties and he has no responsibility to get on those properties. Jonathan asked Mr. Strauss if he has received correspondence from NCCD that the NPDES permit is completed? There was discussion by Mr. Strauss regarding the termination of the permit and how he does not own the land. After further conversation, Jonathan recommended that Mr. Strauss communicate with the Conservation District and Mr. Madison either in a meeting or phone conference to resolve the matter. There was discussion regarding the street trees and as built plans. Mr. Strauss asked if the three items can be waived. Jonathan stated that he needs to speak with Mr. Madison as he doubts the items can be waived as they are required. Mr. Strauss asked that the matter be tabled and he will be back in front of the Board again. Ron commented he will be happy to meet with everyone.

4. Authorization to Draft Ordinance Allowing Township to Assess Attorney Fees Under the Municipal Claims and Tax Lien Act – Jonathan stated the Township Ordinance allows the Township to assess attorney fees on any municipal liens filed related to Sanitary Sewer. However, it does not allow the Township to assess attorney fees for other municipal liens that are filed. Under the Act, the Township cannot collect Attorney fees unless authorized by an Ordinance. Jonathan is recommending that our Ordinances be amended to allow the Township to assess attorney fees based on the fee schedule that is adopted every year on any municipal lien that the Township files. Michael made a motion to authorize Jonathan to prepare a draft Ordinance to

assess attorney fees under the municipal claims and tax lien act, second by George. George asked if this is a result of trying to collect attorney fees for the Gaffney Hill project. Jonathan stated that is when it was noticed that it was missing in the codification. Linda Heindel asked for some examples of those Municipal Liens. Jonathan stated one example would be cleaning up a property that is in violation of Township Ordinances. There being no further comments, motion carried 3-0. Jonathan stated he will draft the Ordinance and circulate it to the Board.

5. Approval of Well Waiver for 30 Marywood Lane – Resolution 2021-22 – Ray made a motion to approve Resolution 2021-22, second by George. There being no comments, motion carried 3-0.

1. Approval to Advertise 2022 Budget – Michael called an executive session to discuss personnel items and then he will reopen the meeting so the Board can take action. Michael reopened the meeting. Michael made a motion to approve the preliminary budget with one change to line item 456.540 changing it from \$15,000.00 to \$16,000.00, second by George. Mark Ernst commented that the line item was reduced because the problem at that time when he met with the library was that over two thirds of their budget at that time was for salaries and benefits and the library committed to reduce their concessions to reduce their cost of operations. He feels that the Board made the right decision to not increase it more than \$1,000.00 and further stated that until concessions are made, he would not go any higher. Mr. Redington asked where the Township thinks the library can cut and stated that you cannot expect people to work for nothing. Mark further stated that he does not feel that the Township should be in the donation business. He also feels that the taxpayers that do not use the library should not have to subsidize the library. There being no further comments, motion carried 3-0.

Supervisors Remarks

George stated that Fall Fest had a record year, and everyone did a great job. George commented that there are two positions open on Township Boards.

Ray commented that the Veterans Day Ceremony will be on Thursday, November 11th at 11 a.m.

Michael thanked everyone that was still at the meeting.

Audience Comments

There being no further business, meeting was adjourned at 9:17 p.m.

Respectfully Submitted,

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