

# Williamstown Borough Authority Meeting Minutes

January 8<sup>th</sup>, 2025

Williamstown Borough Authority met January 8<sup>th</sup> 2024 at 7:00 p.m. in Council Chambers. Board Members present were Chairman Stephen Denkovich, Vice Chair Jack Schaeffer, Gregory Evans, Solicitor Joe Kerwin, Operations Manager Shane Zellers, and Secretary Andrew Welker. Barry Crosby was absent.

The meeting was called to order at 7:00pm. The Pledge of Allegiance to the Flag was recited. The minutes from the December 4<sup>th</sup>, 2024 meeting were reviewed and approved as written.

The minutes were recorded and submitted by Secretary/Treasurer Hoover Financial Services.

**Citizens:** None

**Old Business:**

- A. **Grants** – Vice Chairman Jack Schaeffer is waiting to hear from the county, so that way the Authority can use the money to purchase the piece of equipment. No update on federal grant for the hydrants.

**Solicitor:** The situation between Hubbert and Blue-Sky Rental was settled, which resulted in Blue Sky paying Hubbert.

**Manager's Report:** Operations Manager Shane Zellers provided, and reviewed a written report.

- Operations Manager Shane Zellers provided a quote for a chlorine pump. Jack Schaeffer moved to purchase the chlorine pump for \$1,102.92. Gregory Evans seconded, and the motion carried unanimously.
- Operations Manager Shane Zellers provided a quote for a heat pump to replace the one that is at the water plant. Jack Schaeffer moved to purchase the heat pump replacement for \$2,295. Gregory Evans seconded, and the motion carried unanimously.
- Operations Manager Shane Zellers provided a quote for the SCADA at the Water Plant. Jack Schaeffer moved to purchase phase one of the SCADA for \$16,750. Gregory Evans seconded, and the motion carried unanimously.

**Correspondence:** None

**Delinquent Report:** No data was provided by the Secretary Andrew Welker.

**Approval of Time Sheets:** Jack Schaeffer moved to approve employee time sheets as presented. Gregory Evans seconded, and the motion carried unanimously. Time sheets were initialed by board members.

**New Business:**

**Diversified Software Update** – The billing for Quarter 1 is almost finalized. Jack Schaeffer is working with Krystal and Secretary Andrew Welker to get things as precise as possible.

**Resignation** – Mark Challenger notified the board that he was stepping down from his position on the board. The board thanked him for his years of service and congratulated him.

**Classes & Training:** None

**Bills & Payroll:** Jack Schaeffer moved to approve the payment of bills & payroll. Gregory Evans seconded, and the motion carried unanimously.

**Adjournment:** Jack Schaeffer moved to adjourn the meeting. Gregory Evans seconded, and the motion carried unanimously. Chairman Stephen Denkovich adjourned the meeting at 8:00pm.

**NEXT MEETING WEDNESDAY, February 5, 2025**

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