

Warren Township Supervisors Reorganization Meeting, January 2nd, 2024 at 6:00PM

At this time, Lori Kepner proceeded with the oath of offices needed.

The meeting was then called to order by William Franklin, with the Salute to the Flag.

Appoint Temporary Chairman William Franklin; Mark Wheaton made the motion; Wilks seconded all agreed.

Appoint Temporary Secretary, Lori Kepner; Wheaton made the motion, Wilks seconded all agreed.

Nominate: Wheaton made a motion to nominate William Franklin as Chairman, and Matthew Wilks as Vice-Chairman. Wilks seconded and all agreed. Wilks made a motion to nominate Mark Wheaton as member. Franklin seconded and all agreed.

Franklin made a motion to appoint Lori Kepner as Secretary/Treasurer, as Open records officer and as the CDL advisor; Wilks seconded and all agreed; with a salary of \$1300.00 per month. Franklin also made the motion to set the treasurer's bond at \$800,000.00. Wheaton seconded and all agreed.

Franklin made a motion to appoint Jim Alderson as EMA Director. Wheaton seconded and all agreed.

Wheaton made a motion appoint Laborers and Compensation: Joe Vrabel- Roadmaster \$27.30, Jim Russell- road crew \$25.19, Lori Wilks- maintenance \$19.00, Matt Wilks- laborer \$21.00, (working supervisor), William Franklin- laborer \$19.00 (working supervisor). Franklin seconded and all agreed. Kepner will submit the working supervisors proposed pay rates to auditors for approval.

The board will appoint an Engineer on an as needed basis.

Appoint BCTCC Representatives: Mark Wheaton, voting delegate, Bill Franklin, 1st alternate, and Lori Kepner, second alternate: Wilks made the motion Wheaton seconded and all agreed.

Any board member or the secretary can attend the COG meetings as the Representative of the Township.

Franklin made a motion to select Plgit and First Citizens Bank as the Township Depositories: Wheaton seconded and all agreed.

Franklin made a motion to appoint John Thompson as their township solicitor. Wheaton seconded and all agreed.

Franklin made a motion to appoint their Flood Plain Management director and also their Building Code Enforcement officer as Code Inspections Inc. Wheaton seconded and all agreed.

The board established the Warren Township meeting location at 187 School House Road, Warren Center PA and set Monthly meeting dates and time which were approved at the December 4th, 2023 Township Meeting; Holiday and Benefits to be determined by the Township Employee Manual.

Wheaton made a motion to certify Voting Delegate at the PSATS Convention as William Franklin. Wilks seconded and all agreed. PSATS convention will be April 14th, through the 17th, this year.

The board set the tax rate with no tax increase. 3.45 general mills, 1.05 Fire mills. The set the IRS federal mileage rate at .67 cents per mile, and the total Miles of Township Roads are 54.

Everyday bills to be paid are to be paid before late fees are assessed: Franklin made this motion. Wilks seconded and all agreed. There was no new business. There were no citizens to be heard.

Motion to adjourn the reorganization meeting at 6:16pm by Wheaton seconded by Wilks and all agreed.

Minutes prepared by Lori Kepner, Secretary

Warren Township Supervisors

Minutes Regular Monthly Meeting- January 2nd, 2024

The Regular Monthly Meeting for January 2, 2024, as held at 6:20pm 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, Mark Wheaton, and Matt Wilks. Also, present were Joe Vrabel, Roadmaster, Lori Kepner, secretary/treasurer and Jim Russell, road crew. There were no visitors present. Russell addressed the board about his concerns on the employee manual, comp time, over time and to make it uniform. The board explained they were going to discuss it later in the meeting, but they understand the road crews' concerns.

Pledge to the Flag was recited.

Minutes: A motion by Wheaton was made to accept the December 4th, 2023 Regular Meeting minutes, Franklin seconded and all agreed.

Treasurer's Report and Bills: were approved by motion made by Wilks and seconded by Franklin.

Balances as of December 31, 2023

General fund balance:	\$115,840.08
Impact fund balance:	\$ 919,877.24
State fund balance:	\$ 128,878.01
First Citizens balance:	<u>\$ 11,427.65</u>

Total all funds \$1,176,022.98

Fire Dept: The board discussed the price for the installation of the Insulation for the New Fire Station location. It would cost \$5750.00. Wheaton made a motion to accept this cost and pay the bill for the Fire Department. Wilks seconded and all agreed. EMA: Jim Alderson has accepted the 2024 position for the Warren Township EMA Director.

Roadmaster Verbal Report was given by Joe Vrabel: The road crew has been cleaning ditches as needed. Plowed and cindered roads, repaired equipment as needed, cut brush, took the Christmas tree and decorations down. They went to Rovendale and looked over the two new tractors the Township is looking to purchase. Joe met with Steve Kehoe from Municipal Services on the road signs. The road crew has smoothed out roads where needed and applied addition 2a and 2b stone for road repairs. They will continue to work on roads as needed and equipment repairs.

New Business: Correspondence and emails were distributed throughout the month to the Board of Supervisors. The board received the list of permits issued through Code Inspections. They will meet with Tucker Vrabel on his building addition and discuss the base flood elevation required. The board discussed and reviewed the information on the two new proposed tractors from Rovendale AG. They asked the road crew their opinions and concerns if any. The purchase of two new tractors will cost the township \$103,821.17. The township can purchase them on a federal contract which doesn't require bidding. After must discussion, Wheaton made a motion to order and purchase the two new tractors from Rovendale Ag. Franklin seconded. Wheaton and Franklin agreed. Wilks abstained from voting. The PSATS Convention is April 14th-17th 2024 this year. Kepner would like to know who is going this year so she can get them registered on January 10th, 2024 and set their hotel room up. The board will let her know who is going at a later date.

Old Business: The Glenmar Road project is done. There is nothing new on the Keir Property, Mark Wheaton will contact the solicitor and Code Inspections on this issue. At this time; 6:45pm Franklin called an executive session to discuss our employee manual. At 7:00pm Franklin called to come out of executive session. Franklin made a motion to update the employee manual with the changes provided to the secretary and have a draft ready before the next Township meeting for the board to review. Wheaton seconded and all agreed.

Wilks made a motion to adjourn at 7:10pm. The next meeting will be on February 5th, 2024.

Minutes prepared by Lori Kepner, Secretary