

Williamstown Borough Authority Meeting Minutes

February 5th, 2025

Williamstown Borough Authority met February 5th at 7:00 p.m. in Council Chambers. Board Members present were Chairman Stephen Denkovich, Vice Chair Jack Schaeffer, Barry Crosby, Gregory Evans, Mike Kreiser, Solicitor Joe Kerwin, Operations Manager Shane Zellers, and Secretary Andrew Welker. None were absent.

The meeting was called to order at 7:00pm. The Pledge of Allegiance to the Flag was recited. The minutes from the January 8th, 2024 meeting were reviewed and approved as written.

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

Citizens: None

Old Business:

- **Grants** – Vice Chairman Jack Schaeffer provided an update on the CDBG Grant for \$82,000, the grant was approved and the Authority is in process of putting a 50% down payment on the Hydrovac. Vice Chairman Jack Schaeffer also indicated that we are still waiting to hear about the Hydrant Grant.
- **Diversified Software Update**
 - A. Billing Address on Report –
 - B. Sewer Rent for Apartments, 1 for 1 – Tabled until the March Meeting
 - C. Online Access for Customers/Online Bill Pay – Secretary Andrew Welker and Vice Chairman Jack Schaeffer to look into it and see what the next steps are to pursue this.
 - D. Access to Diversified from Sewer Plant – Vice Chairman Jack Schaeffer to contact Diversified to find out the details of the process.
 - E. Borough Accounts, should they Pay – Tabled until the March Meeting

Solicitor: No updates.

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

- Operations Manager Shane Zellers provided a quote for an adjustable flow pump for \$479.68 Barry Crosby moved to purchase the adjustable flow pump. Jack Schaeffer seconded, and the motion carried unanimously.
- Operations Manager Shane Zellers provided a quote for a Zonescan AI Logger, Cloud Hosting Logger, and an AI Logger Programming kit for \$3,190. Barry Crosby moved to purchase the Zonescan AI Logger, Cloud Hosting Logger, and an AI Logger Programming kit for \$3,190. 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: Gregory Evans moved to approve employee time sheets as presented. Barry Crosby seconded, and the motion carried unanimously. Time sheets were initialed by board members.

New Business:

Printer/Lease – Vice Chairman Jack Schaeffer to get the lease sent to Secretary Andrew Welker to discuss at the March Meeting.

Classes & Training: None

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

Adjournment: Jack Schaeffer moved to adjourn the meeting. Mike Kreiser seconded, and the motion carried unanimously. Chairman Stephen Denkovich adjourned the meeting at 8:07pm.

NEXT MEETING WEDNESDAY, March 5th, 2025

“This institution is an equal opportunity provider and employer.”