

**MINUTES**  
**Board of Supervisors of Williams Township**  
**Monday, February 2, 2026/7:00 PM**

The Board of Supervisors convened for their monthly Meeting. Attendees: Jack C. Schaeffer; Thomas A. Shuttlesworth; James A. Shuttlesworth; Beth Ann Shuttlesworth; Joseph Kerwin, Esquire; and Adam Koppenhaver, Emergency Management Coordinator (EMC).

- Minutes from the Board Meeting on 1/5/2026 and Treasurer's Report for January were approved.

**Correspondence:**

- WDO/Community Pride Letter seeking sponsorship for the 1<sup>st</sup> Annual Paul Foster Youth Fishing Rodeo on May 2, 2026. Jack Schaeffer made a motion to donate \$200.00; seconded by Tom Shuttlesworth.
- Upper Dauphin Council of Government's (UDCOG) Emergency Management Service (EMS) Study - Resolution. Tom Shuttlesworth made a motion to adopt the Resolution to support the work of the Municipal Stakeholder Committee of the UDCOG to plan and propose implementation of a Regional Municipal Emergency Services Authority and Authorizing Advertisement of a Public Hearing and Incorporation Ordinance. Jim Shuttlesworth seconded this motion; Jack Schaeffer signed the Resolution. The adopted Resolution will be submitted to the UDCOG Secretary.
- Letter from Eckert Seamans Law Firm RE: Road Maintenance of Laurel Hill Project. Joe Kerwin, Solicitor, is in contact with this law firm and is seeking clarification of monies we receive from the Housing Authority of Dauphin County in lieu of taxes.
- Discussed letter from Brian S. McFeaters, Sewage Enforcement Officer, regarding septic malfunction at 1275 West Market Street. The Board of Supervisors decided not to engage in monetarily assisting the property owner. We will inform Mr. McFeaters of this decision.

**Finished Business:**

- Received executed 2025 Local Share Municipal Grant Agreement and Grant award money.
- The Township Per Capita/Occupation Tax bills were mailed to Township residents on February 2, 2026. The Dauphin County Treasurer will collect Taxes for the Township. Additional information is posted on the Township's web page ([www.wmstwp.org](http://www.wmstwp.org)) under News/Links.

**Unfinished Business:**

- Property boundary issues with PA Game Commission. Jack Schaeffer spoke with the Dauphin County Land Manager - they are in the process of a land reclamation project and are surveying the land to clarify property boundaries.
- NFIP Audit – Stonerod Iron & Metal awaiting completed survey from PennCore Consulting.
- Diesel Fuel tank at Township Garage – further discussion in the Spring/Summer.
- Tree Trimming of roadways - Recon delayed.
- Gutters/Awnings for Township Building – further discussion in Spring/Summer.

**New Business:**

- Williamstown EMS Membership – Township Residents. Adam Koppenhaver provided written information regarding Emergency Medical Services coverage and EMS memberships for Williams Township Residents. The Board will review this information before making a decision.

Jack Schaeffer recognized Beth Shuttlesworth and thanked her for the work done to coordinate, prepare, and mail the Township's Per Capita/Occupation Tax bills for 2026.

There being no further business to discuss, motion made by Jim Shuttlesworth, seconded by Tom Shuttlesworth to adjourn the meeting at approximately 7:30 PM.