

WILLIAMS TOWNSHIP BOARD OF SUPERVISORS
Reorganization Meeting
January 2, 2024

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 Sean Duffy, Township Manager Melody Ernst, Township Engineer Ronald Madison, Zoning Officer Anthony Altimare, Public Works Director Michael Strawn, and Administrative Assistant Hannah Warner.

Election of Officers - George made a motion to appoint Sean as temporary Chairperson, second by Michael. 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. Sean 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/Treasurer, second by Ray. There being no comments, motion carried 3-0. Ray made a motion to appoint Hannah as the Township Secretary/Assistant 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 - Anthony Altimare

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

Collier's Engineering & Design, represented by Ronald B. Madison, PE, Donald F. Bowman, PE, CHMM and Vincent J. Carbone;

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

Ray made the motion to approve the Professional Appointments, omitting Colliers Engineering and Design as the Alternate Landfill Inspectors, second by Michael. There being no comments, motion carried 3-0.

Board Appointments

Planning Commission – Michael Munch and Kevin Wyckoff

Zoning Hearing Board – Duane Wagner and **Alternate Vacancy**

Land Preservation Board – Lori Cox

Appeals Board – **3 Vacant Seats**

Michael made a motion to approve Board Appointments, second by Ray. Carried 3-0.

Resolution 2024-1 – Ray made a motion to approve Resolution 2024-1, 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 – Michael made a motion to appoint Melody Ernst as the PSATS voting delegate, second by Ray. There being no comments, motion carried 3-0.

Compensation of Melody Ernst, Township Manager – Resolution 2024-2 – Ray made a motion to approve Resolution 2024-2 for the Compensation of Township Manager, second by Michael. There being no further comments, motion carried 3-0.

There being no further business, George closed the Re-Organization Meeting at 7:09pm.

REGULAR BUSINESS MEETING

George stated that an Executive Session was held on December 21, 2023 and January 2, 2024 for Legal Matters.

George asked if there were any corrections to the Minutes of December 8 and December 21, 2023. There being none, 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 January 2 2024, to the Board. Ray made a motion to approve the Expense Report, and to pay the bills, second by Michael. There being no comments, motion carried 3-0.

Manager's Report – Mel submitted her report dated January 2, 2024, to the Board for Review.

Public Works – Mike submitted his report dated December 13, 2023, to January 2, 2024, to the Board for review. Mike briefly updated the Board on the addition. Mike talked to the Board about hiring a full-time employee for Public Works. The consensus of the Board was to have Mike move ahead with a laborer.

Zoning Office Report – The report from Anthony Altimare, Zoning Officer was received for the Boards Review. There will not be a Zoning Hearing Board meeting on Wednesday, January 24, 2023.

Planning Commission – The December 20, 2023, report was received by the Board for review.

Land Preservation Board – No one from the Land Preservation Board appeared. The report was received by the Board for review.

Recreation Board – None

Engineers Report – Ron briefly reviewed his December 29, 2023, memorandum.

Solicitor Report – None

Old Business

1. Identity Theft – Resolution 2024-3 - Michael made a motion to approve Resolution 2024-3, second by Ray. There being no comments, motion carried 3-0.

New Business

1. Appoint Deputy Tax Collector – Resolution 2024-4 - Michael made a motion to appoint Deputy Tax Collector, second by Ray. There being no comments, motion carried 3-0.

2. Approval of 2024 Fee Schedule – Resolution 2024-5 - Ray made a motion to approve Resolution 2024-5, second by Michael. There being no comments, motion carried 3-0.

3. Approval of 2024 Sewer Fee Schedule – Resolution 2024-6 - Ray made a motion to approve Resolution 2024-6, second by Michael. There being no comments, motion carried 3-0.

4. Approval of On-Lot Sewage System Fee Schedule – Resolution 2024-7 - Michael made a motion to approve Resolution 2024-7, second by Ray. There being no comments, motion carried 3-0.

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

Supervisors' Comments

Ray wished everyone a healthy and prosperous New Year. Michael gave a summary of everything that was accomplished in 2023 and wished everyone a Happy and Healthy New Year.

Audience Comments

There being no further business, the meeting was adjourned at 7:25 p.m.

Respectfully Submitted,

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