

**JACKSON TOWNSHIP, YORK COUNTY  
BOARD OF SUPERVISORS MINUTES  
JANUARY 3, 2022**

**SWEARING IN:**

Notary Linda Eaton administered the Oath of Office to Township Supervisor Emily A.B. Miller.

**A. CALL TO ORDER:**

The Reorganizational Meeting of the Board of Supervisors of Jackson Township was held on January 3, 2022 in the municipal building. The meeting was called to order by Chairman Holmes at 7:00 P.M. followed by the pledge to the flag. Others present were Supervisors Emily Miller and David Brown, Township Solicitor David Jones, Manager Florence Ford, Secretary Linda Eaton and one person in the audience.

**B. REORGANIZATION:**

1. Florence Ford was appointed as Temporary Chairman and Linda Eaton was appointed as Temporary Secretary by Jonathan Holmes.
2. Jonathan D. Holmes was elected as Board Chairman on a Brown/Miller motion. Motion carried 2-0-1, Holmes abstained.
3. Emily A.B. Miller was elected as Vice Chairman on a Brown/Holmes motion. Motion carried 2-0-1, Miller abstained.
- 4.5.6.7. On a Miller/Brown 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 2022 Budget adoption process was affirmed on a Brown/Miller motion. Motion carried 3-0.
9. The amount of the Treasurer's Bond for 2022 was set at \$1,500,000.00 on a Miller/Brown motion. Motion carried 3-0.
- 10 - 17. On a Miller/Brown motion, carried 3-0, David Jones (Stock and Leader) was appointed as the Township Solicitor; Rachel Gates (Gates and Gates) was appointed as the Zoning Hearing Board Solicitor; Jeff Shue (C.S. Davidson) was appointed as the Township Engineer; Resident Joseph Lange was appointed for a one year term as Chairman of the Vacancy Board; the Certified Public Accounting Firm of Hamilton & Musser was appointed to perform the annual audit; Patrick Buhl was appointed as the Township Sewage Enforcement Officer, Douglas Barmoy/Reg Baugher/Brandon Bischard were appointed as the Township Sewage Enforcement alternate(s); Brad Dunham was appointed as the Township Fire Chief and Brian Bankert was appointed as the Township Emergency Management Coordinator.
18. A Supervisor was appointed to each of the following positions:
  - a.b.d. Jon Holmes was appointed as Representative to the York Adams Tax Bureau and York County Tax Collection Committee (with Florence Ford as alternate for both); York County Planning Commission's LGAC/CDBG Advisory Committee and Voting Delegate to the PSATS State Convention on a Brown/Miller motion. Motion carried 3-0.

**B. REORGANIZATION: Continued**

- c. Dave Brown was appointed as Representative to the Northern York County Regional Police Department Board of Commissioners on a Miller/Holmes motion. Motion carried 2-0-1. Brown abstained.
- 19. The Township Manager (Florence Ford) was appointed as the Township's Open Records Officer (with Ray Dietrich as alternate) on a Miller/Brown motion. Motion carried 3-0.
- 20. Resident, Timothy Ferrence was appointed for a three-year term through 2024 to the Zoning Hearing Board; Resident, Mark Derr (Alternate) was appointed for a three year term through 2024 to the Zoning Hearing Board; Resident Robert Callahan was appointed for a four year term through 2025 to the Planning Commission and Resident, Steve Hudgins was appointed for a five year term through 2026 to the Sewer Authority Board on a Miller/Brown motion. Motion carried 3-0.

Robert Callahan agreed to serve on the Planning Commission until the Board finds a replacement for his seat.

- 21. 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 Brown/Miller motion. Motion carried 3-0.
- 22. The approved Township Holidays will be New Year's Day (Observed) – Friday December 31, 2021, President's Day – Monday February 21, Good Friday – Friday April 15, Memorial Day – Monday May 30, Independence Day – Monday July 4, Labor Day – Monday September 5, Veteran's Day – Friday November 11, Thanksgiving Day – Thursday November 24, Day after Thanksgiving – Friday November 25, Day before Christmas Holiday – Friday December 23 and Christmas Day (Observed) – Monday December 26 on a Brown/Miller motion. Motion carried 3-0.

