

WILLIAMS TOWNSHIP BOARD OF SUPERVISORS
Regular Meeting
April 9, 2025

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, Township Solicitor Colby Grim, Township Manager Melody Ernst, Township Engineer Ronald Madison, Zoning Officer Suzanne Borzak, Public Works Director Michael Strawn and Township Secretary Hannah Warner. Absent was Supervisor Michael Bryant.

George stated an Executive Session was held on March 18, 2025 for Personnel Matters.

George asked if there were any corrections to the Minutes of March 12, 2025. Ray made a motion to approve said minutes, second by George. There being no comments, motion carried 2-0.

Melody presented the Expense Report of March 12, 2025 to the Board. Ray made a motion to approve the Expense Report, February and March Treasurers Report, and to pay the bills, second by George. There being no comments, motion carried 2-0.

PRESENTATION – JAMES MARTIN – HISTORICAL SOCIETY – James Martin stated the Historical Society is proposing to dissolve the Historical Society and establish a Williams Township History Commission. Colby stated that this will be on the agenda for next month.

Manager's Report – Melody submitted her report dated April 9, 2025, to the Board for review. Melody stated that last year she contacted the Elections office about obtaining a drop box for the Municipal Office. At that time they said they would not be interested in the idea and asked that she call back in 2025. After speaking with them this year, the answer was received was they have not made any determinations to add a box at this time.

Public Works – Mike submitted his report dated March 13, 2025, to April 9, 2025, to the Board for review.

1. Generator Update – This matter was tabled until next month.

2. Award 2025 Road Projects – Mike stated that the Township only received one bid from AMS. Mike recommended awarding the Road Projects to AMS in the amount of \$225,340.06 for FB Modified and \$70,688.10 for the Seal Coat. Mike further stated that an escalator Clause has been included for the FB modified project. Ray made a motion to accept both Road Projects bids totaling \$296,028.16, second by George. There being no comments, motion carried 2-0.

Zoning Office Report – Suzanne submitted her report for March to the Board for review. There will be a Zoning Hearing Board hearing on Wednesday, April 23, 2025.

1. Joseph DiBartola – 1235 Raubsville Road – **Special Exception and Variance Relief**

Planning Commission – The March 19, 2025, report was received by the Board for review.

Land Preservation Board – The March 25, 2025, report was received by the Board for review.

Recreation Board – The April 2, 2025, report was received by the Board for review.

1. Approval to Hire Recreation Director/Counselors – Judy stated that the Recreation Board has made a recommendation to hire summer recreation counselors. Ray made a motion hire the following for summer recreation this year: Darlene Viscomi, Director at \$25.00 an hour; Abigail Sagrestano, Assistant Director at \$16.00 an hour; Madison King at \$14.00 an hour; Jasmine Diaz, Ivy Hodson, Andrew Sagrestano, Kenneth Steckel, Jake Fretz and Gavin Werkheiser all at \$13.50 an hour. Lliana Bryan and Michael DiBartola recommended if one of the counselors do not accept the position, second by George. There being no comments, motion carried 2-0.

Engineers Report – Ron briefly reviewed his April 7, 2025, memorandum.

Solicitor Report – The report was provided to the Board for Review.

Old Business

1. Canal Road Head Wall Repair – Resolution 2025-14 – Colby stated that this is a determination of an emergency repair. Colby also stated that the Canal Road Head Wall repair is for the health, safety and welfare of its residents and the Township is not claiming ownership of the Canal Road Culvert. Mike stated that he would like to wait until the culvert is completed before he goes in there and starts the one-time repair. Ray made a motion to approve Resolution 2025-14, second by George. There being no comments, motion carried 2-0.

2. 140 Cedarville Road – Determination and Confirmation of Offer of Dedication – The developers of the self-storage facility are working with PennDOT to obtain a final Highway Occupancy Permit for their site. There was a previous plan showing that the ultimate right-of-way was to be dedicated to the Township. After review the Township files, there is no indication that the right-of-way was ever accepted by the Township. Colby indicated that Melody can write a letter to PennDOT indicating that the Township did not accept dedication to the ultimate right-of-way. The letter will allow the developer to move forward with PennDOT to obtain their Highway Occupancy Permit. Ray made a motion to approve the Determination and Confirmation Offer of Dedication, second by George. There being no comments, motion carried 2-0.

New Business

1. Approval of Updated Profile for Administrative Assistant – Ray made a motion to approve the updated profile of the Administrative Assistant, second by George. There being no comments, motion carried 2-0.

2. Approval to Update Website – GovUnity – Melody stated by 2026, the Township website will need to be ADA accessible. Melody and Hannah have been obtaining different quotes to update the website and be in compliance with the 2026 ADA requirement. Melody suggested the Township enter into an agreement with GovUnity. Their quote is \$6,100.00, and

maintenance for Tier Two would be \$600.00 a year. Ray made a motion to approve GovUnity for the Township website, second by Goerge. There being no comments. Motion carried 2-0.

3. **Approval of 2024 Audit** - Ray made a motion to approve the 2024 Audit, second by George. There being no comments, motion carried 2-0.

Supervisors' Comments

Audience Comments

1. Stephen Morris - 30 Jeannette Street - Stephen expressed his concerns about the determination at the Zoning Hearing Board meeting on March 26, 2025.

There being no further business, the meeting was adjourned at 7:38 p.m.

Respectfully Submitted,

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