

**MINUTES**  
**Board of Supervisors of Williams Township**  
**Monday, January 6, 2025/7:00 P.M.**

The Board of Supervisors convened for their Annual Organizational Meeting. Attendees: Jack C. Schaeffer; Thomas A. Shuttlesworth; James A. Shuttlesworth; Beth Ann Shuttlesworth; and Joseph Kerwin, Esquire.

Upon Call to Order, Tom Shuttlesworth made a motion to recognize newly elected supervisor, Jack C. Schaeffer, Jr., and appointed supervisor, James A. Shuttlesworth. Motion by Jim Shuttlesworth to appoint Jack C. Schaeffer, Jr., as Temporary Chairman; seconded by Tom Shuttlesworth. Motion by Tom Shuttlesworth to appoint Jack C. Schaeffer, Jr., as Chairman of the Board, seconded by James Shuttlesworth. Motion by Jack Schaeffer to appoint Tom Shuttlesworth as Vice Chairman, seconded by Jim Shuttlesworth. Jack Schaeffer made a motion to appoint Beth Ann Shuttlesworth as Secretary/Treasurer; seconded by Tom Shuttlesworth. Motion by Tom Shuttlesworth to re-appoint Brian Null as Road Master with an increase in hourly rate from \$19.00 to \$21.00; seconded by Jack Schaeffer. The salary for a part-time laborer employee is \$16.00 per hour; and the salary of the Secretary-Treasurer is set at \$525.00, biweekly. Affirmed the following supervisors for the Township: Jack C. Schaeffer, Jr., Thomas A. Shuttlesworth and James A. Shuttlesworth at a monthly salary of \$150.00. The Treasurer's Bond remains unchanged at \$300,000.00. The Township's legal counsel remains as Joseph Kerwin, Esquire. The Township approved the re-appointment of Light-Heigel & Associates, Inc., as the Engineering firm and Building Code Official and Code Enforcement Officer. The Township approved the re-appointment of Brian and Carrie McFeaters as the Sewage and Uniform Construction Code Inspectors. Mr. Robert Reiber was re-appointed to serve as Chairman of the Vacancy Board. The depositories for the Township funds are Mid Penn Bank and Pennsylvania Local Government Investment Trust (PLGIT). The Board's regular monthly meeting dates, time and location were published in the local newspaper, the Township's website and posted on the office door. The holiday observance dates remain unchanged. The mileage rate for reimbursement is .70 cents per mile; advertisement bid limits set at \$23,800.00 minimum; and telephone quotes set at \$12,900.00. Completion of old business and recognize citizens to be heard.

The Board continued its regular Board meeting. Meeting minutes from December's meeting and Treasurer's Report for December 2024 were approved.

- Jack Schaeffer made a motion to contribute \$125.00 to the Williams Valley Youth Softball Association; motion seconded by Tom Shuttlesworth.
- Bid Notice for a new tractor and lawn equipment was advertised according to Township requirements. Sealed bids will be opened at the Board meeting on February 3, 2025.
- Jim Shuttlesworth made a motion to advertise for bids to construct a new pole building; Tom Shuttlesworth seconded the motion.
- Joe Kerwin will contact Tri-County Planning to arrange a meeting to discuss zoning.
- Jack Schaeffer made a motion to increase the monthly Supervisor Salary in accordance with the supervisors' compensation bill signed into law as Act 94 of 2024 (HB 2288) on October 2, 2024, to \$250.00, for newly elected Supervisors; motion seconded by Tom Shuttlesworth.
- Jack Schaeffer made a motion to approve the WVYB Association's proposal to increase the parking area at the ballfield, at the Association's expense; Jim Shuttlesworth seconded.

Being no further business to discuss, motion made by Jim Shuttlesworth, seconded by Jack Schaeffer to adjourn the meeting at approximately 7:40 PM.