

Williams Township Land Preservation Board (LPB)

Minutes June 24, 2025

Williams Township Community Building

655 Cider Press Rd., Easton, PA 18042

Present: Ken Kodama, Tom Heilman, Lorraine Mineo, and Lori Cox; Board of Supervisor (BOS)  
Ray Abert; township residents

The meeting was called to order by Chairperson Ken Kodama at 7:03 PM. He called for the Pledge of Allegiance, then a review of the May 27, 2025 minutes. Mineo made a motion to approve the minutes, seconded by Heilman. The motion was approved 4-0.

Updates on Preservation Projects:

- 2022-2 and 2023-4: Kodama reported that Matt Babbitt from Heritage Conservancy (Heritage) shared that new appraisals have been completed for both parcels. The Township has reviewed and approved them, and they have been shared with the landowners. The updated title search has also been completed and it identified items that will require coordination with the bank to ensure the easement is protected. Discussions with the bank are underway, and the necessary agreements will need to be finalized prior to closing. The field work for the survey has been completed, and they are now waiting for the first draft of the survey drawing for review. Once the survey is completed and any identified issues are resolved, Heritage will prepare a Baseline Documentation Report about one month before closing. Heritage and MetEd are in communication regarding the required amendments. MetEd's most recent response indicated they are working with the residential line department to assess those lines. This will must be resolved and agreements recorded prior to closing. The two projects are on track to close by the end of October, pending the MetEd amendments, finalized survey, and bank agreements.
- 2023-3: Kodama reported that Babbitt from Heritage shared that the new appraisal has been completed, reviewed, approved by the Township, and shared with the landowners. The updated title search identified three three existing MetEd easements which the Township has reviewed and has no concerns about. Survey work is scheduled to begin soon. Any identified issues or encroachments will be addressed, and the final surveyed acreage will be used to calculate the final purchase price based on the updated appraisal report. Once the survey is completed and any issues resolved, Heritage will complete a Baseline Documentation Report about one month prior to closing. The project is on track for a September closing. If the survey and baseline report are completed earlier, the closing will be moved up.

Old Business:

- Kodama completed the small block style map of preserved properties for the township building. It was mounted and is now displayed there on an easel. There had previously been discussion about placing a map in the Raubsville park but since there is no indoor space, LPB cannot place a similar map there.
- There were no updates on the Northampton County Livable Landscapes Grant Program.
- Regarding the Earned Income Tax (EIT) referendum, Kodama and Mineo were at the last Board of Supervisors (BOS) meeting. The BOS approved the referendum drafted by the Township Solicitor. At the July BOS meeting, the supervisors will open it to the public for discussion and then vote on it. If approved, the next step will be to inform the Board of Elections.
- For the Township website, it was noted some people have had issues viewing the map of preserved properties, while others have not. Heilman asked when the contractor working on the new Township website would be finished, and Abert responded that they are still working on it.

- Mineo provided an update on contacting landowners without preservation signage for past projects. Some property owners have not responded, while others have expressed interest but have not followed up. Mineo received a list from the Township of all preserved properties. Mineo has found some properties have new owners since being preserved. Mineo will follow up with the contacts she has and report back at the July LPB meeting to discuss whether any landowners wish to have a sign. Mineo also expressed concern that new owners of one property may not fully understand their easement. She will follow up and update the LPB.

New Business:

- None.

Treasurer's Report: Mineo shared the April and May LPB financial reports:

April- checking account \$6,384.68 and savings account \$1,525,569.07, total \$1,531,953.75.

May- checking account \$2,447.33 and savings account \$1,527,882.29, total \$1,530,329.62.

Announcements: None.

Comments from audience: A township resident on the Preserve Williams committee asked if anyone has contacted the landowners who expressed interest in land preservation at the workshop presented by Babbitt from Heritage. Mineo stated that she had spoken with a couple of them, and Kodama knows one of the landowners and will follow up. The township resident also noted that a particular property is for sale in the township and suggested that LPB contact the real estate agent to see if the sellers would be interested in promoting the potential for land preservation as a selling point. The resident then gave updates on the Preserve Williams committee, stating the PAC is now official and should have a bank account tomorrow. During their last meeting, it was recommended that they have a workshop and promote it through a mailing and Facebook. They will check with the Township office. They are currently working on the tri-fold pamphlet and looking into assistance with bulk mailing, for which they will also contact the Township office and Heritage.

Meeting was adjourned at 7:50 PM, following a motion by Cox, seconded by Heilman. The motion was approved 4-0.

Next meeting July 22, 2025 @ 7:00 PM, Williams Township Community Building.

Submitted,

Lori Cox, Secretary