

**MINUTES**  
**Board of Supervisors of Williams Township**  
**Monday, September 9, 2024 @ 7:00 P.M.**

The Board of Supervisors met for their regular monthly meeting. Board members: Jack C. Schaeffer, Jr., and James A. Shuttlesworth; Township Secretary-Treasurer: Beth Ann Shuttlesworth; Solicitor: Joseph D. Kerwin, Esquire; Resident: Greg Showers.

- Pledge of Allegiance recited.
- Minutes from August's Board Meeting and Treasurer's Report for August were approved.

**RESIDENT/PROPERTY OWNER CONCERNS:**

- Greg Showers informed the Board that he is not able to make the deadline of September 21, 2024, to raze the abandoned structure on his property. However, he is making progress with obtaining assistance. Jack Schaeffer is open to extending the deadline as long as progress is being made and the Township is kept informed.

**CORRESPONDENCE:**

- The Township discussed standard procedures for Notice of Violation of Ordinances. Jack Schaeffer motioned to accept the standard procedures which states the first letter/notice will be sent from the Township with 10-days to comply; if non-compliant, a second letter will be sent certified mail with 10-days to comply; if non-compliant, case will be handed over to Light-Heigel Code Enforcement Official for further processing. Jim Shuttlesworth seconded this motion.

**FINISHED BUSINESS:**

- The street paving project for Summer of 2024 was completed on August 5, 2024. Invoice received from New Enterprise Stone & Lime in the amount of \$147,661.32. Jack Schaeffer made a motion to pay the invoice from the State Account (Liquid Fuels); Jim Shuttlesworth seconded the motion.

**UNFINISHED BUSINESS:**

- Appointment of Emergency Management Coordinator - Adam Koppenhaver's appointment packet is being processed with the Dauphin County Emergency Management Office.
- The Quitclaim Deed for property owners of parcel ID: 72-006-001 is being prepared by Joe Kerwin, Esquire, and will be completed before the next Board meeting.
- Placement of new signage at Ray & Broad Street intersection - Jack Schaeffer will coordinate with our Roadmaster and notify PSP of potential date(s) for installation.
- The 3rd section of McSurdy Street will be scheduled for paving when sewer cover is obtained.
- South Street Paving Project – Jack Schaeffer will discuss options with Ken Drum.
- Junk Yard Permit/License – Township Secretary will contact Marty Sowers of Light-Heigel & Associates to get further information on issuing permits/licenses.

**NEW BUSINESS:**

- Concern received about water crossing East Market Street, circa 549 East Market Street. The Township Secretary will contact Light-Heigel & Associates to inspect the cause.
- Clothing Allotment for Roadmaster was discussed. Jack Schaeffer made a motion to provide \$250.00 annual allowance; seconded by Jim Shuttlesworth, effective January 2025.
- Jack Schaeffer mentioned that the Mayor of Williamstown asked him if the Township is willing to help out with the expenses incurred by the Borough for the updates made to the Williamstown Sports Complex on Water Street. This subject was tabled until the next Board Meeting.

Being no further business to discuss, a motion was made by Jim Shuttlesworth, seconded by Jack Schaeffer, to adjourn the meeting at approximately 7:30 P.M.