

**JACKSON TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION/GENERAL BUSINESS MEETING
January 03, 2023**

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

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

Pledge of Allegiance

The following motions were made:

Chairman: Robin Hartshorn

Robin Hartshorn abstained.

Motion made by Mark Major. Seconded by Mark Werkeiser. Both voted aye. Motion carried.

Vice-Chairman: Mark Werkeiser

Mark Werkeiser abstained.

Motion made by Robin Hartshorn. Seconded by Mark Major. Both voted aye. Motion carried.

Alternate Roadmaster: Mark Werkeiser

Mark Werkeiser abstained.

Motion made by Robin Hartshorn. Seconded by Mark Major. Both voted aye. Motion carried.

Alternate Treasurer: Mark Major

Mark Major abstained.

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

Alternate Secretary: Robin Hartshorn

Robin Hartshorn abstained.

Motion made by Mark Major. Seconded by Mark Werkeiser. Both voted aye. Motion carried.

Administrative Assistant/Treasurer: Jacqueline R. Elliott

Motion made by Robin Hartshorn. Seconded by Mark Major. All voted aye. Motion carried.

Reorganization/General Business Meeting 01/03/2023 Minutes cont.

Secretary/Receptionist/Office Assistant: Renee Miller

Motion made by Robin Hartshorn. Seconded by Mark Major. All voted aye. Motion carried.
Robin Hartshorn made a motion to increase the hourly pay rate for Renee Miller to \$23.50 due to her assistance with the Short Term Rental permitting process. Seconded by Mark Major. All voted aye. Motion carried.

Solicitor: Weitzmann Weitzmann & Huffman – Todd Weitzmann

Motion made by Robin Hartshorn. Seconded by Mark Major. All voted aye. Motion carried.

Roadmaster: Donald C. Kresge Jr.

Motion made by Robin Hartshorn. Seconded by Mark Major. All voted aye. Motion carried.

Road Foreman: Chad Everett

Motion made by Mark Major. 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 Mark Major. All voted aye. Motion carried.

Part Time Relief Road Crew: Butch Strausser, Larry Miller, Mike Wisniewski, Chris Charette, Mark Werkeiser, Richard Hicks, Robin Hartshorn and Joshua Angle.

Motion made by Mark Major. Seconded by Robin Hartshorn. All voted aye. Motion carried.

Alternate Solicitor: John Dunn

Motion made by Robin Hartshorn. Seconded by Mark Major. All voted aye. Motion carried.

Engineer: Hanover Engineering

Motion made by Robin Hartshorn. Seconded by Mark Major. All voted aye. Motion carried.

Planning Commission Engineer: Hanover Engineering

Motion made by Mark Major. Seconded by Robin Hartshorn. All voted aye. Motion carried.

Earned Income Tax Collector: Berkheimer Assoc. / Monroe County

Motion made by Robin Hartshorn. Seconded by Mark Major. All voted aye. Motion carried.

Reorganization/General Business Meeting 01/03/2023 Minutes cont.

Planning Commission Recording Secretary: Renee Miller

Motion made by Mark Major. Seconded by Robin Hartshorn. All voted aye. Motion carried.

Alternate Planning Commission Recording Secretary:

Motion made by Mark Major to table. Seconded by Robin Hartshorn. All voted aye. Motion carried.

Sewage Enforcement Officer, Part time: Michelle Arner

Motion made by Robin Hartshorn. Seconded by Mark Major. All voted aye. Motion carried.

Alternate Sewage Enforcement Officer: Jeryl Reinhart

Motion made by Robin Hartshorn. Seconded by Mark Major. All voted aye. Motion carried.

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

Motion made by Mark Major. Seconded by Robin Hartshorn. All voted aye. Motion carried.

Zoning & Codes Solicitor: James Fareri

Motion made by Robin Hartshorn. Seconded by Mark Major. All voted aye. Motion carried.

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

Mark Werkeiser abstained.

