

MINUTES
Board of Supervisors of Williams Township
Monday, April 7, 2025 @ 7:00 P.M.

The Board of Supervisors met for their regular monthly meeting. Board members: Chairman, Jack C. Schaeffer, Jr.; Vice-Chairman, Thomas A. Shuttlesworth; and James A. Shuttlesworth; Solicitor, Joseph Kerwin (unable to attend); Township Secretary/Treasurer: Beth Ann Shuttlesworth; residents: Caleb Machamer and Shelby Brasher.

- Minutes from March's Board Meeting & Treasurer's Report for March were approved.

RESIDENT/PROPERTY OWNER CONCERNS: None mentioned at meeting.

CORRESPONDENCE:

- Letter requesting donation to Williams Valley Teener Association: Jack Schaeffer made a motion to donate \$200.00; seconded by Tom Shuttlesworth.

FINISHED BUSINESS:

- Rocky Mountain Contractors completed the construction of the new pole building.
- Lentz Electric, Inc., completed installation of electric equipment at the new pole building.
- Koppy's Propane, Inc., installed a propane system for new pole building.
- The Board interviewed three applicants for part-time help; Mark Meloy was selected.
- The Supervisor Compensation Ordinance was recited; effective as of April 7, 2025.

UNFINISHED BUSINESS:

- Concern about deterioration of two alleys was discussed: further work in coming weeks.
- South Street Pipe/Paving Project: Boxes/pipes arrived; Drum Excavating will start work when weather permits.
- Property boundary issues with the PA Game Commission. Jack Schaeffer will follow up with the Game Commission in May/June 2025.
- Information on Zoning Ordinance – *Joe Kerwin, Esquire, is working towards having a meeting scheduled with the Board of Supervisors to discuss Zoning.*
- National Flood Insurance (NFIP) Audit meeting: Board met w/PEMA on January 24, 2025; follow-up meeting held on March 7th; and 2nd follow-up meeting to be held May 12, 2025. The property under review contacted an Engineering firm to conduct a site survey, pending study.
- Paving Projects for 2025: Worksheet completed; we are awaiting notification of Gaming Grant.
- Preliminary search for a new backhoe; on-going.
- *Engineer Study of Hemlock Street - parking restrictions from North St. to Division St.*

NEW BUSINESS:

- Announced Williamstown Annual Spring Clean-up date: Saturday, May 17th (0800-1300hrs).
- The Board adopted updated Open Records Policy suggested by PSATS; post to website.
- Reviewed Williams Township Projects/Capital Purchases Plan and Account Projects.
- Discussed landscaping near the new garage; tabled until Fall 2025.
- Discussed purchase of Township-brand apparel for employees, awaiting quote to proceed.
- Received concern relating to property at 631/633 West Market Street accumulating trash, etc. We will send "Notice of Violation" letter to the property owner.
- Received concern from "Notice of Violation" letters sent to owners of property ID: 72-002-037. Tom Shuttlesworth will follow up with recommendations for compliance.

Having no further business to discuss, a motion was made by Jack Schaeffer, seconded by Tom Shuttlesworth, to adjourn the meeting at approximately 7:40 P.M.