

**JACKSON TOWNSHIP, YORK COUNTY**  
**BOARD OF SUPERVISORS MINUTES**  
**JANUARY 3, 2023**

**A. CALL TO ORDER:**

The Reorganizational Meeting of the Board of Supervisors of Jackson Township was held on January 3, 2023 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, Township Engineer Jeff Shue, Manager Florence Ford, Secretary Linda Eaton and seven persons in the audience.

**B. REORGANIZATION:**

1. David Brown was appointed as Temporary Chairman on a Miller/Holmes motion. Motion carried 2-0-1, Brown abstained. Jonathan Holmes was appointed as Temporary Secretary on Miller/Brown motion. Motion carried 3-0.
2. Jonathan D. Holmes was elected as Board Chairman on a Brown/Miller motion. Motion carried 3-0.
3. Emily A.B. Miller was elected as Vice Chairman on a Brown/Holmes motion. Motion carried 3-0.
- 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 2023 Budget adoption process was affirmed on a Miller/Brown motion. Motion carried 3-0.
9. The amount of the Treasurer's Bond for 2023 was set at \$1,500,000.00 on a Brown/Miller 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.c.d.e.f. 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 (with Emily Miller as alternate); David Brown was appointed as Representative to the Northern York County Regional Police Department Board of Commissioners; Jonathan Holmes was appointed as Voting Delegate to the PSATS State Convention;

**B. REORGANIZATION: Continued**

18. A Supervisor was appointed to each of the following positions: **Continued**  
a.b.c.d.e.f. Emily Miller was appointed for a five-year term through 2027 as Representative to the Spring Grove Regional Parks and Recreation Board; and Emily Miller was appointed as Representative to the West Central Regional Emergency Management Agency (WCREMA) on a Brown/Miller motion. Motion carried 3-0.
19. The Township Manager (Florence Ford) was appointed as the Township's Open Records Officer on a Miller/Brown motion. Motion carried 3-0.
20. Resident Joyce Sheridan was appointed for a five year term through 2027 to the Sewer Authority Board; and Resident Diane King was appointed for a four year term through 2026 to the Planning Commission on a Brown/Miller motion. Motion carried 3-0.
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 Miller/Brown motion. Motion carried 3-0.
22. The approved Township Holidays will be New Year's Day (Observed) – Monday January 2, 2023, President's Day – Monday February 20, Good Friday – Friday April 7, Memorial Day (Observed) – Monday May 29, Independence Day – Tuesday July 4, Labor Day – Monday September 4, Veteran's Day (Observed) – Friday November 10, Thanksgiving Day – Thursday November 23, Day after Thanksgiving – Friday November 24, Day before Christmas Holiday (Observed) – Friday December 22 and Christmas Day – Monday December 25 on a Brown/Miller motion. Motion carried 3-0.

**JACKSON TOWNSHIP BOARD OF SUPERVISORS MEETING:**

The Board continued with the monthly business meeting.

**C. PRESENTATION/PUBLIC COMMENT:**

There were no public comments.

**D. APPROVAL OF MINUTES:**

The meeting minutes of December 6, 2022 Board of Supervisors Meeting and December 19, 2022 Board of Supervisors Special Adoption Meeting were approved on a Brown/Miller motion. Motion carried 3-0.

**E. FINANCIAL REPORTS:**

The December 2022 year-end financial reports were accepted on a Miller/Brown motion. Motion carried 3-0.

**F. APPROVAL OF BILLS:**

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

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

- a. The Pavilion Side bids for the Pavilion at the Little Creek Community Park were due December 29, 2022. The Board awarded the only bid received to York Tent and Awning in the amount of \$40,176.00 on a Miller/Brown motion. Motion carried 3-0. Funds will be used from available ARPA funding.

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

- a. The Board released the Letter of Credit to developer Bob Ross of Thistle Hill on a Brown/Miller motion. Motion carried 3-0.

**I. OLD BUSINESS:**

There was no old business to discuss.

**J. NEW BUSINESS:**

1. Authorization to renew PSATS membership for 2023 was approved on a Brown/Miller motion. Motion carried 3-0.
2. Authorization for Township officials and staff to attend the PSATS Conference April 23 – 26, 2023 in Hershey, PA was approved on a Miller/Brown 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.

**K. SUPERVISOR'S REPORTS:**

Emily Miller reported the following:

- Spring Grove Ambulance – The merger with Wellspan is tentatively scheduled for February 1, 2023. Paperwork has been signed by both parties.
- Spring Grove Regional Parks & Recreation Center (SGRPRC) – The “Y” is in the last phase of the project (funding) as part of The Roth’s Church Road Community Partnership. The SGRPRC will continue as their own entity.

Dave Brown reported the following:

- December 20, 2022 attended the Northern York County Regional Police Commissioners Board meeting.

Jon Holmes reported the following:

- December 7, 2022 attended a reception that Kristin Phillips-Hill was in attendance.
- December 16, 2022 attended a Spring Grove Area Scholarship Fund committee meeting to begin planning for the annual golf tournament event. The fundraiser is tentatively scheduled for August 5, 2023.
- January 3, 2023 attended the Pennsylvania Senate Swearing-In ceremony.

**L. ENGINEER'S REPORT:**

Jeff highlighted from his written report that both the Poplar Partners and Hemenway Partners projects are underway.

**M. SOLICITOR'S REPORT:**

Dave reported he has drafted the Ordinance for the rezoning request of Anthony Calderone to change a parcel located at 5297 Lincoln Highway West from (I) Industrial Zone to (R-2) Medium Density Residential Zone. The hearing is scheduled for February 7, 2023 at 7:00 PM.

**N. MANAGER'S REPORT:**

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

- The Poplar Partner developer had paid the developments recreation fees in December 2022. The Recreation Escrow account will begin January 1, 2023 with a higher balance then estimated.

**O. ADJOURNMENT:**

With no further business to transact, the meeting was adjourned at 7:28 PM on a Brown/Miller motion. Motion carried 3-0.

Respectfully submitted,

*Linda A. Eaton*

Linda A. Eaton, Secretary