

## Williamstown Borough Authority Meeting Minutes

December 3, 2025

Williamstown Borough Authority met December 3, 2025 at 7:00 p.m. in Council Chambers. Board Members present were Chairman Stephen Denkovich, Vice Chairman Jack Schaeffer, Gregory Evans, Secretary Mike Keiser, Solicitor Joe Kerwin, and Secretary Andrew Welker. Barry Crosby and Operations Manager Shane Zellers were absent.

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

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

**Citizens:** Zero citizens were present.

### **Old Business:**

- **Grants** – We are awaiting signatures from the county to release the funds.
- **Forestry Plan** – No new updates.

**Solicitor:** No report.

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

**Correspondence:** None.

**Delinquent Report:** Secretary Andrew Welker provided and reviewed a report.

**Approval of Time Sheets:** Mike Keiser 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:**

- **Tentatively Adopt 2026 Budget** – Jack Schaeffer moved to tentatively adopt the 2026 budget with a budget increase to \$10,000 on the sewer side for Solicitor/Legal Fees. Gregory Evans seconded, and the motion carried unanimously.
- **Security Cameras at Both Plants** - The board to get quotes on security cameras, and present them at a future meeting.
- **Scrap Vehicle** - Discussion ensued regarding the old SUV Dodge Durango. After discussion, Gregory Evans moved to scrap the old SUV Dodge Durango. Mike Keiser seconded, and the motion carried unanimously.
- **Electric Contract** – Jack Schaeffer moved to lock into an electric contract with Constellation Energy for 9 months at \$.09165. Gregory Evans seconded, and the motion carried unanimously.

**Classes & Training:** None.

**Bills & Payroll:** Mike Keiser 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 7:45pm.

**NEXT MEETING WEDNESDAY, January 5, 2026**

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