

**JACKSON TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION/GENERAL BUSINESS MEETING
January 02, 2024**

The Jackson Township Board of Supervisors Reorganization/General Business Meeting was called to order by Township Chairperson, Robin Hartshorn, at 7:00 PM.

Members present: Robin Hartshorn, Mark Werkeiser, Matthew Neeb and Solicitor Todd Weitzmann.

Pledge of Allegiance

The following motions were made:

Chairman: Mark Werkeiser

Matthew Neeb declined. Robin Hartshorn declined. Motion made by Robin Hartshorn. Seconded by Matthew Neeb. Both voted aye. Motion carried. Mark Werkeiser abstained.

Vice-Chairman: Robin Hartshorn

Motion made by Matthew Neeb. Seconded by Mark Werkeiser. Both voted aye. Motion carried. Robin Hartshorn abstained.

Alternate Roadmaster: Mark Werkeiser

Motion made by Matthew Neeb. Seconded by Robin Hartshorn. Both voted aye. Motion carried. Mark Werkeiser abstained.

Alternate Treasurer: Robin Hartshorn

Motion made by Matthew Neeb. Seconded by Mark Werkeiser. Both voted aye. Motion carried. Robin Hartshorn abstained.

Alternate Secretary: Matthew Neeb

Motion made by Robin Hartshorn. Seconded by Mark Werkeiser. Both voted aye. Motion carried. Matthew Neeb abstained.

Administrative Assistant/Treasurer: Jacqueline R. Elliott

Motion made by Robin Hartshorn. Seconded by Matthew Neeb. All voted aye. Motion carried.

Secretary/Receptionist/Office Assistant: Renee Miller

Motion made by Robin Hartshorn. Seconded by Matthew Neeb. All voted aye. Motion carried.

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Solicitor: Weitzmann Weitzmann & Huffman – Todd Weitzmann

Motion made by Robin Hartshorn. Seconded by Matthew Neeb. All voted aye. Motion carried.

Roadmaster: Donald C. Kresge Jr.

Motion made by Matthew Neeb. Seconded by Robin Hartshorn. All voted aye. Motion carried.

Road Foreman: Chad Everett

Motion made by Matthew Neeb. Seconded by Robin Hartshorn. All voted aye. Motion carried.

Full Time Roadcrew: David Horacek, JR Bisbing, Keith Elliott, Josh Custred and Douglas Miller.

Motion made by Robin Hartshorn. Seconded by Matthew Neeb. All voted aye. Motion carried.

Part Time Relief Road Crew: Butch Strausser, Mike Wisniewski, Chris Charette, Mark Werkeiser, Richard Hicks, Robin Hartshorn, Brock Butz, and Matthew Neeb.

Motion made by Matthew Neeb. Seconded by Robin Hartshorn. All voted aye. Motion carried.

Alternate Solicitor: Vacant

Motion made by Mark Werkeiser to table as Attorney John Dunn will be retiring. Seconded by Robin Hartshorn. All voted aye. Motion carried.

Engineer: Hanover Engineering

Motion made by Matthew Neeb. Seconded by Robin Hartshorn. All voted aye. Motion carried.

Planning Commission Engineer: Hanover Engineering

Motion made by Matthew Neeb. Seconded by Robin Hartshorn. All voted aye. Motion carried.

Earned Income Tax Collector: Berkheimer Assoc. / Monroe County

Motion made by Robin Hartshorn. Seconded by Matthew Neeb. All voted aye. Motion carried.

Planning Commission Recording Secretary: Renee Miller

Motion made by Robin Hartshorn. Seconded by Matthew Neeb. All voted aye. Motion carried.

Alternate Planning Commission Recording Secretary: Sherri Hower

Motion made by Matthew Neeb. Seconded by Robin Hartshorn. All voted aye. Motion carried.

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Sewage Enforcement Officer, Part time: Michelle Arner

Motion made by Robin Hartshorn. Seconded by Matthew Neeb. All voted aye. Motion carried.

Alternate Sewage Enforcement Officer: Jeryl Reinhart

Motion made by Robin Hartshorn. Seconded by Matthew Neeb. All voted aye. Motion carried.

**Zoning & Codes Enforcement Officer: SFM Consulting LLC,
Shawn McGlynn and Luis Santos**

Motion made by Matthew Neeb. Seconded by Robin Hartshorn. All voted aye. Motion carried.

Zoning & Codes Solicitor (including Zoning Hearing Board representation as necessary): James Fareri

Motion made by Robin Hartshorn. Seconded by Matthew Neeb. All voted aye. Motion carried.

Open Space, Parks and Recreation / Roadcrew: Leon Frailey, Part time : Mark Werkeiser

Motion made by Robin Hartshorn. Seconded by Matthew Neeb. Both voted aye. Motion carried. Mark Werkeiser abstained.

