

WARREN TOWNSHIP SUPERVISORS

Minutes Regular Monthly Meeting — February 6th, 2023

The Regular Monthly meeting for February 6th, 2023 was held at 5:00PM 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 Robert Rabuttinio. Roberts concerns are vandalism/theft, drugs & alcohol, dumping of trash, road damages related to the proposed parking lot from the PA Game commission. Roberts had provided a copy of his written letter to the PA Game Commission with his concerns as well and it is on file at the Township.

Minutes: A motion by Mark was made to accept the January 3rd, 2023 Reorganization meeting minutes and the January 3rd, 2023 regular 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.

<u>General Fund Balance</u>	87,900.02
<u>Impact Fee Balance</u>	688,358.02
<u>State Fund Balance</u>	80,519.11
<u>First Citizens Balance</u>	25,513.42
Total all funds	\$882,290.57

-

Fire Dept: Nothing to report at this time.

Road master verbal report was given by Joe Vrabel: They have been plowing and cindering as needed. They have picked up brush from the roads and creeks as needed after the storms. They have been working on the equipment maintenance as it occurs. They replaced the air and fuel filter on the dodge truck. They took out the shop floor and put in floor heat. They repoured the floor and worked on heat in the building. They repainted the shop walls as well. The board discussed the dirt and gravel project for Bowen Road. At this time the board decided they were not interested in continuing with the dirt and gravel project on Bowen Road this year; it would be too much of an expense to the township. Bids will have to be advertised soon for Cinders, fuel, and road materials. The board directed Lori to meet with Joe and get figures needed to advertise for bidding of materials and fuel as soon as possible. Bill made this motion; Mark seconded and all agreed. We received the 2022 bill for cinders. Bill made the motion to pay for the cinders out of the general fund; Matt seconded and all agreed. There will be a BCCD meeting on March 13th, 2023 which the board has been invited to.

Township Solicitor: Nothing to report from the Solicitor.

Old Business: We have received three of the new credit cards through First Citizens Bank. Lori will call and address where the other two are yet. The board discussed a new web site. The board received one quote to upgrade and redesign the website, but they are still waiting on

another quote. Lori has been working with Dan at D3 Web Design who created the web site to update the current information on the existing website as well; he explained he would charge \$30.00 per hour to correct the information on the website and put the current minutes on the website as well. She will continue to address items on the website that need corrected. Lori has been in contact with SCT Computer Company for Tech support for the Township. They explained they will be able to establish a connection so Lori could be able to work remotely from home if needed. They explained they would charge \$80.00 an hour to get the township system upgraded as needed. Mark made the motion for Lori to move forward with SCT and also get a new computer if needed through SCT for the office. Bill seconded and all agreed.

New Business: Lori received a call from the auditor for the Fire Relief Distribution that they hadn't received the 706B form from 2022 yet. Lori will look in the files and contact Tom Burgis as soon as she locates any paperwork. The 2022 Township audit is done and Lori had a copy for the board to review if they wanted. Lori, had a copy of her treasurer's bond as well for the board to review if they wanted to; the bond is for \$800,000.00. The board discussed the hall rental of the Township. Bill made a motion that they would only rent the building out to one person at a time for the day. No other rooms will be rented out on the same day. Mark seconded and all agreed. There is also some language on the rental agreement that needs to be changed it is not up to date. There is no longer a security deposit but that is still listed on the paperwork etc. Lori will correct what is needed to be done on the rental agreement and bring it to the board at a later time to review. Warren Center field days has been listed on the community calendar. The rentals have been moving along quite well, Lori explained to the board. The pavilions now are rented on a first come first serve basis. This sometimes is an issue if people have already reserved them on the calendar. To ease these issues, Lori suggested getting an enclosed bulletin board and put the calendar in the bulletin board showing the dates the hall is rented along with the pavilions. It would go on the wall at the front of the building by the entrance. Individuals would be directed at each pavilion to review the bulletin board first to make sure that pavilion wasn't taken for the day they wanted to use it. The board liked this idea and directed Lori to purchase an enclosed bulletin board. Lori discussed with the board about getting a fire proof safe for the office. She would only need a small one for the documents that are required by second class township law to be in a fire proof safe. The board directed her to purchase what she needed. There were three subdivisions submitted to the Township. Keir, Decristo and Raymond. The board found no adverse comments to any of them. We had no NOI's to report. The next meeting will be held on March 13th, 2023 at 5pm. Matt Wilks made a motion to adjourn at 6:50pm.

Minutes prepared by Lori Kepner, Secretary