

# Williamstown Borough Authority Meeting Minutes

June 7<sup>th</sup>, 2023

Williamstown Borough Authority met June 7<sup>th</sup>, 2023 at 7:00 p.m. in Council Chambers. Board Members present were Chairman Stephen Denkovich, Mark Challenger Jr., Lee Moss, Dale Edinger, Solicitor Joe Kerwin, Secretary Rikki Merwine and Operations Manager Shane Zellers. Absent was Vice Chairman Jack Schaeffer Jr. Borough President Dane Williard was present.

The meeting was called to order at 7:00pm. The Pledge of Allegiance to the Flag was recited. The minutes from the May 3<sup>rd</sup>, 2023 meeting were reviewed and approved as written.

There were no citizens.

**Grant Updates-** The Authority received the 90K grant and requested the payment for the new meters. The remainder of the new meters were received from Core & Main.

**Solicitor-** Solicitor Kerwin sent a letter to Gonder regarding the Authority shutting off the sewer on his property. Zellers informed the board that he believes Wiconisco had a similar issue and they used an outside company to place the shut off valve and do the work. Solicitor Kerwin will get a plan together. Dale Edinger questioned who pays for it. The Authority will have to pay for it and add it to Gonder's existing open lien.

Solicitor Kerwin crafted the resolution for the Authority's reimbursement policy. If employees do not pass their test the first time, they will have to pay themselves for any tests after that. Employees will be reimbursed 2 years after passing the test. Chairman Denkovich tabled this for the next meeting.

**Manager's Report-** Reviewed. Lee Moss questioned if the turbidimeter was needed right away. Zellers answered yes. We received a quote in the amount of \$6,000. Moyers Instruments cannot fix it. Zellers will get a price on cert protection. Zellers reported that the water plant got the new double doors installed and they look good.

Borough President Williard informed Zellers that he cannot call insurance and open claims before going to the board about it, so insurance doesn't go up. Williard also stated that employees can start taking tests to get ahead rather than waiting for the license tests to open up.

**New Business:** The Authority interviewed 6 applicants for the job opening. A motion was made by Lee Moss to offer Bryan Thompson the job. Dale Edinger 2<sup>nd</sup> the motion. All were in favor.

The operators had a meeting with DEP. The Authority was picked to do a program where they will come help do the lead service line inventory and work with meter replacement project. Shane got a quote for 300 and 600 gal. Hydrovac Trailer is about 36K. The Authority will be in charge of sidewalk restoration. The inventory will need to be done by October of 2024. Chairman Denkovich questioned if Hanover will need to be involved. Zellers stated that he will get Lance.

Brian Thompson starts on July 3<sup>rd</sup>. Zellers is to get him up to speed on everything.

**Delinquent Report-** Reviewed. Jodi Ferris property on tunnel street received a shut off in May. Ferris continues to hand in a "disputed amount" letter without an amount that is being disputed or a reason why. When Zellers went to place a 24-hour notice, Ferris informed him that he is within state law and

cannot place the termination notice or shut off the water. Secretary Rikki Merwine and Operations Manager Shane Zellers made the call to not shut off the water in May and to take it in front of the board first. Borough President Dane Williard stated that the water should have been turned off in May and it did not need to be brought to the board. Williard stated that it does not matter what she hands in, it matters if she pays the bill (when it comes to shut off notices). Solicitor Kerwin said to send another 10-day shut off notice, and then proceed to shut it off after the 24-hour notice if payment is not made.

**Bills & Payroll:** *Motion by: Mark Challenger Jr, to approve timesheets. 2<sup>nd</sup> by Dale Edinger. - Motion Carried.*

*Motion by: Dale, to pay bills. 2<sup>nd</sup> by Mark Challenger Jr. -Motion Carried.*

**Adjournment-** *The meeting adjourned at 7:46 PM on the motion of Lee Moss and Dale Edinger.*

**NEXT MEETING WEDNESDAY, July 5<sup>th</sup>, 2023**

*"This institution is an equal opportunity provider and employer."*