

January 3rd, 2023

Reorganization Meeting Minutes

The Supervisors of Warren Township held their reorganization meeting of January 3, 2023 at the Township Municipal Office at 187 Schoolhouse Road, Warren Center PA 18851, at 6:30pm the meeting was called to order. Present at the meeting were William Franklin, Mark Wheaton and Matt Wilks (supervisors) and Lori Kepner (Secretary/Treasurer). Two visitors were also present. Motion was made by Mark Wheaton to appoint William Franklin as temporary Chairman and Lori Kepner as temporary secretary, seconded by Matt Wilks and all agreed.

OFFICERS: A motion was made by Mark Wheaton to nominate William Franklin as Chairman, Mark Wheaton as Vice Chairman and Matt Wilks as member, seconded by Matt Wilks, all agreed. This is your 2023 Board of officers for Warren Township.

William Franklin made a motion to appoint secretary/treasurer, Lori Kepner, with a salary of \$1250.00 per month; office hours Wednesday afternoons. At this time the motion was also made to authorize Lori Kepner to be added to any and all Pigit Accounts for Warren Township, First Citizens Bank Accounts, including credit card accounts, and any and all other accounts related to Warren Township business. She will have authorization to open charge accounts related to the Township business as approved by the board. Matt Wilks seconded the motion and all agreed. Matt Wilks also made the motion to give Chairman, William Franklin, authorization to open any charge/credit card accounts for the Township with First Citizens Bank. William has been working with the bank to update the records there to reflect the accounts are owned by Warren Township, change the address to the Warren Township address and whatever else may need changed to the Township name. Mark Wheaton seconded and all agreed.

William Franklin made a motion to appoint Lori Kepner as our Open Records Officer, Mark Wheaton seconded the motion and all agreed.

William Franklin made a motion to appoint Claire Allen as Tax Collector, Mark Wheaton seconded the motion and all agreed. All paperwork has been submitted.

Mark Wheaton made a motion to appoint William Franklin as our Emergency Management Contact Person. Matt Wilks seconded and all agreed.

Mark Wheaton made a motion to appoint Joe Vrabel as Road master with his new rate at \$26.50 per hour. William Franklin seconded and all agreed.

Mark Wheaton made a motion to give Jim Russell a 3% cost of living increase and Sue Burns. William Franklin seconded the motion and all agreed.

Mark Wheaton made a motion that the recommended wages for the working supervisors to our auditors be as follows: Matt Wilks with a wage of \$20.00 per hour as a working supervisor and William Franklin at a wage of \$17.00 per hour as a working supervisor. William Franklin seconded and all agreed.

William Franklin made a motion to establish the treasurers bond at \$800,000.00, Matt Wilks seconded the motion and all agreed.

An engineer will be appointed on an as needed basis.

Our Fire Department representative will be Joe Vrabel.

William Franklin made the motion to appoint the following as BCTCC Representatives: Mark Wheaton-First Delegate, William Franklin as 1st alternate, and Lori Kepner as second alternate. Matt Wilks seconded and all agreed.

Mark Wheaton made a motion that whoever is available will attend the monthly COG meetings and represent the township. Matt Wilks seconded and all agreed.

William Franklin made a motion to retain PLGIT and First Citizens Bank as the Township Depositories. Mark Wheaton seconded and all agreed. Berkheimer Associates will continue as the Township Earned Income Tax Collector which is in compliance with Act 32. Also monthly bills will be paid at the Township monthly meeting, but can also be paid to avoid late fees if needed or during certain circumstances.

William Franklin made a motion to retain John Thompson as our township solicitor. Mark Wheaton seconded the motion and all agreed.

Mark Wheaton made a motion to retain Code Inspections as our Building Permit Official, as well as the Township Flood Plain Management Official. William Franklin seconded the motion and all agreed.

William Franklin made a motion to establish the 2023 Township meetings to be held at the Warren Township Municipal Building. The meetings will be held on the first Monday of each month at 5:00pm unless otherwise advertised. They are as follows: Feb 6th, March 13th, April 3rd, May 1st, June 5th, July 10th, Aug 7th, Sept 11th, Oct 2nd, Nov 6th, and Dec 4th. Matt Wilks seconded and all agreed.

Mark Wheaton made a motion to certify the voting delegate for the PSATS convention as William Franklin. Matt Wilks seconded the motion and all agreed.

William Franklin made a motion to set the mileage Rate for 2023 at .655 cents per mile. This is the federal allowance for mileage, the Real Estate general mills at 3.45, Fire mills at 1.05. Real estate transfer at .5%, and Earned income at .5%. The Township has 54 miles of roads. Mark Wheaton seconded and all agreed.

Holidays and Benefits are to be determined by the employee manual. There was no old business. William Franklin made a motion to adjourn at 6:50pm. Mark Wheaton seconded and all agreed.

Minutes prepared by Lori Kepner, Secretary

WARREN TOWNSHIP SUPERVISORS

Minutes Regular Monthly Meeting – January 3rd, 2023

The Regular Monthly meeting for January 3, 2023 was held at 6:45PM at the Warren Township Office at 187 School House Road, Warren Center PA. The meeting was called to order by Chairman William Franklin. Supervisors present were: William Franklin, Matt Wilks, and Mark Wheaton. Also present were Joe Vrabel, Road master, Lori Kepner, Secretary-Treasurer and Jim Russell, road crew.

Pledge to Flag was recited. All correspondence had been given to supervisors prior to the meeting. Visitors present were the Wolfe Family. They were present to discuss with the board the board's intentions with the road they live on(Glen-Mar Rd); which is currently a no winter maintenance road.

Minutes: A motion by Mark was made to accept the December 2022 regular meeting minutes and special meeting minutes. Bill seconded the motion and all agreed.

Treasurers Report and Bills: were approved by motion by Mark and seconded by Bill, and all agreed.

Fire Dept: Nothing to report at this time.

Road master verbal report was given by Joe Vrabel: They have been cleaning up after the storms, plowing and cindering as needed. Joe met with the school to discuss the bus routes. Jim, Bill, and Joe went to the Flagger certification class. They have been doing the needed equipment maintenance as it occurs. They put a shoe on the plow, replaced fuel filters on the grader, and ordered motor oil. They will work on painting the building and the concrete work in the garage when they have free time. They rented a jack hammer from Bradco for needed work.

Township Solicitor: Nothing to report from the Solicitor, except the Board discussed the Keir letter provided by the solicitor.

Old Business: Bill is working on getting the new credit cards through First Citizens Bank. Janice sent money to Nathan Dewing. The board is to contact Dan Reed about the refrigerator. The board discussed a new web site. Lori is to contact D3 Web Design who created the web site and discuss issues they are having with the website and also contact other web designers for possible quotes on a new website. Lori will also contact a Tech support company about being able to work remotely from home if needed and what the requirements would be and a cost. Warren Township has not received a bill for their cinders from 2022 yet. Bill will contact the company and see what he can do to get a bill.

New Business: Then PSATS convention is April 23rd through April 26th this year. All board members will attend along with Lori Kepner and Joe Vrabel. Lori will make the necessary arrangements and registrations. Lori is to contact Beaver Valley Cable about the phone lines and message system. Janice left a message about the QuickBooks rates for payroll have gone up from \$2 to \$5 per person, and also that we should be getting taxes paid for fuel purchases reimbursed to the Township. Lori will address the form needed to apply for reimbursement of these taxes that the Township has paid. We had no NOI's to report. The next meeting will be held on February 6th, 2023 at 5pm. Matt Wilks made a motion to adjourn at 9pm.

Minutes prepared by Lori Kepner, Secretary