

**MINUTES**  
**Board of Supervisors of Williams Township**  
**Monday, November 3, 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; and residents: Caleb and Shelby Machamer.

- **Pledge of Allegiance recited.**
- **Minutes from October 6, 2025, Board Meeting & Treasurer's Report for October were approved.**

**RESIDENT/PROPERTY OWNER CONCERNS**: None.

**FINISHED BUSINESS**:

- Executed the formal Dauphin County Local Share Grant Agreement in the awarded amount of \$75,000 for 2025 paving projects. We will follow up at the end of November on status of the Commissioners executing the Agreement. We will then submit a copy of New Enterprise's invoice for paving and the cleared check to receive reimbursement.
- The Township will advertise the vacant Tax Collector position and Auditor position in the next edition of *The Citizen Standard*.

**UNFINISHED BUSINESS**:

- The PA Game Commission Surveyors contacted the Field & Cover employees at the Game Commission office in the Township, signifying the boundary issue is being addressed. No further information to date.
- National Flood Insurance (NFIP) Audit meeting: Board met w/PEMA officials on January 24, 2025; a follow-up meeting was held on March 7<sup>th</sup>; and second follow-up meeting was held on May 12, 2025. Awaiting results of Engineer Survey to provide to PEMA officials.
- Discussed purchasing a 500-gallon Diesel fuel storage tank for placement at the Township Garage; tabled until 2026.
- Material containment blocks for separating types of stone at the Township; tabled.
- The proposed Township Budget for 2026 was reviewed. Jack Schaeffer made a motion to accept the proposed budget; seconded by Tom Shuttlesworth. We will advertise in *The Citizen Standard* that the proposed budget is available for public review until the next Board Meeting.
- Discussed the letter from Housing Authority of the County of Dauphin with a check in the amount of \$916.68, representing payment in lieu of taxes for fiscal year ending 6/30/2025, regarding Laurel Hill Apartments Public Housing, and their request to provide them with a breakdown of the distribution of these funds to various taxing bodies. Jack Schaeffer made a motion to give half of this amount (\$458.34) to the Williams Valley School District. Jim Shuttlesworth seconded the motion.
- Jack Schaeffer met with representatives of the PA Fish Commission and Dauphin County Conservation on October 15, 2025, to discuss a restoration project of the Wiconisco Creek in part of the Township boundaries. The said "project" is expected to commence in 2027.
- The Board reviewed quotes from Steve Yuslem Masonry to repair the storm drain corner at the far west on the bottom of N. Julian Street; form and pour concrete for one step to come in the door to access the renovated small garage. Jim Shuttlesworth made a motion to accept these quotes; Tom Shuttlesworth seconded the motion.
- The Board discussed having Abel Recon evaluate and assist with any infrastructure rehabilitation to the pipes and culvert at the bottom of N. Julian Street.
- We will survey tree-trimming areas in the Township and get estimates.
- The Dauphin County Tire Recycling event was discussed. We will post this event flyer on our website, stating that disposal of tires is at the Cameron Street location, not the Township.
- The Board discussed donating to the Williamstown Historical Society in the amount of \$450.00. Tom Shuttlesworth made a motion to approve this donation; seconded by Jack Schaeffer.

Having no further business to discuss, motion made by Jim Shuttlesworth, seconded by Tom Shuttlesworth, to adjourn the meeting at approximately 7:45 PM.