

**JACKSON TOWNSHIP BOARD OF SUPERVISORS  
SPECIAL/GENERAL BUSINESS MEETING  
JULY 25, 2022**

The Jackson Township Board of Supervisors Special/General Business Meeting was called to order by Chairman, Mark Major, at 8:00 AM.

Members present: Mark Major, Mark Werkeiser, Robin Hartshorn. Township Solicitor Todd Weitzmann was unable to attend.

**Pledge of Allegiance**

**Public Comments on Agenda Items: None**

**Plot Plans: None**

**General Business:**

**Old Business:**

**Jackson Township Supervisors General Business Meeting 7/14/2022 Minutes**

Mark Major made a motion to approve the Jackson Township Supervisors General Business 7/14/2022 Meeting Minutes. Motion seconded by Robin Hartshorn. Both voted aye. Motion carried.

**Resolution 2022-05: File Retention Policy**

Mark Major made a motion to adopt Resolution 2022-05: File Retention Policy. Motion seconded by Robin Hartshorn. All voted aye. Motion carried.

**Resolution 2022-06: Destruction of Files**

Robin Hartshorn made a motion to adopt Resolution 2022-06: Destruction of Files. Motion seconded by Mark Major. All voted aye Motion carried.

**Community Partners and Recycling - Document Shredding**

Robin Hartshorn made a motion to approve utilizing the services of Community Partners and Recycling for document shredding at a cost of no greater than \$1,500.00. Motion seconded by Mark Major. All voted aye. Motion carried.

## **General Business Meeting 07/25/2022 Minutes cont.**

### **Township Municipal Building Permit Fees**

It was previously understood that the Township would be paying for the permits outside of the contracts. All the permit fees the Township will incur are included in the contracts awarded to the contractors completing the renovations. Therefore, due to this clarification, Mark Major made a motion to rescind the motion made to waive the permit fees for the Township during the July 14, 2022 General Business Meeting. Motion seconded by Robin Hartshorn. All voted aye. Motion carried.

### **New Business:**

#### **Michelle Arner – Amended Hours**

In conjunction with Michelle Arner's intent to retire, the Board of Supervisors reviewed an amendment to the Teamsters Local Union Contract 773 July 1, 2021 to June 30, 2026. Proposed amendment is as follows:

##### ***8.4.a Part Time Sewage Enforcement Officer***

*This employee shall be part time. In no event shall this employee be permitted to work thirty (30) or more hours combined in any work week in this and any other Township position. This position receives no vacation entitlement, holiday pay, medical coverage or pension benefits.*

Mark Major made a motion to approve the amendment. Motion seconded by Robin Hartshorn. All voted aye. Motion carried.

Mark Major made a motion to approve the part time SEO hours for Michelle Arner – Tuesdays and Thursdays 8:00 AM to 2:00 PM, effective August 1, 2022, with additional occasional hours as needed. Motion seconded by Robin Hartshorn. All voted aye. Motion carried.

### **Correspondence: None**

### **Comments:**

There being no further business, Robin Hartshorn made a motion to adjourn. Motion seconded by Mark Major. All voted aye. Motion carried. Meeting adjourned at 8:15 AM.

Respectfully submitted,

Renee Miller  
Secretary