The Warren Township Supervisors met at 7:00 P.M. on Tuesday January 3, 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.

**Appointment of 2023 positions: *Harry introduced a motion that Chris seconded to appoint the following people to the available positions for 2023***:

Chairman: Harry Keefer

Vice-Chairman: Chris Metcalfe

Roadmaster: Mike Cook

Secretary: Madalyn Lander

Treasurer: Rachael McCarty

Fire Board: Jeff Graber

Mike Miller

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 Area Tax Bureau Representative position, and for the Solicitor.

**Compensation for necessary positions:** ***Harry introduced a motion that Chris seconded to set the pay for the Secretary at $13,400 a year and the Treasurer at $600 a year. A motion was introduced by Harry and seconded by Chris to keep the pay for Fire Board members at $50 a meeting. A motion was introduced by Chris and seconded by Mike to pay the EMC position $15 an hour.***

***Harry introduced a motion that was seconded by Chris to accept the updated fee schedules for the solicitor, SEO and engineering firm.***

**2023 Meeting Dates:** The 2023 meeting dates were set for the first Monday of each month at 7:00 pm except for September, which was moved to Tues 9/5 due to Labor Day.

**Approval of Meeting Minutes**: Madalyn read the December 5, 2022 regular meeting minutes and the November 16, 2022 and December 12, 2022 budget meeting minutes and they were approved as written.

**Roadmaster’s Report**: There were a couple of winter weather events in the month of December. Nine hours were spent cutting trees downed due to wind damage. The concrete was poured for the salt shed, and it was finished and framed with plywood. Salt was delivered and put in the new shed. A pressure washer was purchased and used to clean the vehicles. Purchasing exterior paint was discussed to maintain some of the outside buildings. Based on the amount anticipated to be spent, we will be required to go out for bids for the tar and chip work we expect to complete this year, and will only be required to get three quotes for stone.

**Fire Board:** An executive committee meeting was held on Dec 14 to discuss employee retirement options, grant writing appreciation, employee relations, and the fire chief’s job description. A representative from Merrill Lynch was present to discuss the mechanics of a simple IRA, or 401k for employees. Another meeting is scheduled for January 9 to further discuss the options. Mervin Frey requested that Dale Carbaugh receive a percentage from the grant that was written, however, the board universally felt that was not appropriate. Mark Kleck has continued to meet with Dale and Susan regarding scheduling employees to reduce OT. Jeff requested that the job description that was developed be made a priority for the next meeting. It was determined that Dennis Kubicki could remove the sign regarding EMS access for FT Davis Rd, as it was misleading.

**Treasurer’s Report**: For the month of December, the general account started with a balance of $93,072.08 and ended with a balance of $86,839.06 with $6,522.16 in deposits including $5,982.08 from Franklin County Tax Bureau for earned income tax, $326.74 from the Commonwealth of PA for state police funds, and other misc deposits. The state liquid fuels fund account started with a balance of $91,422.67 and ended with a balance of $91,443.45. 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 Mike to pay the bills.***

**2023 mill rate:** The 2023 mill rate will remain the same. ***A motion was introduced by Harry and seconded by Chris to keep the mill rate at 5.2***

***A motion was introduced by Harry and seconded by Mike to adjourn the meeting at 8:05 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 6, 2023