

**MINUTES**  
**Board of Supervisors of Williams Township**  
**Monday, December 8, 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: Shelby Machamer.

- **Minutes from the Board Meeting on 11/3/2025, and Treasurer's Report for November were approved.**

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

**FINISHED BUSINESS:**

- Jack Schaeffer met with a representative of Able Recon Services to conduct a site visit to the drainpipe at the bottom corner of North Julian Street. We received a quote to line the pipe; however, the Board decided not to proceed with this service at this time.
- Final review of the proposed Township Budget for 2026: Motion to accept the proposed Budget was made by Jack Schaeffer, seconded by Tom Shuttlesworth.
- Vacant Township Auditor position: Mrs. Shelby Machamer won the write-in election vote for the Auditor position and accepted. The Township received her Certificate of Election and Statement of Financial Interest. The Supervisors congratulated Shelby and thanked her for accepting this position.
- Vacant Tax Collector position: No candidates for position; therefore, the Board reviewed information from the Dauphin County Treasurer's Office. Jack Schaeffer made a motion to adopt Resolution 12-08-2025, that appoints Nick DiFrancesco, Dauphin County Treasurer, as agent and depository for the Township for receiving and collecting county & municipal real estate taxes, library taxes, per capita & occupational taxes. Jim Shuttlesworth seconded the motion.
- Proposed Board Meeting dates for 2026: Motion to accept proposed dates by Jack Schaeffer, seconded by Jim Shuttlesworth. Meeting dates will be published in *The Citizen Standard*.
- Jack Schaeffer and Jim Shuttlesworth will attend the Dauphin County Gaming Advisory Board public hearing on the Local Share Municipal Grant Application submitted by Williams Township on Tuesday, December 16, 2025, at 7:30 PM, in Harrisburg.
- Purchase 48" forks for TYM Tractor. Jim Shuttlesworth made a motion to purchase the forks from Country Turf and Trail; Jack Schaeffer seconded the motion.

**UNFINISHED BUSINESS:**

- The Field & Cover employees at the Game Commission office in the Township are reviewing the boundary issue of State Game Land and private property. No further information to date.
- National Flood Insurance (NFIP) Audit meeting: The 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. Jim Shuttlesworth spoke with owner of Stoneroad Iron & Metal on 11/10/2025 to get an update. Stoneroad contracted an engineering firm to complete a survey. Part of the survey was completed and paid for in October; however, there is another part that needs to be completed before a final document is provided. This should be completed soon.
- Tom Shuttlesworth discussed tree trimming services with Ken Drum. They will "recon" the areas in need of tree trimming.
- Letter from Eckert Seamans, LLC, representing the Housing Authority of the County of Dauphin, regarding maintenance of roads at Laurel Hill Project. The Township will continue to maintain the roads. Our Solicitor will correspond with Eckert Seamans, LLC, regarding amount of payment in lieu of taxes that we receive.

**New Business:**

- Chairman's End of Year Report: Much accomplished in 2025; continue to improve Township.
- The "Thank you" card from Williamstown Historical Society for our donation of \$450.00 was read by Tom Shuttlesworth.
- Tom Shuttlesworth discussed replacement of middle section storm drain grate at Lauren Hill.
- Holiday Bonus: Motion by Tom Shuttlesworth to give \$100 to full-time/part-time employees; 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 7:50 PM.