

Williamstown Borough Authority Meeting Minutes

March 5th, 2025

Williamstown Borough Authority met March 5th at 7:00 p.m. in Council Chambers. Board Members present were Chairman Stephen Denkovich, Vice Chair Jack Schaeffer, Barry Crosby, Mike Kreiser, Solicitor Joe Kerwin, Operations Manager Shane Zellers, and Secretary Andrew Welker. Gregory Evans absent.

The meeting was called to order at 7:00pm. The Pledge of Allegiance to the Flag was recited. The minutes from the February 5th, 2025 meeting were reviewed and approved as written.

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

Citizens: One Citizen was present

Old Business:

- **Grants** – Vice Chairman Jack Schaeffer submitted the 50% down payment from the County Grant for the Hydrovac
- **Diversified Software Update**
 - A. **Sewer Rent for Apartment 1 for 1** – The board indicated that this should be turned on.
 - B. **Online Access for Customers/ Online Bill Pay** – Vice Chairman Jack Schaeffer informed the board that the paperwork has been filled out, the Authority will get to look at everything and get training on it before it goes live.
 - C. **Access to Diversified from Sewer Plant** - Vice Chairman Jack Schaeffer stated that it is available if software is changed, and advised it would be best if the Authority does not do it at this time.
 - D. **Borough Accounts, should they pay** – The Fire Hydrants for the Borough should be getting billed, this was a mistake from the software conversion.

Solicitor: Solicitor Kerwin informed the Authority that there are Big funding opportunities available to go after.

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

- Operations Manager Shane Zellers provided a quote for an evaluation by Tri-State for the omaculator at the sewer plant for the price of \$195. Jack Schaeffer moved to get the evaluation of the omaculator. Barry Crosby seconded, and the motion carried unanimously.
- Operations Manager Shane Zellers provided a quote for Sigma Controls for the price of \$950. Barry Crosby moved to purchase the Sigma Controls. Mike Keiser seconded, and the motion carried unanimously.

Correspondence: None

Delinquent Report: Secretary Andrew Welker provided a preliminary report to the board.

Approval of Time Sheets: Barry Crosby moved to approve employee time sheets as presented. Mike Keiser seconded, and the motion carried unanimously. Time sheets were initialed by board members.

New Business:

Garage Quote – Vice Chairman Jack Schaeffer provided a quote from Twin Valley Roofing of \$62,000 and a quote from Rocky Mountain for \$28,760. After further discussion, this was tabled until the April meeting.

Transfer of Money – Barry Crosby moved to move \$360,000 from the water checking account to the water PLGIT account. Mike Keiser seconded, and the motion carried unanimously.

Classes & Training: None

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

Adjournment: Mike Keiser moved to adjourn the meeting. Barry Crosby seconded, and the motion carried unanimously. Chairman Stephen Denkovich adjourned the meeting at 7:55pm.

NEXT MEETING WEDNESDAY, April 7th, 2025

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