

**WILLIAMS TOWNSHIP BOARD OF SUPERVISORS**  
**Regular Meeting**  
**March 13, 2024**

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

George stated that an Executive Session was held on March 13, 2024, for Legal Matters.

George asked if there were any corrections to the Minutes of February 14, 2024. 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 and February 2024, 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.

**Manager's Report** – Mel submitted her report dated March 13, 2024, to the Board for Review.

**Public Works** – Mike submitted his report dated February 14, 2024, to March 13, 2024, to the Board for review. Mike briefly updated the Board on the addition.

**1. Approval to Accept Resignation of Matthew Marlowe** – This agenda item was moved from New Business - Michael made a motion to accept the resignation of Matthew Marlowe, second by Ray. There being no comments, motion carried 3-0.

**2. Approval to Hire Public Works Laborer** – Michael made a motion to approve the hiring of Austin Chunko, second by Ray. There being no comments motion carried 3-0.

**3. Approval to Accept Quote for HVAC for Municipal Office Addition** - Michael made a motion to approve Pricefixer an HVAC Company to install Heating and Cooling for the new addition in the amount of \$11,741.00, second by Ray. There being no comments, motion carried 3-0.

**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, March 27, 2023.

**Planning Commission** – The February 21, 2024, report was received by the Board for Review.

**1. Flores 395/405 S Delaware Drive Time Extension Approval** – Sean stated that his was acted upon at the Planning Commission meeting because of inactivity. Sean spoke with Joe Black and was advised that the applicant was working with Joe for septic testing. Michael made a motion to accept the Time Extension Approval, second by Ray. There being no comments, motion carried 3-0.

**Land Preservation Board** – The February 27, 2024, report was received by the Board for Review.

**1. Approval of Conservation Signage for Russell Property** – It was stated that the sign that is being proposed at the Russell property, the Land Preservation Board is recommending that the Township split the cost with Heritage Conservancy. Ray made a motion to approve the Conservation signage for the Russell property in the amount of \$753.36 which is half the cost, second by Michael. There being no comments, motion carried 3-0.

**Recreation Board** – The report of March 6, 2024, was received by the Board for Review.

**1. 55 Ft Bases at Field A** – Judy stated that the recreation board is recommending that the bases be purchased and placed on the field for one softball team. After a brief discussion, no action was taken on this matter.

**2. Fees Charge for Outsiders Using Fields** – There was a discussion that the Recreation Board is requesting that in place of the \$50.00 use for the field, they would ask for a donation. The consensus of the Board is to keep the current policy of \$50.00 for field use.

**3. Signage to be put up on Fence at Municipal Park** – PA department of Health would like Williams Township to put an anti-vaping banner up at the Municipal Park with two – three pictures of children around the sign. Ray asked Sean if there would need to be a waiver signed by the parents. The banner would stay up 24/7 starting April 1, 2024, for a few months and in return they would pay our organization \$350.00. George made the motion approve the banner if we have signed release from parents, second by Michael. There being no comments, motion carried 3-0.

**4. Infield Mix Needed for Field B** – Mike Strawn stated that Public Works will put infield mix on the field as they do every year.

**Engineers Report** – Ron briefly reviewed his March 13, 2024, memorandum.

Ron asked that the agenda be amended so that they can discuss the Oakleigh Knoll security reduction. A motion was made by George to amend the agenda, second by Ray. Motion carried 3-0.

Ron stated that Colliers Engineering received notification from Oakleigh Knoll that they are asking for security reduction. Colliers Engineering is recommending a reduction be made in the amount of \$7,735.40. George made a motion to approve the reduction as stated by Ron, second by Michael. Ray commented that he doesn't want to give a reduction because of the violations that are listed in the engineers' report. Motion carried 2-1. Ray opposed.

**Solicitor Report** – None

**Old Business**

**1. Public Hearing – International Fire Code – Ordinance 2024-3** – George opened the public hearing. Sean briefly discussed the Ordinance Amendment. George closed the Public Hearing. Ray made a motion to approve Ordinance 2024-3, second by Michael. There being no comments, motion carried 3-0.

**2. Public Hearing – Industrial Use Fire Inspections – Ordinance 2024-4** – George opened the public hearing. Sean briefly discussed the Ordinance Amendment. George closed the Public Hearing. Ray made a motion to approve Ordinance 2024-4, second by Michael. There being no comments, motion carried 3-0.

**3. Morgan Hill Golf Course Amusement Tax Approval** – This matter is tabled until the April meeting.

#### **New Business –**

**1. Approval to Accept Resignation of Matthew Marlowe** – This matter was discussed under Public Works.

**2. Approval of Revised Fee Schedule and Fee Schedule Resolution 2024-9** – Melody stated that the Fee Schedule was revised to add the Fees for the Fire Inspections. Michael made a motion to approve the revised Fee Schedule and Fee Schedule Resolution 2024-9, second Ray. There being no comments, motion carried 3-0.

**3. Fire Code Official Resolution 2024-10** – Sean stated this Resolution designates the Fire Marshal along with Keycodes Inspection Agency to conduct industrial use fire code inspections. Ray asked who would be responsible to maintain the records. Sean commented it would be the Township Office. It was also stated by Sean that inspections would take place every two years. Ray made a motion to approve Resolution 2024-10, second by Michael. There being no comments, motion carried 3-0.

**4. Approval of Agreement for Inspection Program** – Michael made a motion to approve the Agreement for Inspection Program, second by Ray. Jason Rosati – 82 Tumble Creek Road - Asked how many Industrial Facilities are in Williams Township. There being no further comments, motion carried 3-0.

**5. Approval of Chin Landfill Land Development Agreements and Plans to be Signed** – Ron stated that development agreements and plans for Chin Landfill Phase II are ready for signing at Lehigh Valley Planning Commission. Michael made a motion to Approve Agreements and Plans to be signed, second by Ray. There being no comments, motion carried 3-0.

**6. Approval Subdivision Plans, Record Plans and Agreement for 78 Tumble Creek** – Ron stated 78 Tumble Creek Road major subdivision plans are ready to be sent to Lehigh Valley Planning Commission for signing. Michael made a motion to approve the Plans and Agreement of 78 Tumble Creek, second by Ray. There being no comments, motion carried 3-0.

#### **Supervisors' Comments**

Michael Bryant wished Township residents a Happy St. Patrick's Day.

PSP Trooper – Sgt. Thomas Geerlof – stated he will be Belfast's new Sargent and point of contact.

#### **Audience Comments**

1. Matt Little 520 - Steely Hill Road – Spoke briefly about his permit and a solution for his grading issue.

2. Chad Little - 225 Wassergass Road - Expressed some concerns with his grading and property.

3. Steven Stefanel - 170 Diehl Road - Expressed concerns with his deck permit that has been going on since May 12, 2022.

4. Ryan Boudreau - 225 Stouts Valley Road - Mr. Boudreau expressed concerns about his temporary CO and putting a pool in.

There being no further business, the meeting was adjourned at 8:15 p.m.

Respectfully Submitted,

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