

**Donegal Township
Supervisors Organizational Meeting Minutes
Monday, January 3, 2022
7:00 P. M.**

19491

The meeting of the Board of Supervisors of Donegal Township was called to order by Supervisor Jim Bauer at 6:58. The meeting was held at the West Alexander Fire Department. The meeting was held as a in-person meeting

Board members in attendance by Roll Call; Jim Bauer, Randy Polan, Edward Shingle and Heather Wood - Secretary/Treasurer. The Pledge of Allegiance to the Flag was recited. Supervisor Bauer announced the meeting was being recorded.

Opened the meeting with Prayer by Jeff Dittmer

Pledge of Allegiance

1. Mr. Polan made a motion to appoint Mr. Bauer to be the Chairman of the Board of Supervisors. Mr. Shingle seconded the motion.

Votes: 3 - YES 0 - NO Motion Carried

2. Mr. Bauer made a motion to appoint Mr. Polan as the Vice Chairman of the Board of Supervisors. Mr. Shingle seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

3. Mr. Bauer made a motion to apppoint Lynch Law Group as the Solicitor for \$700.00 per month as retainer and with an hourly rate of \$175.00 per hour that would cover anything outside the perview of monthly meetings as outlined in their proposal. Mr. Shingle seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

4. Mr. Shingle made a motion to go to Executive Session. Mr. Polan seconded the motion. During the motion Mr. Bauer stated that due to Covid protocols that their Solicitor would be joining the executive session via phone.

Votes: 3 - YES 0 - NO Motion carried

Entered Executive session at 7:03

Returned from Executive session at 8

5. Mr. Bauer made a motion to appoint Secretary/Treasurer Heather Wood. Mr. Shingle seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

6. Mr. Shingle made a motion to set the bond for the Secretary/Treasurer position at \$1,800,000.00. Mr. Bauer seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

7. Mr. Shingle made a motion to retain Chief Yancosek as Chief of Police. Mr. Polan seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

8. Mr. Shingle made a motion to appoint Eric Graham as Fire Marshall. Mr. Polan seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

9. Mr. Shingle made a motion to retain Mark Gordon as code enforcement officer. Mr. Polan seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

10. Mr. Polan made a motion to retain Municipal Consulting as the Building Code Official. Mr. Bauer seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

11. Mr. Shingle made a motion to maintain the UCC Appeals Board as James Barr, John Pavalla, and Michael Curtis. Mr. Polan seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

12. Mr. Polan made a motion to maintain Harshman LLC as the Township Engineer. Mr. Bauer seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

13. Mr. Shingle made a motion to continue with the current employees for the Water and Sewage Department. Mr. Polan seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

14. Mr. Shingle made a motion to continue with the current Police Department employees. Mr. Polan seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

15. Mr. Bauer made a motion to continue with the current Road Crew employees. Mr. Shingle seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

16. Mr. Polan made a motion to continue with KeystoneCollections Group for the Earned Income Tax Collector. Mr. Shingle seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

17. Mr. Polan made a motion to continue with Keystone Collections Group for the Local Service Tax Collector. Mr. Bauer seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

18. Announced that Suzanne Dorsey was elected as the Township Tax Collector

19. Mr. Shingle made a motion to charge \$2.00 for tax duplicates to be collected by the Tax Collector. Mr. Polan seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

20. Mr. Polan made a motion to charge \$45.00 for tax certification to be collected by the Tax Collector. Mr. Bauer seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

21. Mr. Shingle made a motion to appoint Donna Kelsall as the Deputy Tax Collector as requested by Suzanne Dorsey. Mr. Bauer seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

22. Mr. Bauer made a motion to table the Auditors. Mr. Shingle seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

23. Mr. Polan made a motion to appoint Mr. Bauer as the Office Supervisor. Mr. Shingle seconded the motion.

Votes: 3 - YES 0 - NO Motion carried.

