



Supervisors:

Harry Keefer

Mike Cook

Chris Metcalfe

Treasurer:

Rachael McCarty

Secretary:

Madalyn Lander

The Warren Township Supervisors met at the regularly scheduled meeting at 7:00 P.M. on Monday, April 5, 2021, at the Warren Township Municipal Building located at 11637 Little Cove Road, Mercersburg, PA. The Supervisors in attendance included Harry Keefer, Michael Cook, and Chris Metcalfe, as well as Secretary Madalyn Lander.

APPROVAL OF MEETING MINUTES: Madalyn read the March 1, regular meeting minutes and they were approved as written.

ROADMASTER'S REPORT: A lot of trees have been cut throughout the township. Side ditches need to be repaired and cleaned out. Temporary reflectors have been placed on the north side of Ward Dr where the road crosses the creek. The area will eventually need a permanent solution. Logging is occurring on Red Rock Rd. Noticeable damage has occurred due to the logging trucks. The road grader will not start. The grant work will need to be completed by the end of the year. Head walls will still need to be built for Sylvan Dr project and the whole job at Ward Drive will need to be completed.

FIRE BOARD REPORT: MMP&W will need \$280,000 in additional funding to hire six full-time firefighters. An additional \$5,360 is being requested from Warren Township, which is 2% of the full amount needed. Dennis Kubicki stated he believed the amount being request was too high. MMPW determined the requested amount based on Warren Township encompassing 2% of MMP&W's coverage area. In the past, the Chief hired firefighters, however, the fire board will now be involved in the hiring process, and candidates will be required to pass standardized testing to be eligible. The fire board made the decision was to not raise part-time wages. The importance of being able to have enough firefighters to have two firefighters inside a structure and two outside during an incident was discussed. It was brought up that we have only spent roughly \$6,900 of the \$12,000 budgeted for Fire.

Harry made a motion to contribute the full \$12,000 budgeted to fire to MMP&W, and the motion was seconded by Mike. Based on money already contributed this year, a total of \$4,475 will be contributed.

TREASURER'S REPORT: For the month of March, the general account started with a balance of \$120,366.54 and ended with a balance of \$117,119.41 with a \$6,265.76 deposit from Franklin County Tax Bureau for earned income tax. The state liquid fuels fund account started with a balance of \$112,716.81 and ended with a balance of \$108,568.07. The automatic withdrawals for the general account, invoices pending payment, and payments for wages to supervisors for the month were read, and the treasurers report detailing withdrawals and deposits from both the general and state accounts was presented. Madalyn reported that the audit for 2020 was completed.

SECRETARY'S REPORT: Met with HA Thomson insurance for an annual loss review. We have a new representative, named Greg Cunningham. PURTA RCT-900 was filed, which has not been filed in 20 years. It should result in a reimbursement, although the amount is unknown at this time. All ordinances have been filed with the Franklin County Law Office. The AG-385 report was filed which will provide funding through the Fire Relief Association for MMP&W. PIRMA insurance application was completed and renewed. Madalyn asked Mike if he has reviewed the driveway permit process and he said he had. *A motion to approve the driveway permit process was introduced by Mike and seconded by Harry.* Madalyn said she plans to purchase a laptop through COSTARS but did not get a chance yet this month. The board approved the purchase of a laptop through COSTARS.

LINE OF CREDIT: Since our line of credit has not been used since 2017 the underwriters at BB&T will charge \$200 to renew our line of credit. Madalyn suggested it be closed since it is very unlikely it will be needed. *Harry introduced a motion to cancel the line of credit and Mike seconded it.*

PAYING ROADWORK WAGES OUT OF STATE ACCOUNT: Madalyn suggested that we begin paying roadwork out of the state account. Roughly \$7,600 was spent on supervisor wages last year, and although some of it, such as building maintenance, and general administrative work cannot be paid out of the state fund, it was determined that a large majority of the billable hours would be. Hours will need to be tracked by road.

WEIGHT LIMIT ORDINANCE: A paper copy of the weight limit ordinance was provided to the supervisors. The ordinance would require trucks using roads frequently to be bonded. Emergency vehicles, school buses, and milk trucks, as well as one-time deliveries would not be required to bond. Any damage made to the roads would become the responsibility of the private company. Madalyn is anticipating further information from Rick Levan and will discuss with our solicitor implementing the ordinance.

STARTING A TOWNSHIP WEBSITE: PSATS offers web hosting from local municipalities. The benefits of having a website, including being more accessible to the public was discussed. The website hosting would cost \$200 up front and then \$20 a month. Madalyn would be responsible for designing and updating the website. *A motion was introduced by Harry and seconded by Chris to start a township website.*

TRUCK PURCHASE: Mike spoke with Brian Lucas from U.S. Municipal. The Ford dealership advised to stay away from the diesel truck. The 7.3-liter gas engine has more horsepower, and less issues than the diesel. Mike worked with U.S. Municipal to build the truck including a good plow, LED lights, and spools inside the truck. Madalyn spoke with Rick Levan in regards to how our liquid fuels money can be spent on the truck. We will be able to put \$48,000 down, and can only use 20% of what we get each year in liquid fuels on a major vehicle purchase. This amount fluctuates each year, but is averaged at roughly \$9,000 a year. The difference can come from the general fund. *A motion was introduced by Harry and seconded by Chris to sign for the truck.*

AGGREGATE PURCHASE: Aggregate purchases between \$11,500 - \$21,300 will need three quotes, amounts over \$21,300 will need sealed bids, unless we go with a COSTARS vendor. Madalyn presented the form PenDOT needs filled out when getting quotes for aggregate. It was

determined that we would be purchasing 2RC, and that the company would need to tailgate the stone onto the road.

SHOP RENNOVATION: It was determined that the shop needs to have a concrete floor and to be insulated since tools frequently rust. The decision was made to hold off on the rennovation at this point.

BACKHOE REPAIR: Harry brought it to the board's attention that the water pump will need to be replaced on the backhoe. Foster Wineland will be called to complete the repair.

COMMENTS FROM PUBLIC: A resident is planning to build another residence on his property on Sylvan Dr. He currently has two dwellings, including an occupied residence on the property. He will possibly tear down the unoccupied dwelling. He was interested in what would be needed from the township. Discussion was held, and Glenn Zimmerman, a member of the Planning Commission who was in attendance at the meeting, stated that he would not be required to go through the Planning Commission regardless of how many residences were currently occupying the property because the resident was not subdividing the property. The resident was provided with a township land use permit, as well as information for the township Sewer Enforcement Officer.

The meeting adjourned at 8:45 p.m.

These meeting minutes were transcribed and respectfully submitted for approval by Warren Township's Secretary, Madalyn Lander, with the use of her meeting minutes and audio recording.

Date of approval: May 3, 2021.