



**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, March 1, 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 February 8, 2021 regular meeting minutes and they were approved as written.

**ROADMASTER'S REPORT:** A large portion of time was dedicated to plowing roads in February due to several snow events. A pot hole by Donnie Keefer's residence will need to be filled in. A tire on the truck was fixed, and fuel filters were replaced. A bracket on the plow on the F-450 was broken and will need to be welded.

**FIRE BOARD:** The Fire Board is requesting that all supervisors be present for the next Fire Board meeting on March 25. Jason reported that there are currently dire circumstances in regards to staffing at the fire department. Three firefighters have left including the volunteer firefighter will the highest attendance. The fire company is currently not meeting OSHA and national fire standards for staffing when responding to fires. The standard is for at least three firefighters to ride a truck and four to be present for interior firefighting. If we do not meet the standards required by OSHA, the fire department is opening itself up to liability. There are currently only 4 or 5 active volunteers that respond to fires total. The Fire Board is currently working with volunteers to increase fundraising; however, fundraising has to be done by the volunteers and cannot be done by members of the Fire Board. Currently exploring setting up a Friends of MMP&W non-profit to raise money and donate to the fire department. Discussions are being held with surround organizations to work on placement programs for younger members of the community interested in firefighting. Several local businesses have also been contacted to solicit support. The fire department is currently working on writing the SAFR grant. The fire department has a need to hire six additional fire fighters to cover staffing and raise the pay to \$16 an hour. Many firefighters have left due to the low pay offered by MMP&W, as \$17 an hour is the standard for full time firefighters and there are surrounding departments that offer more than that.

**TREASURER'S REPORT:** For the month of February, the general account started with a balance of \$121,635.81 and ended with a balance of \$120,366.54 with \$3,706.16 in deposits including \$2,559.48 from Franklin County Area Tax Bureau for Earned Income Taxes and \$1,000 from Saunders for their annual community contribution. The state liquid fuels fund account started with a balance of \$119,403.46 and ended with a balance of \$112,716.81. The automatic withdrawals for the general account, invoices pending payment, and payments for wages to supervisors for the month were read, and the treasurer's report detailing withdrawals and deposits from both the general and state accounts was presented. Madalyn brought it to the supervisor's

attention that during the 2019 state audit the auditor was concerned about a conflict of interest since the garage was owned by a supervisor's family member. The township will need to wait to hear from the state before acting, but the township may need to pay those costs out of the general fund. Madalyn suggested if that is the case that we proactively pay 2020 out of general as well since we used Metcalfe's through 2020 as well.

**TOWNSHIP SECRETARY'S REPORT:** Madalyn sent a letter to resident in regards to pushing snow in the middle of the roads and presented it to the supervisors. Madalyn presented the DCED financial survey to Harry for review and will submit it this month. The dot grants tax form and official report were submitted. The report for the fire relief is due at the end of the month. Madalyn asked Mike if he had reviewed the driveway permit process. It was determined that he would review it and email Madalyn any updates or changes needed. The 2021/2022 COSTARS Salt contract is due this month. It was determined to commit to 110 tons of salt on the contract. Purchasing aggregate through COSTARS was also discussed. Although Mike was hesitant that anyone would match what St Thomas did, it was agreed that there was no harm in calling different companies for prices. The prospective work to improve the shop at the township building was discussed, including possible locations to store the equipment and pour concrete. If the work is more than \$21,300, we will need to request sealed bids for the job. If it is \$11,500 – \$21,300 three quotes will be required. Purchasing a laptop was discussed and Madalyn will bring quotes to the next meeting.

**TRUCK PURCHASE:** Mike spoke to US Municipal about purchasing a truck. He was given a basic quote of \$87,000 for a F-650 plow truck. It is currently taking 8 to 9 months for the trucks to be built. ***A motion a introduced by Harry and seconded by Chris to purchase a truck.*** Madalyn will contact the state to discuss how we will need to handle using state funds to purchase the truck.

***A motion was introduced by Harry and seconded by Mike to adjourn the meeting at 8:10 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: April 5, 2021