Motion made by Robin Hartshorn. Seconded by Mark Major. Both voted aye. Motion carried.

Custodian, Interior/Exterior of Bldg., Lawn (Part Time): Michele Ingrassia

Motion made by Mark Major. Seconded by Robin Hartshorn. All voted aye. Motion carried.

Chairman of Vacancy Board: Craig Anglemire

Motion made by Mark Major. Seconded by Robin Hartshorn. All voted aye. Motion carried.

Depository: ESSA and First National Bank

Motion made by Mark Major. Seconded by Robin Hartshorn. All voted aye. Motion carried.

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Zoning Hearing Board: – Brock Butz – 3 yr. term (expires 01/2025)
Deanna Schmoyer – 3 yr. term (expires 01/2026)
Gaetano (Guy) Gambino – 3 yr. term (expires 01/2024)
Alternate: Robert Ellis

Motion made by Robin Hartshorn appoint Deanna Schmoyer to the Zoning Hearing Board for a term of 3 years to expire 01/2026. Seconded by Mark Major. All voted aye. Motion carried.

Motion made by Robin Hartshorn to appoint Robert Ellis to the Zoning Hearing Board as an alternate. Seconded by Mark Major. All voted aye. Motion carried.

Zoning Hearing Board Secretary: Renee Miller

Motion made by Robin Hartshorn. Seconded by Mark Major. All voted aye. Motion carried.

Alternate Zoning Hearing Board Secretary: Jaqueline Elliott

Motion made by Robin Hartshorn. Seconded by Mark Major. All voted aye. Motion carried.

Zoning Hearing Board Solicitor: Jeff Durney

Motion made by Mark Major. 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 Mark Major. All voted aye. Motion carried.

Planning Commission Member: Jeff Thomas – 4 yrs. term (expires 01/2024)

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)

Mark Werkeiser abstained. Motion made by Robin Hartshorn appoint Sherri Hower and Mark Werkeiser to the Planning Commission for a term of 4 years to expire 01/2027. Seconded by Mark Major. Both voted aye. Motion carried.

P.J.J.W.A. – (Jackson Twp.) – Jackie Elliott, Robin Hartshorn & Matt Brown

Robin Hartshorn abstained. Motion made by Mark Major. Seconded by Mark Major. Both voted aye. Motion carried.

Reorganization/General Business Meeting 01/03/2023 Minutes cont.

Recreation Board – Robin Hartshorn – Term expires 01/01/2028
Jackie Elliott – Term expires 01/01/2028
Ken Long – Term expires 01/01/2024
Leon Frailey – Term expires 01/01/2026
Mark Major –Term expires 01/01/2026
Matt Neeb –Term expires 01/01/2024
Mark Werkeiser –Term expires 01/01/2028
Cliff Oppelt –Term expires 01/01/2024

Motion made by Mark Major. Seconded by Robin Hartshorn. All voted aye. Motion carried.

Regional Appeal Board for IRC Codes: Keith Schneck

Motion made by Robin Hartshorn. Seconded by Mark Major. All voted aye. Motion carried.

Auditing Firm: Jeff Weiss / Zelenkofske Axelrod LLC

Motion made by Mark Major. Seconded by Robin Hartshorn. All voted aye. Motion carried.

State Building Inspector: SFM Consulting LLC, Shawn McGlynn

Motion made by Robin Hartshorn. Seconded by Mark Major. All voted aye. Motion carried.

Emergency Management Coordinator:

Keith Elliott, Mike Wisniewski & Samantha Elliott
\$28.00 per hr.

Motion made by Robin Hartshorn to appoint Keith Elliott, Mike Wisniewski and Samantha Elliott to Emergency Management Coordinators at the pay rate of \$28.00 an hour. Seconded by Mark Major. All voted aye. Motion carried.

Plumbing: Jim Perry Plumbing/ CVA – Chuck Van Auken

Motion made by Robin Hartshorn. Seconded by Mark Major. All voted aye. Motion carried.

