

**JACKSON TOWNSHIP BOARD OF SUPERVISORS  
GENERAL BUSINESS MEETING 04/11/19  
MINUTES**

The Jackson Township Board of Supervisors General Business Meeting 04/11/19 was called to order by Chairman Donald C. Kresge Sr. at 7:00 PM.

Members present: Donald C. Kresge Sr., Mark Major, Lester Wolcott and Solicitor Todd Weitzmann.

**Pledge of Allegiance**

No public comment on agenda items.

**Plot Plans:**

No plot plans

**General Business:**

**Old Business:**

**Jackson Township Supervisors General Business Meeting 03/14/19 Minutes:**

Mark Major made a motion to approve the Jackson Township Supervisors General Business Meeting 03/14/19 Minutes. Motion seconded by Lester Wolcott. All voted aye. Motion carried.

**Treasurer's Report:**

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

**Township Bldg. Renovations – Architect:**

Supervisor Mark Major advised he had reached out to a few companies regarding the Township Building Renovations.

Hemmler & Camayd Architects: the project is to perform a feasibility study for a renovation of the existing building. \$8,000.00

Schoonover & Vanderhoof, Architects: \$4200.00 for architect, plus they would contact Barry Isett & Associates for mechanical and electrical engineering \$3500.00, work performed outside the Scope of Services will be billed based on an attached hourly rate schedule.

Lester Wolcott made a motion to accept Hemmler & Camayd Architects proposal. Motion seconded by Mark Major. All voted aye. Motion carried.

**Jackson Twp. Supv. General Busn. Mtg. 04/11/19 Minutes cont.**

**Jackson Township Municipal Sign replacement:**

Prices were received from:

Barrett Signs: \$2700.00

Signs by Tomorrow – Allentown \$9,173.22 plus installation \$13,115.61

Jason Wittel: \$2700.00

Barrett Signs has made signs for other townships, which have been looked at – it is quality work and is comparable to the sign that is currently in the front of the municipal building. Lester Wolcott made a motion to accept the bid from Barrett Signs in the amount of \$2700.00 Motion seconded by Mark Major. All voted aye. Motion carried. Leon Frailey will contact the sign company.

There was discussion regarding the existing lights on the township sign as it is now, aiming up. The ordinance now reads the lights must be aimed down. Parks personnel Leon Frailey asked if the lights as they are fall under being grandfathered. They do. There is additional cost if we have to redo the lights as well. Leon will look into other options for the next meeting. The lighting issue will be addressed at a later date.

**Jackson Township Park Sign replacement:**

A proposal was received from Jason Wittel: \$450.00 Lester Wolcott made a motion to approve the 2.5ft x 5.5 ft metal sign with gold metallic vinyl and black outline. Motion seconded by Mark Major. All voted aye. Motion carried.

**Township Road Clean Up with JTVFC members – May 5<sup>th</sup> @ 9AM:**

The Township Road Crew will help the JTVFC members on May 5<sup>th</sup> @ 9AM to clean up Rinker Road. Roadmaster Donnie Kresge advised he has 30 vests & bags provided by Penn DOT. Lester Wolcott made a motion to provide equipment and manpower from the township. Motion seconded by Mark Major. All voted aye. Motion carried. It will also be put on the Township & Fire Co. website for the residents to come help if they would like. They will be meeting at the firehouse for breakfast at 8AM.

**PMELL – Park Board meeting regarding lights:**

The Park Board will be meeting with PMELL regarding the lights & usage for the season on Tuesday.

**New Business:**

**2018 Township Audit & Financial Report:**

Mark Major made a motion to approve the 2018 Township Audit & Financial Report written by Jeff Weiss – Zelenkofske Axelrod LLC. There were no finding, just a suggestion of having more than one person dealing with money when it involves cash, which is already being done. Motion seconded by Lester Wolcott. All voted aye. Motion carried.

**Jackson Twp. Suvp. General Busn. Mtg. 04/11/19 Minutes cont.**

**Reeders Dollar General Bond Release:**

Per Salvatore Caiazzo, Hanover Engineer – all previous outstanding items related to the Dollar General stormwater improvements have been addressed. Final release of the remaining bond for this project can be approved. Mark Major made a motion to release the Reeders Dollar General Store Bond. Motion seconded by Lester Wolcott. All voted aye. Motion carried.

**AWSOM – asking for \$500 donation:**

We have donated to AWSOM for many years. They are asking for a \$500 donation this year. Mark Major made a motion to approve the donation request. Motion seconded by Lester Wolcott. All voted aye. Motion carried.

**Memorandum of Agreement – Union Contract:**

Lester Wolcott explained that the office has been understaffed for a long time. An individual was hired for part time; however, after 3 weeks she resigned due to personal and building safety issues. The Board of Supervisors decided to create an additional position and changing the part time position into a full time position. There was many discussions with the Teamsters Union and their attorney wrote a Memorandum of Agreement to be added to the existing Union Contract.

Lester Wolcott made a motion to appoint Leon R. Frailey – Open Space, Parks & Recreation Manager at \$25.50 per hour, and a township vehicle. Motion seconded by Mark Major. All voted aye. Motion carried.

Lester Wolcott made a motion to appoint Renee Miller – Secretary/Receptionist/Office Assistant at \$20.00 per hour. This is a full time position. Motion seconded by Mark Major. All voted aye. Motion carried.

Lester Wolcott made a motion to appoint Jacqueline R. Elliott – Township Administrative Assistant/Treasurer at \$33.65 per hour. This is a full time position overseeing day to day operations. Motion seconded by Mark Major. All voted aye. Motion carried.

Lester Wolcott made a motion to approve the Memorandum of Agreement, amending the existing Teamster Union Contract. Motion seconded by Mark Major. All voted aye. Motion carried.

Lester Wolcott made a motion that Renee Miller's start date will be 04/29/19, all other positions are effective immediately. Motion seconded by Mark Major. All voted aye. Motion carried.

**Comments:**

None

**Jackson Twp. Supv. General Busn. Mtg. 04/11/19 Minutes cont.**

There being no further business, Mark Major made a motion to adjourn. Motion seconded by Lester Wolcott. All voted aye. Motion carried. Meeting adjourned at 7:30 PM.

Respectfully submitted,

Jacqueline R. Elliott  
Secretary/Treasurer