

Williamstown Borough Authority Meeting Minutes

March 4 2026

Williamstown Borough Authority met March 4, 2026 at 7:00 p.m. in Council Chambers. Board Members present were Chairman Stephen Denkovich, Vice Chairman Jack Schaeffer, Gregory Evans, Barry Crosby, Secretary Mike Keiser, Operations Manager Shane Zellers, and Solicitor Joe Kerwin. Nobody was absent.

The meeting was called to order at 7:00pm. The Pledge of Allegiance to the Flag was recited. The minutes from the February 4th meeting were reviewed and approved as written.

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

Citizens: No citizens were present.

Old Business:

- **Grants** – All the information is in we are just awaiting approval from the county.
- **Forestry Plan** – Josh has the inventory done, and he needs to do the walkthrough to break the plot up which will occur when it gets warmer outside.

Solicitor: Solicitor Kerwin is keeping an eye open for other grant opportunities for either fire hydrants or correlators for \$38,000.

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

- Operations Manager Shane Zellers provided a quote in the amount of \$1,908.91 for a PH probe, a new submersible pump, and a drum filter wheel for the water plant. Jack Schaeffer moved to purchase the PH Probe, a new submersible pump, and a drum filter for \$1,908.91. Barry Crosby seconded, and the motion carried unanimously.
- Scott, Brian, and Shane are going to a training that gives each person 6 water and 6 wastewater credits. Scott needs 30 water and 30 sewer credits, Brian needs 15 water and 15 wastewater credits, and Shane needs 30 water and 15 wastewater credits.

Correspondence: None.

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

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:

- **Paper Folder** – Secretary Andrew Welker provide a quote for \$599.00 for a paper folder for the office. Barry Crosby moved to approve Secretary Welker to order the paper folder. Mike Keiser seconded, and the motion carried unanimously.

Classes & Training: None.

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

Adjournment: Barry Crosby moved to adjourn the meeting. Mike Keiser seconded, and the motion carried unanimously. Chairman Stephen Denkovich adjourned the meeting at 7:41pm.

NEXT MEETING WEDNESDAY, April 1, 2026

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