24. Mr. Bauer made a motion to appoint Mr. Shingle as the Water and Police Department Supervisor. Mr. Polan seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

25. Mr. Bauer made a motion to appoint Mr. Polan as the Road Department Supervisor. Mr. Shingle seconded the motion.

Votes: 3 - YES 0 - NO - Polan Motion carried

26. Mr. Shingle made a motion to appoint JD Martin as the Vacancy Board. Mr. Polan seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

27. Mr. Bauer made a motion to appoint Zack Prescott as the Emergency Management Director. Mr. Shingle seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

28. Mr. Shingle made a motion to appoint Jim Bauer as the voting delegate at the State Convention. Mr. Polan seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

29. Mr. Bauer made a motion to have 3 signatures to validate checks; the Secretary/Treasurer and 2 Supervisors. Mr. Polan seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

30. Mr. Polan made a motion to hold the Board of Supervisors Monthly meetings to be held on the second (2nd) Thursday of every month at 7pm to be held at the West Alexander Fire Department, with the exception of September meeting to be held on September 12, 2022 due to the fair, and to be advertised the same. Mr. Shingle seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

31. Mr. Shingle made a motion to hold the Agenda Meetings on the forth (4th) Thursday of every month at 7pm to be held at the West Alexander Fire Department, with the exception of the November meeting to be held on November 21, 2022 due to Thanksgiving, and to advertise the same. Mr. Polan seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

32. Open the Budget - No action

33. Mr. Bauer made a motion to conduct the meetings per the Robert's Rules of Order. Mr. Polan seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

34. Mr. Polan made a motion to set the mileage reimbursement to \$0.58.5 per the IRS for 2022. Mr. Bauer seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

35. Mr. Bauer made a motion to observe the Holidays to be observed as set in the contracts. Mr. Polan seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

36. Mr. Bauer made a motion to table setting the meeting dates for Parks and Rec for 2022. Mr. Shingle seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

37. Mr. Bauer made a motion to table the resolution of the fee schedule. Mr. Shingle seconded the motion.

Votes: 1 - YES 2 - NO - Shingle - Polan Motion failed

38. Mr. Shingle made a motion to adopt the 2019 fee schedule to what we have been currently using. Mr. Polan seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

39. Mr. Shingle made a motion to adjourn. Mr. Polan seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

Adjourned at 8:50

Heather Wood
Heather Wood
Secretary/Treasurer

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**Donegal Township
Supervisors Monthly Meeting Minutes
Including the AMENDED AGENDA
Thursday, January 13, 2022
7:00 P. M.**

The meeting of the Board of Supervisors of Donegal Township was called to order by Chairman, James Bauer Jr at 7:03 p.m. The meeting was held at the West Alexander Fire Department. The meeting was held as an in-person meeting

Board members in attendance by Roll Call; James Bauer Jr., Randy Polan, and Edward Shingle Also in attendance: James McGraw - Solicitor, Heather Wood - Secretary/Treasurer. Prayer was given by Jeff Dittmer. The Pledge of Allegiance to the Flag was recited. Chairman Bauer announced the meeting was being recorded.

Announced an Executive Session was held January 13, 2022 from 3 pm to 6 pm for all pending litigation and personal.

Mr. Polan made a motion to adopt the agenda giving the chair the privilege to adjust. Mr. Shingle seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

Iams questioned per the new Sunshine Laws.

Public Comment:

Presentation by Nathan Voyteck - Redevelopment Authority of Washington County - Discussed grants and the Poplar project being right on schedule

Zack Prescott - presented the Board with a 2022 Emergency Management Plan; 3 parts

Cam from Camco - Discussed a website and creating emails addresses for the supervisors.

APPROVAL OF MINUTES:

Mr. Polan made a motion to approve the minutes from the Board of Supervisors Regular Monthly Meeting held on December 2, 2021. Mr. Shingle seconded the motion.

Votes: 2 - YES 1 - NO - Shingle Motion carried

Mr. Polan made a motion to approve the minutes from the Board of Supervisors Budget Adoption held on December 27, 2021. Mr. Shingle seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

Mr. Bauer made a motion to approve the minutes from the Board of Supervisors Organization Meeting held on January 3, 2022. Mr. Polan seconded the motion.

