

**JACKSON TOWNSHIP, YORK COUNTY
BOARD OF SUPERVISORS MINUTES
JANUARY 2, 2024**

A. SWEARING IN:

Notary Linda Eaton administered the Oath of Office to Township Supervisor Bradley R. Dunham.

B. CALL TO ORDER:

The Reorganizational Meeting of the Board of Supervisors of Jackson Township was held on January 2, 2024 in the municipal building. The meeting was called to order by Vice-Chair Miller at 7:00 P.M. followed by the pledge to the flag. Others present were Supervisors Jonathan Holmes via Teams and Bradley Dunham, Township Solicitor David Jones, Manager Florence Ford, Secretary Linda Eaton and three people in the audience.

C. REORGANIZATION:

1. Emily Miller was Temporary Chairman and Linda Eaton was appointed as Temporary Secretary by Emily Miller.
2. Jonathan D. Holmes was elected as Board Chairman on a Dunham/Miller motion. Motion carried 3-0.
3. Emily A.B. Miller was elected as Vice Chair on a Holmes/Dunham motion. Motion carried 3-0.
- 4.5.6.7. On a Miller/Dunham motion, carried 3-0, Florence A. Ford was appointed as Township Manager, Linda A. Eaton was appointed as Secretary, Sally A. Bushey was appointed as Treasurer and Florence A. Ford was appointed as Assistant Secretary/Treasurer.
8. The appointment of the Township Staff in the positions and at the salaries and wages approved in the 2024 Budget adoption process was affirmed on a Dunham/Miller motion. Motion carried 3-0.
9. The amount of the Treasurer's Bond for 2024 was set at \$1,500,000.00 on a Miller/Dunham motion. Motion carried 3-0.
10. On a Miller/Dunham motion, carried 3-0, David Jones (Stock and Leader) was appointed as the Township Solicitor.
11. On a Dunham/Miller motion, carried 3-0, John Miller (MPL Law Firm) was appointed as the Zoning Hearing Board Solicitor.
12. On a Miller/Dunham motion, carried 3-0, Jeff Shue (C.S. Davidson) was appointed as Township Engineer.
13. Joseph Lange was appointed for a one year term through 2024 as Chairman of the Vacancy Board on a Dunham/Miller motion. Motion carried 3-0.
14. On a Dunham/Miller motion, carried 3-0, the Certified Public Accounting Firm of Hamilton & Musser was appointed to perform the annual audit.

C. REORGANIZATION: Continued

15. On a Miller/Dunham motion, carried 3-0, Patrick Buhl was appointed as the Township Sewage Enforcement Officer and Douglas Barmoy, Reg Baugher and Brandon Bischard as the alternates.
16. On a Holmes/Miller motion, carried 3-0, Brad Dunham was appointed as the Township Fire Chief.
17. On a Dunham/Miller motion, carried 3-0, Brian Bankert was appointed as the Township Emergency Management Coordinator.
18. A Supervisor was appointed to each of the following positions:
 - a.b.d. Jonathan Holmes was appointed as Representative to the York Adams Tax Bureau and York County Tax Collection Committee (with Florence Ford as alternate); Jonathan Holmes was appointed as Representative to the York County Planning Commission's LGAC/CDBG Advisory Committee; Jonathan Holmes was appointed as Voting Delegate to the PSATS State Convention on a Dunham/Miller motion. Motion carried 3-0.
 - c. Emily Miller was appointed as Representative to the Northern York County Regional Police Department Board of Commissioners on a Dunham/Holmes motion. Motion carried 3-0.
19. The Township Manager (Florence Ford) was appointed as the Township's Open Records Officer on a Miller/Dunham motion. Motion carried 3-0.
20. The Township Zoning Officer (Ray Dietrich) was appointed as the Township's Assistant Open Records Officer on a Dunham/Miller motion. Motion carried 3-0.
21. A Resident was appointed to the following expired terms or vacancies:
 - a. Vacant five-year term through 2028 remains on the Sewer Authority Board.
 - b.c. Residents Colby Snyder and Bradley Dunham were appointed for a four-year term through 2027 to the Planning Commission; and Resident Rich Yingling was appointed for a three-year term through 2026 to the Zoning Hearing Board on a Dunham/Miller motion. Motion carried 3-0.
22. The following Depositories selected for the Township's Funds will be BB&T (Truist) Bank, PA Local Government Investment Trust (PLGIT), M&T Bank and Bank of New York Mellon on a Miller/Dunham motion. Motion carried 3-0.
23. The approved Township Holidays will be New Year's Day – Monday January 1, 2024, President's Day – Monday February 19, Good Friday – Friday March 29, Memorial Day (Observed) – Monday May 27, Independence Day – Thursday July 4, Labor Day – Monday September 2, Veteran's Day – Monday November 11, Thanksgiving Day – Thursday November 28, Day after Thanksgiving – Friday November 29, Day before Christmas Holiday – Tuesday December 24 and Christmas Day - Wednesday December 25 on a Dunham/Miller motion. Motion carried 3-0.

JACKSON TOWNSHIP BOARD OF SUPERVISORS MEETING:

The Board continued with the monthly business meeting.