Electrician: Price Brothers Electrical – David Price

Motion made by Robin Hartshorn. Seconded by Mark Major. All voted aye. Motion carried.

Furnace Repair: CVA – Chuck Van Auken

Motion made by Mark Major. Seconded by Robin Hartshorn. All voted aye. Motion carried.

Reorganization/General Business Meeting 01/03/2023 Minutes cont.

CJERP Planning Supervisor Rep: Mark Werkeiser & Mark Major

Motion made by Robin Hartshorn. Seconded by Mark Major. All voted aye. Motion carried.

Monroe Co. Tax Committee Supervisor Rep: Mark Werkeiser

Mark Werkeiser abstained.

Motion made by Robin Hartshorn. Seconded by Mark Major. Both voted aye. Motion carried.

Monroe Co. Library Supervisor Rep: Robin Hartshorn

Robin Hartshorn abstained.

Motion made by Mark Major. Seconded by Mark Werkeiser. Both voted aye. Motion carried.

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 made by Mark Major. Seconded by Robin Hartshorn. 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 Mark Major. 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 Mark Major. Seconded by Robin Hartshorn. 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 Mark Major. Seconded by Robin Hartshorn. All voted aye. Motion carried.

Plot Plans:

No plot plans

General Business:

Old Business:

Jackson Township Supervisors Public Hearing 12/29/2022 Meeting Minutes:

Robin Hartshorn made a motion to approve the Jackson Township Supervisors Public Hearing 12/29/2022 Minutes. Motion seconded by Mark Major. All voted aye. Motion carried.

Reorganization/General Business Meeting 01/03/2023 Minutes cont.

**Jackson Township Supervisors Budget Adoption/Year End Business Meeting
12/29/2022 Minutes:**

Mark Werkeiser made a motion to approve the Jackson Township Supervisors Budget Adoption/Year End Business Meeting 12/29/2022 Minutes. Motion seconded by Mark Major. All voted aye. Motion carried.

Treasurer's Report:

Mark Major made a motion to record the Treasurer's Report as written. Motion seconded by Mark Werkeiser. All voted aye. Motion carried.

Ordinance 2022-10: Sale of PJJWA to BCRA

Mark Major made a motion authorize Township Solicitor, Todd Weitzmann to advertise the hearing for a date in coordination with Pocono Township to adopt the same ordinance. Motion seconded by Mark Werkeiser. All voted aye. Motion carried.

New Business:

Resolution 2023-01: Jackson Twp. Fee Schedule Amendment

Mark Werkeiser made a motion to adopt Resolution 2023 – 01: Jackson Township Fee Schedule Amendment. Seconded by Mark Major. All voted aye. Motion carried.

Resolution 2023 – 02: Jackson Township Dept. of Recreation Facilities Use & Permit Application

Mark major made a motion to table. Motion seconded by Mark Werkeiser. All voted aye. Motion carried.

Mark Werkeiser made a motion to amend the agenda to schedule the public hearing for the proposed Short Term Rental and Zoning Ordinance amendments. Motion seconded by Mark Major. All voted aye. Motion carried.

Mark Major made a motion to authorize Todd Weitzmann to advertise and schedule the public hearing for the proposed Short Term Rental and Zoning Ordinances for Monday January 23, 2023 at 8:00 AM. Motion seconded by Mark Major. All voted aye. Motion carried.

Comments:

The Pocono/Jackson Historical Society sent a letter of appreciation the Township for their continued support and donations.

Renee Miller thanked the Board of Supervisors for her pay raise.

Reorganization/General Business Meeting 01/03/2023 Minutes cont.

There being no further business, Mark Werkeiser made a motion to adjourn. Motion seconded by Mark Major. All voted aye. Motion carried. Meeting adjourned at 7:40 PM.

Respectfully submitted,

Renee Miller
Secretary