

Williamstown Borough Authority Meeting Minutes

April 1 2026

Williamstown Borough Authority met April 1, 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 March 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** – The fire hydrants have been delivered and the Authority will pay about \$3,000.00 to make up the difference from when we originally applied for the grant.
- **Forestry Plan** – No new Update.

Solicitor: Solicitor Kerwin is keeping an eye open for other grant opportunities. Also, 241 E Market Street is going for a foreclosure sale.

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

- Operations Manager Shane Zellers provided a quote in the amount of \$3,989.00 for a draw fan in the chemical room at the water plant. Barry Crosby moved to purchase a draw fan for \$3,989.00 for the water plant. Jack Schaeffer seconded, and the motion carried unanimously.
- Operations Manager Shane Zellers provided a quote in the amount of \$1,162.80 for fittings for the meter spuds. Jack Schaeffer moved to purchase the fittings for the meter spuds. Mike Keiser seconded, and the motion carried unanimously.

Correspondence: None.

Delinquent Report: No Report.

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

New Business:

- **Time Card Discussion** – An extenuating circumstance occurred preventing Comp time to be used with the thirty-day time period given with the Rules and Regulations. There will be no more variations of the existing Rules and Regulations regarding employee overtime and comp time which will be presented to the Borough Council at their April meeting.
- **Authority Identification** – Employees must wear their badges while on the clock , so the people in the town know who they are and who they are with.

Classes & Training: None.

Correspondence – Cindy Rivera requested the Authority pay for the plumbing expenses they incurred due to a blockage in their line. Jack Schaeffer moved to deny the request. Greg Evans seconded, and the motion carried unanimously.

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

Adjournment: Jack Schaeffer moved to adjourn the meeting. Mike Keiser seconded, and the motion carried unanimously. Chairman Stephen Denkovich adjourned the meeting at 8:16pm.

NEXT MEETING WEDNESDAY, April 1, 2026

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