D. PRESENTATION/PUBLIC COMMENT:

There were no public comments.

E. APPROVAL OF MINUTES:

The meeting minutes of December 5, 2023 were approved on a Holmes/Dunham motion. Motion carried 3-0.

F. FINANCIAL REPORTS/APPROVAL OF BILLS:

The December 2023 year-end financial reports, and all bills were approved for payment on a Dunham/Miller motion. Motion carried 3-0.

G. OPENING/AWARDING OF BIDS:

1. The Board awarded the actuarial services for the Police and Non-Uniformed Pension Plans to Conrad Seigel on a Dunham/Miller motion. Motion carried 3-0. The fees for the 2024 and 2025 reporting years will be \$2,500 for Police Pension Plan and \$3,300 for Non-Uniformed Plan.

H. SUBDIVISION/LAND DEVELOPMENT PLANS FOR ACTION:

There were no plans for action.

I. OLD BUSINESS:

1. Solicitor Jones presented a draft revision to the Residential Accessory Ag Ordinance to include backyard chickens. There were some minor changes to incorporate into the Ordinance following a brief discussion of the Board. No action was taken on this Ordinance and it will be tabled until the February 6, 2024 meeting after the revisions were made.
2. The Board authorized Vice-Chair Miller to sign the Amendment to the Regional Recreation Services extending the commencement date through January 1, 2025 on a Holmes/Dunham motion. Motion carried 3-0.

J. NEW BUSINESS:

1. Resolution 01-2024 CDBG Funding Request for ADA sidewalks and ramps was adopted on a Holmes/Dunham motion. Motion carried 3-0.
- 2.3. Authorization for Renewal of PSATS 2024 membership and for Township officials and staff to attend the PSATS Conference April 14 – 17, 2024 in Hershey, PA was approved on a Dunham/Miller motion. Motion carried 3-0.
4. Voting delegate to the PSATS State Convention will be Chairman Holmes who was appointed under the reorganization portion of the meeting.

K. SUPERVISOR'S REPORTS:

Brad Dunham asked what the policy is on properties in the Township that have been burned-out and vacant. Solicitor Jones advised that the township's Building Inspector, Pete Schilling of Commonwealth Code Inspection Services would need to inspect the property to deem it uninhabitable before any legal action could be taken on the property. Staff will contact Pete and ask him to inspect and post the property on Rockville Road. There was also discussion of adopting an Ordinance concerning properties damaged or destroyed by Fire where the Township can receive a portion of the Fire Insurance money and place it in an escrow as a means of assuring a property gets repaired or demolished. The Township has not considered such an Ordinance and Ordinances such as these are commonplace in Cities and Boroughs. Staff were instructed to bring a draft of a Fire Insurance Ordinance to the board for consideration at the February Meeting.

Jon Holmes attended the following:

- December 7, 2023 Northern York County Regional Police Department's Luncheon.
- December 13, 2023 Trolley Trail Holiday Open House.

Emily Miller reported the following:

- December 11, 2023 attended the WCREMA meeting.
 - Next meeting will be held Monday, April 22, 2024 at 6:00 PM held at the Jackson Township Municipal Building.
 - Brad Dunham will replace Emily as the representative for Jackson Township on the WCREMA board.
- December 26, 2023 attended the Spring Grove Regional Parks & Recreation meeting.
 - The meeting dates for 2024 are January 23, February 27, March 26, April 23, May 28, June 25, July 23, August 27, September 24, October 22, November 19 and December 17. All meetings are open to the public.
 - "Y" merger to be re-evaluated quarterly; to be complete by January 1, 2025 at the latest.
 - The goal is to begin the bid process for the "Y" project beginning January 1, 2024 with construction starting in March 2024.
- Need lights, marquee, something on the outside of the pavilion located at the Little Creek Community Park to notify the public of events they are welcome to attend. Manager Ford suggested installing an electric community sign at the Park. She suggested the Township could pay for the sign with ARPA Funding. She will work on getting quotes for a sign.
- Spring Grove ambulance is still in the process of unwinding.

L. ENGINEER'S REPORT:

A written report was provided by Jeff Shue who was not in attendance due to a prior commitment. There was no discussion on his report.

M. SOLICITOR'S REPORT:

Dave reported the following:

- Krise appeal of the Jackson Township Zoning Hearing Board Decision has been withdrawn.
- Stock and Leader will be hosting a Municipal Law 101 dinner and program January 30, 2024 at the Out Door Country Club.

N. MANAGER'S REPORT:

Manager Ford added in addition to her written report the following:

- Requested authorization to purchase business cards and set-up email addresses under the Jackson Township domain for the Supervisors. The Board authorized Manager Ford to proceed with both the cards and email address for the Supervisors on a Dunham/Miller motion. Motion carried 3-0.

O. ZONING OFFICER'S REPORT:

A written report was provided by Ray Dietrich who was not in attendance. There was no discussion his report.

P. ADJOURNMENT:

With no further business to transact, Vice-Chair Miller adjourned the meeting at 7:49 PM.

Respectfully submitted,
Linda A. Eaton
Linda A. Eaton, Secretary