Votes: 2 - YES 1 - NO - Shingle Motion carried

FINANCIAL BUSINESS:

Mr. Polan made a motion to approve the Treasurer's report dated December 1, 2021 through December 31, 2021. Mr. Bauer seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

Directed to break down unpaid bills list to each account

Mr. Polan made a motion to approve the bills as listed on the unpaid bills list dated December 31, 2021, for the General Fund Account, amending to include Harshmans #26 invoice for \$835.00 and removing from the 3 auditors time (\$20.00 each; only approving mileage) Mr. Bauer seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

Mr. Shingle made a motion to approve the bills as listed on the unpaid bills list dated December 31, 2021 from the ACT 13 Fund Account, amending to be paid out of the Liquid Fuels Account. Mr. Bauer seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

Mr. Polan made a motion to approve the bills as listed on the unpaid bills list dated December 31, 2021 from the Water and Sewage Account. Mr. Shingle seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

DEPARTMENTAL REPORTS

1. Code Enforcement - in packets supplied to the Board

2. Fire Department - Eric Graham submitted 2021 Annual Report to the Board and Secretary and read his report

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3. Fire Marshall - Eric Graham spoke
4. Office - Jim Bauer spoke
5. Water - Ed Shingle spoke
6. Parks and Rec - Nothing submitted
7. Police Department - Reports in packets to the Board and Chief Yancosek spoke
8. Road Department - Randy Polan spoke
9. Solicitor - Nothing reported

OLD BUSINESS:

1. Auditors - Elected or Firm

Mr. Shingle made a motion to table utilizing a firm or the elected auditors. Mr. Bauer seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

Mr. Bauer made a motion to add to the agenda to have the Office phone solicit to CPA firms to perform the 2021 audit. Mr. Shingle seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

Mr. Bauer made a motion to have the Office phone solicit to CPA firms to perform the 2021 audit. Mr. Shingle seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

2. Parks and Rec

Mr. Shingle made a motion to table setting parks and rec committee meeting dates, times, locations, and advertising. Mr. Bauer seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

3. Executive Session

Mr. Shingle made a motion to enter into executive session. Mr. Bauer seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

Entered executive session at 9:04

Returned from Executive at 9:42

NEW BUSINESS:

1. Tax Collector Bond and bank account

Mr. Shingle made a motion to approve Susanne Dorsey's bond in the amount of \$65,000 (30% over what is collectable) and to also open another bank account and having Mrs. Dorsey added to it. Mr. Polan seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

2. Monthly Spending Limits

Mr. Shingle made a motion to set the monthly spending limits between meetings to \$1,500.00.

Mr. Bauer seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

3. Bid Salt

Mr. Polan made a motion to bid for salt through COSTARS. Mr. Shingle seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

4. Reimburse former Chairman, Rick Fidler mileage.

Mr. Polan made a motion to reimburse Rick Fidler for his mileage in the amount of \$50.74. Mr. Bauer seconded the motion.

Votes: 2 - YES 1 - NO - Shingle Motion carried

Bauer directed Heather to create a log spreadsheet for everyone; date, mileage out, mileage in, where they went and purpose of the visit

5. Bid Anti-skid

Mr. Bauer made a motion to advertise for bid for anti-skid, quantities determined by road crew and supervisor. Mr. Polan seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

6. Recurring bills

Mr. Polan made a motion to approve the Secretary/Treasurer to continue to pay the recurring utility, liability, insurance bills that come in monthly from the General Fund Account, amending to pay from the appropriate accounts. Mr. Shingle seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

7. Bulk water station - DEP violations

Mr. Bauer made a motion to approve the written notice required and submit to DEP and have the Engineer proceed with design and recommendations based on violations, to amend to direct Sarah to move ahead with the permitting. Mr. Polan seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

8. Review Herb Bolosky and Tunnel Ridge Subdivision

9. Review Jesse Lilley and Carolyn Williams Estate Subdivision

10. Wheeling Water Contract

Mr. Bauer made a motion to table approving the solicitor to contact Wheeling Water regarding the outdated contract and to contact PSC of West Virginia for being charged outside publicly advertised tariff. Mr. Polan seconded the motion

Votes: 3 - YES 0 - NO Motion carried

Bauer directed Shingle to contact Wheeling Water regarding the contract.

