

MINUTES
Board of Supervisors of Williams Township
Monday, August 4, 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, Esq.; Secretary/Treasurer: Beth Ann Shuttlesworth; resident, Alice Lauver.

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

RESIDENT/PROPERTY OWNER CONCERNS:

- Resident complained about the potholes in the "alley" behind her property. She also asked about placing a "Watch Children" sign on Cemetery Road. More details are needed.

FINISHED BUSINESS:

- Drum Excavating completed replacement of 10 pipes on South St; and one large pipe under the bridge from Orange Street to South Alley.
- Property Maintenance will provide lawn service (bi-weekly) at property on 1101 East Market Street, Tower City, Williams Township. An Invoice for services previously provided by the Township was sent to the Property Maintenance Code Compliance Office.
- New Enterprise Stone & Lime will commence 2025 paving project mid-September 2025. Notice will be sent to property owners when dates are confirmed.
- Jim Shuttlesworth met with Jerry Duke, Dauphin County Planning Coordinator, on July 15, 2025, to gather information on Zoning Ordinances. The Board determined that this is not something we need at this point. However, we may need to adjust our Ordinances to address certain issues in the future.
- Jim Shuttlesworth attended the Upper Dauphin COG meeting on July 17, 2025, to receive information on their EMS Study and Strategy Plan. More research is being conducted.
- The Municipal Lien prepared by Joseph Kerwin, Esquire, for property at 9603 SR 209, was signed by Jack Schaeffer, Jr., and filed with the Dauphin County Courthouse.
- The Memo of Record for meeting with WVSD Superintendent and Business Manager on July 29, 2025, was discussed and recommendations from the Hanover Engineering Traffic Study will be implemented to ensure Emergency vehicles have access to the Viking Stadium during sporting events. Details will be on our website; WVSD will inform students/parents via school messaging system, and verbally at the sporting events.
- The Township executed a Memorandum of Understanding to the Housing Authority of the County of Dauphin, confirming that the Housing Authority is responsible for maintaining streets at Laurel Hill Project. Notably, the Township is not responsible for winter-weather treatment.

UNFINISHED BUSINESS:

- Update on the property boundary issues with the PA Game Commission: We were informed that the Game Commission Surveyors contacted the Field & Cover employees at the Game Commission office in the Township, signifying this issue is being addressed.
- National Flood Insurance (NFIP) Audit meeting: Board met w/PEMA officials on January 24, 2025; a follow-up meeting was held on March 7th; and second follow-up meeting was held on May 12, 2025. Awaiting results from Engineer Survey to provide to PEMA officials.
- Awaiting quotes for finishing repairs on block building and electrical services.
- Seeking guidance on procedure for ballot vacancies of Tax Collector and Auditor.
- Work on furnishing office supplies requested by our Emergency Management Coordinator.

NEW BUSINESS:

- Motion made by Tom Shuttlesworth, seconded by Jack Schaeffer, to approve the quotes from Miller Paving for two paving projects: \$11,500 and \$2,400.00, respectively.
- Jack Schaeffer discussed applying for Community Development Block Grant (CDBG) for materials needed for future pipe replacement projects on North Street and Fairview Street. We need quotes for stone/pipes/inlets, etc.
- Jack Schaeffer made a motion to apply for the FY2025 Dauphin County Local Share Gaming Grant in the amount of \$75,800; seconded by Jim Shuttlesworth. We will proceed to submit our application.

Having no further business to discuss, motion made by Jack Schaeffer, seconded by Jim Shuttlesworth, to adjourn the meeting at approximately 8:00 P.M.