

**JACKSON TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION/GENERAL BUSINESS MEETING
January 6, 2025**

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

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

Pledge of Allegiance

The following motions were made:

Chairman: Mark Werkeiser

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 Matthew Neeb. Seconded by Robin Hartshorn. 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.

Assistant Roadmaster: David Horachek

Motion made by Robin Hartshorn. Seconded by Matthew Neeb. 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: 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 Craig Butz.

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

Alternate Solicitor: James Fareri, Esq.

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

Engineer: Hanover Engineering Inc.

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

Planning Commission Engineer: Hanover Engineering Inc.

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

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Alternate Planning Commission Recording Secretary: Sherri Hower

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

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: Hanover Engineering Inc. - Scott J. Brown, Jacob A. Schray, Luke E. Eggert, Paul Gallagher Saba, and Nadia E. Einfalt.

Motion made by Matthew Neeb. Seconded by Robin Hartshorn. 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: James Fareri, Esq.

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

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Zoning Hearing Board: 3 Year Term

Brock Butz – 3 yr. term (expires 01/2028)
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. Seconded by Matthew Neeb. All voted aye. Motion carried.

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, Esq.

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

Alternate Zoning Hearing Board Solicitor: Cramer Swetz – Andy Wolfe

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

Planning Commission Member: 4 Year Term

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 01/2029)

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

Recreation Board: 6 Year Term

Robin Hartshorn – Term expires 01/01/2028
Jackie Elliott – Term expires 01/01/2028
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

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Regional UCC Board of Appeals: 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 Rispoli, & Matthew Neeb
\$29.00 per hr.**

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

Plumbing: Chuck Van Auken and James Strouse

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

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

Motion made by Robin Hartshorn. Seconded by Matthew Neeb. 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 Matthew Neeb. Seconded by Mark Werkeiser. 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 Matthew Neeb. Seconded by Robin Hartshorn. 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: None

General Business as follows:

Old Business:

**Jackson Township Supervisors Budget Adoption/Year End Business Meeting
12/30/2024 Minutes:**

Matthew Neeb made a motion to approve the Jackson Township Supervisors Budget Adoption/Year End Business Meeting 12/30/2024 Minutes. Motion seconded by Robin Hartshorn. All voted aye. Motion carried.

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.

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New Business:

Resolution 2025-01: Jackson Twp. Fee Schedule Amendment

Robin Hartshorn made a motion to adopt Resolution 2025 – 01: Jackson Township Fee Schedule Amendment. Seconded by Matthew Neeb. All voted aye. Motion carried.

Open Space – Transfer Funds

Matthew Neeb made a motion to approve the transfer of Open Space funds, in the amount of \$200,000.00, from ESSA to FNB. Motion seconded by Robin Hartshorn. All voted aye. Motion carried.

Rugs for Downstairs

Robin Hartshorn made a motion to approve the proposal from Giant Flooring in the amount of \$3,241.58 for carpet flooring downstairs. Motion seconded by Matthew Neeb. All voted aye. Motion carried.

Correspondence: None

Comments:

Ms. Jannett, on behalf of her mother, addressed the Board of Supervisors and requested a resolution to the issue she is having with her elderly mother's neighbor. Ms. Jannett stated ongoing burning of household garbage is taking place and causing extremely smoky conditions. Ms. Jannett has reached out to the Monroe County Waste Authority, but unfortunately "the proof is gone" by the time the enforcement officer arrives.

Township Solicitor, Todd Weitzmann, will reach out to Monroe County Waste Authority to explain the situation and encourage quicker response time if possible.

There being no further business, Robin Hartshorn made a motion to adjourn. Motion seconded by Matthew Neeb. All voted aye. Motion carried. Meeting adjourned at 7:30 PM.

Respectfully submitted,

Renee Miller
Secretary