

JACKSON TOWNSHIP SUPERVISORS

Reorganization Meeting

January 7, 2025

6:00 PM

Call to order: Ryan Fritz called the meeting to order at 6:00 PM

Flag Salute

Guests:

1. Appointment of temporary chairman: Motion to appoint **Ryan Fritz** as temporary chairman made by Carl Spiece seconded by Clayton Emery. MC
2. Appointment of temporary Secretary: Clayton Emery made a motion to appoint **Laurie Edson** as temporary Secretary/Treasurer made by seconded by Carl Spiece; MC
3. Appointment of Chairman of the Board of Supervisors: Motion to appoint **Ryan Fritz** as Chairman of the Board of Supervisors made by Carl Spiece seconded by Clayton Emery. MC
4. Appointment of Vice-Chairman of the Board of Supervisors: motion to appoint **Carl Spiece** as Vice-chairman of the Board of Supervisors made by Clayton Emery; Seconded by Ryan Fritz; MC
5. Appointment of Secretary/Treasurer: Motion to appoint **Laurie Edson** as Secretary/Treasurer made by Clayton Emery; seconded by Carl Spiece. MC
6. Carl Spiece made a motion to recommend \$150,000 bond for the Treasurer of the township; seconded by Clayton Emery. MC
7. Ryan Fritz made a motion to appoint Clayton Emery as Road Master for the Township road working crew; seconded by Carl Spiece. MC
8. Compensations:
 - Supervisor's meeting pay: \$156.75 per month
 - Working Supervisors owning a CDL license: \$21.80 per hour pending Auditor's approval
 - Secretary Treasurer: \$16.00 per hour

- Township Auditors - \$10.00 per hour
- Vacation: full time employees – after working one year – 5 days @ their regular pay, adding 1 day per following year until the maximum of 15 days is reached.
- Sick Days – each fulltime employee will have 4 sick days per year
- Holidays for working Supervisors and Secretary/Treasurer: Twelve (12) paid holidays: New Year’s Day, President’s Day, Good Friday, Memorial Day, July 4th, Labor Day, Columbus Day, Election Day, Thanksgiving, Day After Thanksgiving, Christmas Eve, Christmas Day @ 8 hours per day @ their regular pay rate.

Clayton Emery made a motion to accept the compensations.
Seconded by Carl Spiece. Motion carried.

9. Appointments and other services:

- a. **Christopher Bower** appointed Sewage Enforcement Office (paid as needed)
- b. **Christopher Bower** appointed as Zoning Office (paid as needed)
- c. **Carl Spiece** appointed Emergency Management Coordinator
- d. **Clayton Emery** appointed Fire Board Representative authorized to conduct business on behalf of Jackson Township
- e. **Ryan Fritz** appointed Tri-County COG Representative and authorized to conduct business on behalf of Jackson Township
- f. **Kim Piermattei** appointed as Solicitor (paid as needed)
- g. **Geisinger Health Care** - employees’ health insurance
- h. **Guardian Insurance** - employees dental insurance
- i. **Lockard Agency/PIRMA** appointed insurance for property, liability, inland marine, automobile, errors and omissions, worker’s compensation, treasurer’s bonding
- j. **Coleman Environmental Engineering Corporation** of Zion Grove appointed as township consultant (paid as needed)
- k. **Berkheimer Associates** appointed to collect and distribute ½% Earned Income Tax, and to act as Tax Hearing Officer
- l. **Journey Bank** appointed as banking institution for checking accounts
- m. **Putnam** appointed for simple IRA account for employees earning over \$5,000 per year and wishing to participate, 3% of earnings matched by the township
- n. **Columbia County Tax Assessment Office** as tax collector for real estate taxes

Carl Spiece made a motion to accept the preceding appointments and other services; seconded by Clayton Emery. MC

10. Carl Spiece made a motion to send any Supervisors and/or Secretary, who wish to attend, to the 2025 PSATS Convention in Hershey, PA. They will be compensated for convention expenses, (8 hours per day) hourly rate, and mileage. Ryan Fritz will be delegated to vote at the convention; seconded by Clayton Emery. MC
11. Carl Spiece made a motion to pay the standard mileage rate set by the Internal Revenue Service, which is to be determined at a later date mile at the present time; seconded by Clayton Emery. MC
12. Clayton Emery made a motion to hold township meetings at the Township Municipal Building as follows: Supervisors: first Tuesday of each month at 6:30 PM. The January meeting will be held on the first Tuesday of January immediately following the Reorganization Meeting. Due to election day the November meeting will be held on Wednesday November 5, 2025 at 6:30 PM. Planning Commission: when needed at 6:00 PM, same dates as Supervisor's Meetings. Additional meetings dates will be advertised in the Press Enterprise; seconded by Carl Spiece.MC

Clayton Emery made a motion to adjourn the meeting; seconded by Carl Spiece . MC

Respectfully submitted,

Laurie Edson
Secretary/Treasurer