



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, January 4, 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 Treasurer Rachael McCarty and Secretary Madalyn Lander.

APPOINTMENT OF 2021 POSITIONS: *Harry introduced a motion that Mike seconded to appoint the following people to the available positions for 2021:*

Chairman:	Harry Keefer
Vice-Chairman:	Chris Metcalfe
Roadmaster:	Mike Cook
Secretary:	Madalyn Lander
Treasurer:	Rachael McCarty
Fire Board:	Jason Lander
	Dennis Kubicki
EMC:	Jason Lander
Franklin County ESA:	Jason Lander
Planning Commission:	Larry Zimmerman
	Glenn Zimmerman
	Shawn McDonald
Vacancy Board Chair:	Jerry Berney
FCATB Representative:	Tracey Eberling
Solicitor:	Zachary Mills
Code Inspection Official:	Commonwealth Code Inspection Services
Sewer Enforcement Officer:	Jon Piper
Engineer:	Martin & Martin

The necessary paper work was signed for the Franklin County Emergency Alliance position, the Franklin County Area Tax Bureau Representative position, and the for the Solicitor.

COMPENSATION FOR NECESSARY POSITIONS: *Harry introduced a motion that Mike seconded to set the pay for the Secretary at \$11,900 a year and the Treasurer at \$2,100 a year. A motion was introduced by Harry and seconded by Mike to keep the pay for Fire Board members at \$50 a meeting. A motion was introduced by Harry and seconded by Mike to pay the EMC position \$15 a hour, with the EMC submitting a time card for hours worked.*

2021 MEETING DATES: The 2021 meeting dates were set for the first Monday of each month at 7:00 pm. It was brought to the Supervisors’ attention that September’s meeting will fall on Labor Day, but the decision was made to keep the meeting on that date.

APPROVAL OF MEETING MINUTES: Madalyn read the December 7, 2020 regular meeting minutes and the December 14, 2020 budget meeting minutes and they were approved as written.

ROADMASTER'S REPORT: There was one large snow incident for the month of December. On December 18, the road edges were cleaned and the trucks were pressure washed. On Christmas Day the roads were salted due to ice. Pot holes throughout the Township continue to be of concern. The logging occurring on Ft Davis road continues to negatively impact that road. Mike requested that Madalyn order 60 tons of salt, and provide a date for the delivery when it is known. The F-450's plow has been cracked and will need to be welded. A hydraulic hose blew on one of the plow truck's and two belts broke, all of which was replaced. *Mike introduced a motion that Harry seconded to purchase two more belts to have on reserve if needed in the future.*

FIRE BOARD: A quote was obtained to replace the security system at the fire department. The fire department is looking into how to reduce the cost, by not putting keyed locks on every door. A personnel committee was formed to decide on more specific personnel type issues within the fire department. Jason will sit on the committee and it is scheduled to meet for the first time later this month.

TREASURER'S REPORT: For the month of December, the general account started with a balance of \$106,720.82 and ended with a balance of \$100,853.28 with \$4,669.70 in deposits from Franklin Count Tax Bureau for earned income tax. The state liquid fuels fund account started with a balance of \$122,414.72 and ended with a balance of \$122,415.76. 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. Rachael reported that the DCED audit was submitted and approved and that the liquid fuels audit for 2019 would occur on January 5.

TOWNSHIP SECRETARY'S REPORT: The Statement of Financial Interest forms were passed out to the appropriate individuals. Madalyn will also mail them to the necessary people not present at the meeting. All forms are due May 1.

LAND USE PERMITTING PROCESS AND LAND USE PERMIT: Madalyn presented updated land use permits as well as a document outlining the land use permit process. The Supervisors will review the land use permit process, however in the meantime Madalyn requested that the permit could be approved ahead of time that way there was a permit that could be used in the event that a resident requested a permit. *Harry introduced a motion to approve the Land Use permit, and Mike seconded it.*

DRIVEWAY PERMIT PROCESS AND DRIVEWAY PERMIT: Madalyn presented a process that could be used to approve driveway permits, as well as a driveway permit, schedule of fees, and sample invoice that could be sent to residents to collect fees. The process will be reviewed by the Supervisors and readdressed at the February meeting.

TOWNSHIP VACANCY INTERNAL PROCESS: Madalyn suggested that an internal process be adopted to address vacancies within the Township. It was determined that all vacancies would be advertised for two weeks requesting a letter of interest from all interested

parties. All letters would be presented to the Supervisors a week before the next meeting to review, with the Supervisors having the opportunity to discuss candidates privately outside the meeting beforehand.

2021 MILL RATE: The 2021 mill rate will remain the same. *A motion was introduced by Harry and seconded by Chris to keep the mill rate at 5.2*

FRANKLIN COUNTY AREA TAX BUREAU (FCATB) UPDATE: Tracey Eberling, our FCATB Representative, was present and provided the Supervisor's with an update on the Franklin County Area Tax Bureau. They have been able to have staggered shifts in order to stay open during COVID. A new executive director was hired and started at the beginning of the year. Tracey has been the chair of the board for the past five years. They meet quarterly, and she will provide the supervisors with a report moving forward.

A motion was introduced by Harry and seconded by Mike to adjourn the meeting at 7:55 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: February 8, 2021