11. Fee Schedule

Mr. Polan made a motion to table the adoption of Resolution 2022-1 the updated and corrected fee schedule. Mr. Shingle seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

12. Roberts Rule Book - No action

13. Mitcheltree Bros Heavy Haul - Old National Pike

Mr. Shingle made a motion to approve to Mitcheltree Bros. heavy hauling permit on Old National Pike. for 3 miles; fees, agreement, bond, insurance, and application have been submitted also to be videoed by the engineer. Mr. Polan seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

14. Range Resources - Road cuts

Mr. Polan made a motion to approve Range Resources road cut permits on Wilhelm rd., Grimes Rd., and School House Rd., fees, agreement, bond, insurance, and application have been submitted also to be videoed by the engineer. Mr. Bauer seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

15. Time Clock

Mr. Shingle made a motion to take action to have a time clock installed at the Township Building, amending to spend up to \$300.00 and to be installed at the Township shed. Mr. Bauer seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

16. Supervisors Cell Phones

Mr. Bauer made a motion to take action to acquire Township cell phones for the Township Supervisors. Mr. Shingle seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

17. Change Secretary Work Hours

Mr. Shingle made a motion to take action to change the Secretary work hours on meeting days to 3 pm to 11 pm., to cut down on overtime. Mr. Polan seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

18. Advertise for a digital forensic audit

Mr. Shingle made a motion to take action to solicit bids for a digital forensic audit, amending to read to advertise for bids for a digital forensic audit. Mr. Bauer seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

19. Audit from CPA firm - No action

20. CAMCO

Mr. Shingle made a motion to hire CAMCO to supply the township with website support and set up supervisors' emails, amending to not to exceed \$800.00. Mr. Bauer seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

21. RTK officer

Mr. Polan made a motion to appoint Ed Shingle as the Right to Know Officer. Mr. Bauer seconded the motion.

Voter: 2 - YES 1 - NO - Shingle Motion carried

22. AMEND AGENDA:

Mr. Bauer read an addition to add to the agenda to read: make a motion to add to the agenda to carbon copy the solicitor on all RTK request. Mr. Shingle made the motion to add to the agenda to carbon copy the solicitor on all RTK request.

Votes: 3 - YES 0 - NO Motion carried

23.

Mr. Shingle made the motion to carbon copy the solicitor on all RTK request. Mr. Polan seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

24. Keys to all Supervisors

Mr. Shingle made a motion to take action to have keys supplied to all supervisors to all township buildings. Mr. Polan seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

25. Investigate Building repairs and moving the police back to their office

Mr. Shingle made a motion to take action to investigate repairs of township building and moving the police back to their office, amending to include reinstalling the phone and internet prices. Mr. Polan seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

26. Video surveillance cameras installed at the Township maintenance building

Mr. Bauer to amend the agenda to add to the agenda to solicit prices for the video surveillance cameras at the Township maintenance building. Mr. Shingle seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

27. Mr. Bauer made a motion to solicit prices for the video surveillance cameras at the Township maintenance building. Mr. Shingle seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

28. Update the Poplar Avenue drainage project - No action

29. 2022 Budget - No action

30. PSATS conferences and trainings

Mr. Shingle made a motion to approve all supervisors to attend PSATS conferences and trainings if desired. Mr. Polan seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

31. Confidential employees - No action

32. Adjourn

Mr. Bauer made a motion to adjourn. Mr. Polan seconded the motion.


Votes:

3 - YES

0 - NO

Motion carried

Adjourned at 11:27 pm



Heather Wood, Secretary/Treasurer