

MINUTES
Board of Supervisors of Williams Township
Monday, July 6, 2026/7:00 PM

The Board of Supervisors convened for their monthly Meeting. Attendees: Jack Schaeffer, Chairman Supervisor; Thomas Shuttlesworth, Vice-Chairman Supervisor; James Shuttlesworth, Supervisor; Beth Ann Shuttlesworth, Secretary/Treasurer; Solicitor, Joseph Kerwin; township resident, Shelby Machamer and visitor, Jeffrey “Duce” Miller, representing the Williamstown Bicentennial Committee.

Meeting Minutes for June 1, 2026, and Treasurer’s Report for June – Approved.

Resident/Property Owner Concerns: Shelby Machamer had three requests from the Williamstown Bicentennial Committee: (1) Donation of \$2,500, for half the cost of fireworks; (2) Use of stone parking lot at Township baseball field for placement/set off of fireworks; (3) Closure of several Township streets (West Broad, North, Caroline, Market) at 1330hrs for the parade at 1400hrs on August 15, 2026; Liberty Hose Fire police will coordinate. Motion by Jim Shuttlesworth to approve all three requests; second by Tom Shuttlesworth.

Correspondence:

- Williamstown Historical Society Newsletter, June 2026. Motion by Tom Shuttlesworth to donate \$450.00; second by Jack Schaeffer.

Finished Business:

- Audit of our 2025 Liquid Fuels Tax Fund was conducted by the Auditor General’s Office on June 25, 2026. Unofficially, there were no findings or concerns; awaiting official documentation.
- Timberline Buildings, LLC, completed work on the Township Buildings on 6/5/2026; paid in full.
- The concrete pad for 500-gallon diesel fuel tank was completed by Steve Yulum’s Masonry on 6/24/2026; placement of Diesel fuel tank on 7/6/2026. Township Secretary will contact Suburban Propane, Millersburg, to set up an account to provide on-road diesel fuel.
- Transferred funds from Certificate Deposit #0985 to General Checking Account on 6/8/2026.
- Notified UDCOG of the Township’s withdraw of support for the EMS Authority Ordinance.
- Wood Wise Tree Service completed tree trimming at Township Municipal Complex; paid in full.

Unfinished Business:

- Drum Excavating, Inc.; replacing four culvert pipes in Greenfield area of Township in preparation for 2026 Paving Project.
- NFIP Audit – Stoneroad Iron & Metal. PennCore Consulting provided results of H&H Report on March 13, 2026. Report indicates that it appears that this business is not in a flood plain zone. PennCore to submit Letter of Map Change (LOMC) to FEMA.
- Material containment blocks (4-bay containment): Federal Grant opens in August; waiting for confirmation of project to apply for grant.
- DCNR Parks & Recreation Grant. DCNR Grant Coordinator for our District will contact us to schedule an onsite visit for the proposed project.
- Ordinance regarding Campers/RVs as not a permanent residence; drafting Ordinance.
- Blighted property at 602 West Market Street: Joe Kerwin will research payment of taxes, etc.

New Business:

- Increase Building Permit Fee from \$5.00 to \$20.00. Motion by Jack Schaeffer; second by Tom Shuttlesworth.
- Paving Project 2026 is scheduled to commence at the end of September/beginning of October.
- Request from EMC, Adam Koppenhaver, regarding Burn Ban. No action currently.

Motion to adjourn the meeting at 7:35 PM, by Jack Schaeffer, second by Tom Shuttlesworth.