**C. JACKSON TOWNSHIP BOARD OF SUPERVISORS MEETING:**

The Board continued with the monthly business meeting.

**D. PRESENTATION/PUBLIC COMMENT:**

Joe Lange, 1232 Pinnacle Court inquired about signage for people crossing Route 116 at the Little Creek Golf Course. Manager Ford reported PennDOT has been contacted and a traffic study will be done.

**E. APPROVAL OF MINUTES:**

Chairman Holmes noted the following corrections to the December 7, 2021 meeting minutes under J. Dave's report "held" should read "will be holding", "had" should read "have" and under L. "YWCA" should read "YMCA".

The meeting minutes of December 7, 2021 and December 15, 2021 were approved as corrected on a Brown/Miller motion. Motion carried 3-0.

**F. FINANCIAL REPORTS:**

The December 2021 year-end financial reports were accepted on a Miller/Brown motion. Motion carried 3-0.

**G. APPROVAL OF BILLS:**

All bills were approved for payment on a Brown/Miller motion. Motion carried 3-0.

**H. OPENING/AWARDING OF BIDS:**

There was no opening or awarding of bids.

**I. SUBDIVISION/LAND DEVELOPMENT PLANS FOR ACTION:**

Minor Subdivision Plan (2 Lot) – Applicant: Isaac A. and Monica L. Sneeringer. The applicant's engineer was not in attendance to present the subdivision plan to the Board. Manager Ford recommended to the Board that the plan be tabled until the February meeting. The Board reviewed the plans and under the Planning Commission's recommendation gave conditional approval for the Isaac A. and Monica L. Sneeringer Minor Subdivision Plan (2 Lot) pending all administrative issues be in compliance with the York County Planning Commission review letter of December 14, 2021 and the engineer's review letter of December 17, 2021 on a Miller/Brown motion. Motion carried 3-0.

**J. OLD BUSINESS:**

1. The Board granted the request from Manager Ford to reject the award of the bid for the Tandem Truck to Augie Ferretti in the amount of \$50,000.00 and authorized staff to readvertise the bid through Municibid on a Brown/Miller motion. Motion carried 3-0.

**K. NEW BUSINESS:**

- 1.2. Authorization to renew PSATS membership for 2022 and for Township officials and staff to attend the PSATS Conference April 24 – 27, 2022 in Hershey, PA was approved on a Brown/Miller motion. Motion carried 3-0.
3. Voting delegate to the PSATS State Convention will be Chairman Holmes who was appointed under the reorganization portion of the meeting.

**L. SUPERVISOR'S REPORTS:**

Emily Miller had nothing to report.

Dave Brown reported the following:

- Forwarded to the Jackson Township Board members via email the Northern York County Regional Police Board of Commissioners Agenda and information received from the December 21, 2021 meeting.
- The Windy Hill Senior Center meeting is scheduled for January 4, 2022.

Jon Holmes reported the following:

- The Spring Grove Area Scholarship Fund meeting is scheduled for January 11, 2022.

**M. 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.

**N. SOLICITOR'S REPORT:**

Dave reported the following:

- He is in the process of completing the one-year Developers Agreement for the N.P. Briarwood, LLC Fulfillment Center.
- The Hemmingway Partners Agreement he received requested a three-year completion within the Agreement.

The Board authorized Dave to prepare the Developers Agreement with Hemmingway Partners for one-year completion and extensions approved as needed.

- Stock & Leader will be holding a Municipal 101 Seminar in January 2022.

**O. MANAGER'S REPORT:**

Manager Ford had nothing to add to her written report.

Flo will contact the Board members for their signatures on the N.P. Briarwood, LLC Fulfillment Center's Developers Agreement when the document is received.

**P. EXECUTIVE SESSION:**

No executive session was needed.

**Q. ADJOURNMENT:**

With no further business to transact, Chairman Holmes adjourned the meeting at 7:41 PM.

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