

WILLIAMS TOWNSHIP BOARD OF SUPERVISORS
Reorganization Meeting
January 5, 2026

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

Election of Officers - George made a motion to appoint Colby as temporary Chairperson, second by Ray. 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. Colby turned the meeting over to Chairman George. Michael made a motion to nominate Ray as Vice Chairman, second by George. There being no comments, motion carried 3-0. Ray made a motion to appoint Melody as Manager/Assistant Treasurer, second by Michael. There being no comments, motion carried 3-0. Michael made a motion to appoint Hannah as the Township Secretary/Treasurer, second by Ray. 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 - Suzanne Borzak

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

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

Michael made the motion to approve the Professional Appointments, second by Ray. There being no comments, motion carried 3-0.

Board Appointments

Planning Commission – **Robert Zelley**
Land Preservation Board – **Kenneth Kodama**
Recreation Board – **Jack Keiter**
Appeals Board – **1 Vacant Seats**

Ray made a motion to approve the Board Appointments, second by Michael. There being no comments, motion carried 3-0.

Resolution 2026-1 – Ray made a motion to approve Resolution 2026-1, 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 – Ray made a motion to appoint Melody Ernst as the PSATS voting delegate, second by Michael. There being no comments, motion carried 3-0.

Compensation of Melody Ernst, Township Manager – Resolution 2026-2 – Ray made a motion to approve Resolution 2026-2 for the Compensation of Township Manager, second by Michael. There being no comments, motion carried 3-0.

There being no further business, George closed the Re-Organization Meeting at 7:07pm.

REGULAR BUSINESS MEETING

Executive Session was held on January 5, 2026 for Personnel Matters.

George asked if there were any corrections to the Minutes of December 10, 2025 and December 18, 2025. 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 5, 2026 and the Treasurer's Report for November to the Board. Michael made a motion to approve the Reports, and to pay the bills, second by Ray. There being no comments, motion carried 3-0.

Manager's Report – Melody submitted her report dated January 5, 2026 to the Board for review.

Melody stated that the Shredding Event is scheduled for May 2, 2026 this year.

Public Works – Mike submitted his report dated December 10, 2025, to January 5, 2026 to the Board for review.

Mike reported that the radio antenna installation at the old shop has been completed. He also mentioned that the lights on the football field have all been replaced except for one which has a ground issue.

Zoning Office Report – Suzanne submitted her report for December to the Board for review. There will not be a Zoning Hearing Board meeting on Wednesday, January 28, 2026.

Planning Commission – None

Land Preservation Board – The December 23, 2025 report was received by the Board for review.

1. Recommendation of LPB to order Title Search/Appraisal for Project 2025-03 – Ray made a motion to approve the order of a Title Search/Appraisal for Project 2025-03, second by Michael. There being no comments, motion carried 3-0.

Recreation Board –None

Engineers Report – Ron submitted his January 5, 2026 memorandum to the Board for review.

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

Old Business

1. Identity Theft – Resolution 2026-3 – Colby referenced the yearly Resolution with no new changes since last year. Michael made a motion to approve Identity Theft Resolution 2026-3, second by Ray. There being no comments, motion carried 3-0.

New Business

1. Appoint Deputy Tax Collector – Resolution 2026-4 - Michael made a motion to appoint Deputy Tax Collector Resolution 2026-4, second by Ray. There being no comments, motion carried 3-0.

2. Approval of 2026 Fee Schedule – Resolution 2026-5 – Michael made a motion to approve Resolution 2026-5, second by Ray. There being no comments, motion carried 3-0.

3. Approval of 2026 Sewer Fee Schedule – Resolution 2026-6 - Michael made a motion to approve Resolution 2025-6, second by Ray. There being no comments, motion carried 3-0.

4. Approval of On-Lot Sewage System Fee Schedule – Resolution 2026-7 - Ray made a motion to approve Resolution 2026-7, second by Michael. There being no comments, motion carried 3-0.

5. Approval of Longevity Pay Revision in Employee Handbook – Melody stated that the Longevity amounts changed and had to be updated in the Employee handbook. Ray made a motion to approve Longevity Pay Revision, second by Michael. There being no comments, motion carried 3-0.

6. Authorization to have Solicitor Draft a Street Classification Ordinance – Ron gave a brief explanation on the Street Classification Ordinance. Michael made a motion to have Solicitor Draft a Street Classification Ordinance, second by Ray. There being no comments, motion carried 3-0.

7. Approval of Recommendation for Administrative Bonuses – Melody recommended providing bonuses to the Administrative Staff in recognition of their hard work and behind-

the-scenes contributions. Michael made a motion to approve a \$1,000.00 bonus for each administrative staff, second by Ray. There being no comments, motion carried 3-0.

Colby stated that the Board would need to amend the agenda for the approval of resignation of Nurit Baron on Land Preservation Board. Michael made a motion to amend the agenda, second by Ray. There being no further comments, motion carried 3-0.

Approval of Resignation of Nurit Baron on Land Preservation Board – Michael made a motion to approve resignation of Nurit Baron on Land Preservation Board, second by Ray. There being no comments, motion carried 3-0.

8. Approval of Nurit Baron as Alternate on Planning Commission Board - Resolution 2026-8 – Michael made a motion to approve Resolution 2026-8, second by Ray. There being no comments, motion carried 3-0.

9. Approval of Matthew Little as Alternate on Land Preservation Board – Ray made a motion to approve Matthew Little as Alternate on Land Preservation Board, second by Michael. There being no comments, motion carried 3-0.

10. Approval of Open Space Criteria Evaluation Revision – Melody stated that there were only two minor changes to the Open Space Criteria. Michael made a motion to approve the Open Space Criteria Evaluation Revision, second by Ray. There being no comments, motion carried 3-0.

Supervisors' Comments

Ray wished everyone a Healthy and Happy 2026.

Michael thanked the Township staff and Public Works employees as well as the Township professionals for a great 2025.

George wished everyone a Happy New Year and thanked the staff for all their hard work.

Audience Comments

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

Respectfully Submitted,

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