Cleaning Company, Interior/Office/Maintenance Bldg: Spots Smart Advanced Cleaning Solutions

Motion made by Robin Hartshorn. Seconded by Matthew Neeb. All voted aye. Motion carried.

Chairman of Vacancy Board: Craig Anglemire

Motion made by Robin Hartshorn. Seconded by Matthew Neeb. All voted aye. Motion carried.

Depository: ESSA and First National Bank

Motion made by Robin Hartshorn. Seconded by Matthew Neeb. All voted aye. Motion carried.

Zoning Hearing Board: – Brock Butz – 3 yr. term (expires 01/2025)
Deanna Schmoyer – 3 yr. term (expires 01/2026)
William Rustine – 3 yr. term (expires 01/2027)
Alternate: Robert Ellis
Alternate: Gaetano (Guy) Gambino

Motion made by Robin Hartshorn appoint William Rustine to the Zoning Hearing Board for a term of 3 years to expire 01/2027. Seconded by Matthew Neeb. All voted aye. Motion carried.

Motion made by Matthew Neeb to appoint Gaetano (Guy) Gambino to the Zoning Hearing Board as an alternate. Seconded by Robin Hartshorn. All voted aye. Motion carried.

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Zoning Hearing Board Secretary: Renee Miller

Motion made by Robin Hartshorn. Seconded by Matthew Neeb. All voted aye. Motion carried.

Alternate Zoning Hearing Board Secretary: Jaqueline Elliott

Motion made by Matthew Neeb. Seconded by Robin Hartshorn. All voted aye. Motion carried.

Zoning Hearing Board Solicitor: Jeff Durney

Motion made by Matthew Neeb. Seconded by Robin Hartshorn. All voted aye. Motion carried.

Alternate Zoning Hearing Board Solicitor: Cramer Swetz – Andy Wolfe

Motion made by Robin Hartshorn. Seconded by Matthew Neeb. All voted aye. Motion carried.

Planning Commission Member: Jeff Thomas – 4 yrs. term (expires 01/2028)

Brent Klaus – 4 yr. term (expires 01/2026)

Sherri Hower – 4 yr. term (expires 01/2027)

Mark Werkeiser – 4 yr. term (expires 01/2027)

Keith Schneck – 4 yr. term (expires 01/2025)

Motion made by Mark Werkeiser to appoint Jeffery Thomas to the Planning Commission for a term of 4 years to expire 01/2028. Seconded by Robin Hartshorn. All voted aye. Motion carried.

Recreation Board – 6 Year Term

Robin Hartshorn – Term expires 01/01/2028

Jackie Elliott – Term expires 01/01/2028

Ken Long – Term expires 01/01/2030

Leon Frailey – Term expires 01/01/2026

Matt Neeb – Term expires 01/01/2030

Mark Werkeiser – Term expires 01/01/2028

Cliff Oppelt – Term expires 01/01/2030

Motion made by Robin Hartshorn to appoint Ken Long to the Recreation Board for a term of 6 years to expire 01/2030. Seconded by Matthew Neeb. All voted aye. Motion carried.

Motion made by Robin Hartshorn to appoint Matthew Neeb to the Recreation Board for a term of 6 years to expire 01/2030. Seconded by Mark Werkeiser. Both voted aye. Motion carried. Matthew Neeb abstained.

Motion made by Robin Hartshorn to appoint Cliff Oppelt to the Recreation Board for a term of 6 years to expire 01/2030. Seconded by Matthew Neeb. All voted aye. Motion carried.

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Regional Appeal Board for IRC Codes: Keith Schneck

Motion made by Robin Hartshorn. Seconded by Matthew Neeb. All voted aye. Motion carried.

Auditing Firm: Jeff Weiss / Zelenkofske Axelrod LLC

Motion made by Robin Hartshorn. Seconded by Matthew Neeb. All voted aye. Motion carried.

State Building Inspector: SFM Consulting LLC, Shawn McGlynn

Motion made by Robin Hartshorn. Seconded by Matthew Neeb. All voted aye. Motion carried.

Emergency Management Coordinator:

**Keith Elliott, Mike Wisniewski, Samantha Elliott, & Matthew Neeb
\$29.00 per hr.**

Motion made by Robin Hartshorn to appoint Keith Elliott, Mike Wisniewski, Samantha Elliott, and Matthew Neeb to Emergency Management Coordinators. Motion seconded by Mark Werkeiser. Both voted aye. Motion carried. Matthew Neeb abstained.

Robin Hartshorn made a motion to increase the pay rate to \$29.00 per hour. Motion seconded by Mark Werkeiser. Both voted aye. Motion carried. Matthew Neeb abstained.

