

Williamstown Borough Authority Meeting Minutes

September 6th, 2023

Williamstown Borough Authority met September 6th, 2023 at 7:00 p.m. in Council Chambers. Board Members present were Chairman Stephen Denkovich, Vice Chairman Jack Schaeffer Jr, Lee Moss, Mark Challenger Jr., Solicitor Joe Kerwin, Secretary Rikki Merwine, and Operations Manager Shane Zellers. Absent was Dale Edinger.

The meeting was called to order at 7:00pm. The Pledge of Allegiance to the Flag was recited. The minutes from the August 2nd, 2023 meeting were reviewed and approved after a correction.

There were no citizens.

Grant Updates- Vice Chair Schaeffer Jr reported that we have not gotten official word yet regarding the 2022 CDBG. The grant will be for 4 pieces of equipment. Schaeffer introduced the Williamstown Borough Water & Sewer Authority Local Share Application Resolution to the board, for the Authority to request the gaming grant for \$57,535. The cost to apply is \$100. *A motion was made by Lee Moss and Jack Schaeffer Jr to apply for the grant. -Motion Carried.*

Solicitor- Solicitor Kerwin reported that the Gonder judgment is continuing to gain interest. The Authority may need a court order to dig the sewer up. Kerwin will add more cost to the judgment to update it to the current amount due. Chairman Denkovich asked if it was possible to cut off the sewer without being on Gonder's property. It is not possible. Zellers stated that the next house is connected to the sewer line, but it might be possible to separate them. Kerwin will move for a court order to place a balloon in the sewer line to block it.

Manager's Report- Reviewed. A curb box leak was fixed at 550 W Market. Schaeffer Jr asked Zellers if there was any concern for the pump station, Zellers stated no. Denkovich questioned why the Authority was billing \$300 from Drum Excavating for 205 E Market repair. Zellers stated that both the owner and Authority were responsible for cost. Zellers Zellers stated that the Data Port Handheld is not compatible with current updates. He requested to purchase a Microsoft surface. *A motion as made by Jack Schaeffer Jr and Lee Moss to purchase Microsoft. – Motion Carried.* Surge Protectors will be included in next years budget.

Correspondence:

- The secretary will follow up at the next meeting regarding PLGIT investing.
- The 2022 Audit was completed and available for review. Jack
- The bank reconciliations for the month of July were reviewed by Jack Schaeffer Jr.
- The secretary informed board members that they need to start cashing their checks in the month that they are receiving them. Some board members are holding onto checks for several months and cluttering check reconciliations.
- Jack Schaeffer Jr stated that he can become another signer on checks. The secretary will get the paperwork ready for next meeting.
- Zellers asked the Authority if he can get shirt decals made so that residents know the personnel works for the Authority when entering homes. The secretary will get badges made for them.

Delinquent Report- Reviewed.

Bills & Payroll: *Motion by: Lee Moss, to approve timesheets. 2nd by Jack Schaeffer Jr. -Motion Carried.*

Motion by: Jack Schaeffer Jr, to pay bills. 2nd by Mark Challenger Jr.. -Motion Carried.

Adjournment- *The meeting adjourned at 7:57 PM on the motion of Lee Moss. and Jack Schaeffer Jr. .*

NEXT MEETING WEDNESDAY, October 4th, 2023

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