



**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, May 3, 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 April 5 regular meeting minutes. Dennis requested that the minutes reflected that he was opposed to the amount MMPW requested from Warren Township. The minutes were otherwise approved as written.

**FIRE BOARD REPORT:** The wages for part time employees was raised to \$15 an hour. \$6,500 was allocated for an automatic garage closing system to make sure the doors closed when the engines ran. Up to \$6,500 was allocated for tires for the rescue engine. The tires were 16 years old. There has been positive feedback from other townships in regard to increasing contributions to MMPW to hire more people, however no other township has committed to contributing additional money.

**ROADMASTER'S REPORT:** The pothole on Sylvan Drive was fixed. Trees have been cleaned throughout the township due to winds and storm damage.

**TREASURER'S REPORT:** For the month of April, the general account started with a balance of \$116,238.75 and ended with a balance of \$126,287.80 with a \$2,067.90 deposit from Franklin County Tax Bureau for earned income tax, \$11,237.67 in real estate taxes and \$598.30 in per capita taxes. The state liquid fuels fund account started with a balance of \$108,568.07 and ended with a balance of \$153,018.02 with a \$44,449.05 deposit for liquid fuels funds. 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. Mike requested that all wages be included on the agenda in the future as well as recurring monthly payments. Madalyn reported that the 2020 audit was approved, it will be in the paper this week, as well as posted on the Chamber of Commerce's website. Quarterly filing was completed for employee wage withholdings.

**SECRETARY'S REPORT:** The state had an incorrect EIN for Warren Township. After back and forth with the state and the IRS, that has been resolved. Automatic deposit was set up with the state for future liquid fuels money. \$1,274.75 was transferred from the general fund to the state fund due to the state audit reporting a conflict of interest with Warren Township using Metcalfe's garage. The state financial consultant advised not to transfer money for the services from Metcalfe's garage in 2020 yet, however, we should anticipate needing to do after next year's audit. Madalyn set up one on one trainings with the financial consultant to become better acquainted with state policies and procedures for using liquid fuels money. A highway occupancy permit awareness

letter was sent to Shelley Witter and Fox, to be sent to PennDOT to acknowledge a resident's desire to subdivide. Paperwork has been submitted for the website. Work will start on developing the website once PSATS contacts us.

**COSTARS AGGREGATE PURCHASE:** It was determined that we would request sealed bids for our 2021 aggregate purchase, since we anticipate that we would spend more than the \$21,300 ceiling that requires sealed bids. Discussion was held about which stone would work best on our roads, and it was determined that 2RC and AASHTO No. 57 would be best options. Sealed bids cannot be opened until 45 days after the first advertisement, so we will not be able to determine vendor until the July meeting.

**REQUESTING BIDS FOR VEHICLE REPAIRS:** Sealed bids will need to be acquired for vehicle repairs since the state determined there was a conflict of interest with using Metcalfe's Garage. Madalyn will advertise the request for sealed bids in the paper.

**DEIKE DRIVEWAY PERMIT:** Jeff Deike submitted a driveway permit application. It was handed over to Mike for inspection and determination of approval.

Plow Truck: The F-650 has been ordered. Mike gave Madalyn the purchase order to be taken to the bank for the loan

***Harry introduced a motion to adjourn, it was seconded by Mike.***

The meeting adjourned at 7:40 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: June 7, 2021*