Plumbing: Jim Perry Plumbing, CVA – Chuck Van Auken, and James Strouse

Motion made by Matthew Neeb. Seconded by Robin Hartshorn. All voted aye. Motion carried.

Electrician: Price Brothers Electrical – David Price & Savvy Electrical Solutions LLC- Nick Razni

Motion made by Matthew Neeb. Seconded by Robin Hartshorn. All voted aye. Motion carried.

Furnace Repair: CVA – Chuck Van Auken, Trane & James Strouse

Motion made by Matthew Neeb. Seconded by Robin Hartshorn. All voted aye. Motion carried.

CJERP Planning Supervisor Rep: Mark Werkeiser & Robin Hartshorn

Motion made by Matthew Neeb. Seconded by Robin Hartshorn. All voted aye. Motion carried.

Monroe Co. Tax Committee Supervisor Rep: Robin Hartshorn

Motion made by Mark Werkeiser. Seconded by Matthew Neeb. Both voted aye. Motion carried. Robin Hartshorn abstained.

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Monroe Co. Library Supervisor Rep: Matthew Neeb

Motion made by Mark Werkeiser. Seconded by Robin Hartshorn. Both voted aye. Motion carried. Matthew Neeb abstained.

Time, Date and Place of Regular Meeting: 2nd Thursday of every month, Plot Plans/ General Business @ 7:00 P.M. Jackson Township Municipal Building. Motion Meeting.

Motion made by Robin Hartshorn. Seconded by Matthew Neeb. All voted aye. Motion carried.

Time, Date and Place of Work Session: 1st Thursday of every month @ 7:00 P.M. Jackson Township Municipal Building

Motion made by Robin Hartshorn. Seconded by Matthew Neeb. All voted aye. Motion carried.

Time, Date and Place of Planning Commission Meeting: 3rd Thursday of every month @ 6:00 P.M. Jackson Township Municipal Building

Motion made by Robin Hartshorn. Seconded by Matthew Neeb. All voted aye. Motion carried.

Time, Date and Place of Department Work Session: Weekly, Mondays @ 7:30 A.M. Jackson Township Municipal Building

Motion made by Robin Hartshorn. Seconded by Matthew Neeb. All voted aye. Motion carried.

Plot Plans:

Modern Gas Land Development Amendment – Extension of Time

Matthew Neeb made a motion to acknowledge the Extension of time received from Modern Gas Sales, Inc. to expire March 19, 2024. Motion seconded by Robin Hartshorn. All voted aye. Motion carried.

General Business as follows:

Old Business:

Jackson Township Supervisors Budget Adoption/Year End Business Meeting 12/28/2023 Minutes:

Matthew Neeb made a motion to approve the Jackson Township Supervisors Budget Adoption/Year End Business Meeting 12/28/2023 Minutes. Motion seconded by Robin Hartshorn. All voted aye. Motion carried.

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Treasurer's Report:

Robin Hartshorn made a motion to record the Treasurer's Report as written. Motion seconded by Matthew Neeb. All voted aye. Motion carried.

New Business:

Resolution 2024-01: Jackson Twp. Fee Schedule Amendment

Matthew Neeb made a motion to adopt Resolution 2024 – 01: Jackson Township Fee Schedule Amendment. Seconded by Robin Hartshorn. All voted aye. Motion carried.

Resolution 2024 – 02: Building Codes Fee Schedule for Residential/Other than Residential

Robin Hartshorn made a motion to adopt Resolution 2024 – 02: Building Codes Fee Schedule for Residential/Other than Residential. Seconded by Matthew Neeb. All voted aye. Motion carried.

Jackson Township Employee Pay Increase

Mark Werkeiser stated the Jackson Township Board of Supervisors will be increasing all employee's rate of pay \$1.00 per hour beginning January 1, 2024, in appreciation of job performance, as well as cost of living increases. This will be for 2024. The existing contract regarding rate increases will remain in effect as is, with the next raise scheduled for July 1, 2024.

A Memorandum of Understanding, also effective January 1, 2024, states any full time, as well as part time, Road Department employee, who has a CDL Class A license will receive an increase in pay at \$1.00 per hour effective January 1, 2024.

Robin Harthorn made a motion to approve the pay increase as stated for Jackson Township employees. Motion seconded by Matthew Neeb. All voted aye. Motion carried.

Comments:

On behalf of the road crew, Keith Elliott thanked the Board of Supervisors for the pay increase.

Todd Weitzmann advised the Board of Supervisors to consider adopting a policy for guidelines/rules for Public Comment during meetings. Todd will provide a sample policy for review.

There being no further business, Matthew Neeb made a motion to adjourn. Motion seconded by Robin Hartshorn. All voted aye. Motion carried. Meeting adjourned at 7:35 PM.

Respectfully submitted,

Renee Miller
Secretary