The Warren Township Supervisors met at the regularly scheduled meeting at 7:00 P.M. on Monday, December 5, 2022, at the Warren Township Municipal Building located at 11637 Little Cove Road, Mercersburg, PA. The Supervisors in attendance included Harry Keefer, Chris Metcalfe, and Mike Cook, as well as Secretary Madalyn Lander.

**Approval of Meeting Minutes**: Madalyn read the November 7, meeting minutes and they were approved as written.

**Roadmaster’s Report**: Trees were cleaned around township. Preparations for winter conducted.

**FIre Board Report**: Dental and vision insurance was added for paid fire fighters. The board approved preventative maintenance for the furnace and HVAC system. The septic system backed up into the kitchen, as well as the judicial portion of the activities center. The board approved to have a contractor come and repair septic system. Mark Kleck is working with the fire and ambulance chiefs to set up a more effective scheduling process. Jeff provided a job description with job performance initiatives to the fire board for the fire chief position. The board will get back with suggestions. Dennis’ last meeting will be in December. He expressed displeasure with the lack of a budget, after many requests, and fiscal mismanagement. Jeff stated that the new treasurer, who began recently, has objected to the process of the board approving bills with out seeing them first. According to Jeff, he has continued to work on improving the financial record keeping.

**Treasurer’s Report**: For the month of November, the general account started with a balance of $66,478.14 and ended with a balance of $93,072.08 with $29,995.09 in deposits including a $3,184.93 deposit from Franklin County Tax Bureau for earned income tax, $24,242.08 for the state winter maintenance agreement, $79.31 for a PURTA payment, $382.20 for a local realty transfer, $806.38 in real estate and per capita taxes, $1,165.00 for a sewer payment, and other miscellaneous deposits. The state liquid fuels fund account started with a balance of $91,704.88 ended with a balance of $91,442.67. 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.

***A motion was introduced by Harry and seconded by Chris to pay the bills.***

**hancock fire department concerns*:*** Box cards were presented to the supervisors. Chief Ben Hoopengardener from Hancock Fire Company was in attendedance. After reviewing the box cards, it was determined that Hancock Fire would be placed on duel dispatch for all calls for box 9-05 and 9-56. Proper documentation was signed and will be submitted to Franklin County Emergency Services.

***A motion was introduced by Harry and seconded by Chris to update the box cards to add Hancock for dual dispatch.***

**Planning Commission fees:**  Larry Zimmerman brought it to the supervisor’s attention that although the SALDO gave provision for processing fees to be collected for plans going through the Planning Commission, no provision was in place to ensure the fees were collected.

***A motion was introduced by Harry and seconded by Chris to set the fee at $50 for Township administrative fees for the Planning Commission.***

***A motion was introduced by Harry and seconded by Mike to update the agenda to add the Glenny/Jones subdivision.***

**Glenny/jones subdivision:** Three quarters of an acre of land was swapped from the Glenny property to Jones property, since a shed that belonged to one party was actually on the neighboring property.

***A motion was introduced by Mike and seconded by Chris to approve the plans.***

***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 audio recording.*

Date of approval: 1/3/2023