

**Donegal Township Board of Supervisors  
Business Meeting Minutes  
July 27, 2023**

Donegal Municipal Building  
34 N. Liberty Street  
West Alexander, PA 15376

**Call Meeting to Order:** Jim Bauer called the meeting to order at 7:03 pm.

**Prayer:** Given by Randy Polan.

**Pledge of Allegiance:** Recited

**Announcement of Recording:** Jim Bauer announced.

**Announcement of Executive Sessions:** Jim Bauer read.

An Executive Session was held on June 28, 2023 from 9:00 am to 1:00 pm for Personnel and Contracts  
An Executive Session was held on June 29, 2023 from 3:00 pm to 5:00 pm for Personnel and Contracts  
An Executive Session was held on July 19, 2023 10:00 pm to 10:15 pm for Personnel

**Supervisors Present Roll Call:**

Jim Bauer - Present  
Randy Polan - Present  
Edward Shingle – Present

Also attending:

Chief John Yancosek  
Fire Chief Eric Graham  
Jamie M. Schaller – Secretary/Treasurer

Ed Shingle made the motion to adopt the agenda giving the chair the privilege to adjust. Randy Polan second.  
**Motion Carried 3/0.**

**Public Comment: COMMENTS ON AGENDA ITEMS ONLY**

None

**APPROVAL OF MINUTES:**

Motion to approve the Minutes from the Business Meeting on June 22, 2023.

Ed Shingle made the motion to approve the minutes of June 22, 2023. Randy Polan second. **Motion Carried 3/0.**

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**FINANCIAL BUSINESS:**

1. Motion to approve the Township General Fund Bills.
2. Motion to approve the Township Water & Sewer Fund Bills.
3. Motion to approve the Township Liquid Fuels (State Fund) Bills.

**Ed Shingle made the motion to approve the General Fund, Water/Sewer Fund, and the Liquid Fuels Fund bills. Jim Bauer second. Motion Carried 3/0.**

**DEPARTMENT REPORTS: Given at the Agenda Meeting June 19, 2023**

Fire Report  
Police Report  
Code Enforcement Report

**RIGHT TO KNOW REPORT: Given by Ed Shingle at the Agenda Meeting June 19, 2023****RTK REQUEST UPDATE**

1 RTK FROM SISDATA GROUP-30-DAY EXTENSION

REQUESTING REAL ESTATE TAX INFO

6 RTK'S FOR TAMERA MARTIN

1 RTK GRANTED- PAID AND UNPAID BILLS LIST FROM SEPT OF 2022 TO PRESENT

1 RTK PARTIALLY GRANTED/DENIED- HIRE AGREEMENT AND BOND FOR RHONDA SHOUGH

4 RTK'S 30-DAY EXTENSION-

1) MOTIONS AND VOTE TO GIVE DONATIONS TO FIRE DEPTS AND COPY OF CHECKS

2) COPY OF ALL RECEIPTS FROM RANDY POLAN AND CHECKS OF REIMBURSEMENT

3) COPY OF ALL ELECTED/APPOINTED STATEMENTS OF FINANCIAL INTEREST

4) COPY OF ALL RTK'S FROM JANUARY TO PRESENT.

8 RTK'S FROM KATHLEEN GILMORE

ALL ARE ON 30-DAY EXTENSIONS

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- 1) PAID INVOICES FROM JAN TO JUNE AND ALL TWP BANK ACCT BALANCES
- 2) INVOICES/RECEIPTS FROM RANDY POLAN FOR NO PARKING SIGNS AND INSP.
- 3) INVOICES PAID FROM GENERAL FUND-CAMCO, YANCOSSEK, POLAN, STEPHENSON EQUIPMENT, VORYS SATER AND PEASE,
- 4) MOTION AND VOTE TO SPEND MONEY FROM LIQUID FUELS FOR REPAIR ON TRUCK
- 5) COPY OF DIGITAL AUDIT FROM BITXBIT ALONG WITH FINDINGS/RECOMMENDATIONS. COPY OF INVOICE FROM BITXBIT FOR THE AUDIT
- 6) APRIL 1, 2023 THROUGH JUNE 28, 2023 ROAD DEPT DAILY/WEEKLY WORKSHEETS SHOWING DAILY ACTIVITIES FOR ALL ROAD CREW MEMBERS.
- 7) ANY CHECKS PAID TO SUPERVISOR SHINGLE AFTER 5/25/23 AND BALANCE OWED TO SHINGLE AS OF JUNE 28TH
- 8) ALL LYNCH GROUP INVOICES FOR OCTOBER 2022 AND NOVEMBER 2022

GILMORE HAD APPEALED 3 OF HER RTK'S - PENDING FINAL DETERMINATION

- 1) 3 LETTERS REGARDING LITIGATION THAT IS NOT SETTLED
  - 2) NUMBER OF SHUT-OFFS OF RESIDENTS BEHIND ON WATER/SEWAGE PAYMENTS AND COPIES OF LIENS AGAINST RESIDENTS FROM JANUARY THRU MAY 15.
  - 3) ALL LIEN LETTER ORDER REQUESTS FROM WHEELING WATER, MONTHLY DELINQUENT LIST PROVIDED BY WHEELING WATER. COPY OF CUT OFF REGISTRY.
- 2 APPEALS BY TAMMI IAMS- PENDING
- 1) SHE EMAILED THE TOWNSHIP OFFICE ASKING FOR CURRENT COPIES OF CURRENT DISPOSITION LIST FROM DONEGAL CODES. STATES THAT THIS IS THE ONLY EMAIL SHE HAD TO CONTACT THE TOWNSHIP. DIDN'T RECEIVE INFO FROM OFFICE SO APPEALED TO THE OOR.
  - 2) EMAILED TOWNSHIP OFFICE FOR COPIES OF THE CURRENT SCHEDULE OF WATER & SEWAGE RATES IN WATER & SEWAGE RULES & REGS. DIDN'T RECEIVE INFO FROM OFFICE SO APPEALED TO THE OOR.

**OLD BUSINESS:**

1. SWN Production Company LLC application for heavy hauling on Greaves Road

**Jim Bauer made the motion to table the application for Greaves Ed Shingle second. Motion Carried 3/0.**

2. Iams - Cossell Lane Master Meter & Water Line Agreement

**Jim Bauer made the motion to table this item. Ed Shingle second. Motion Carried 3/0.**

3. Columbia Gas Transmission's Well 4137 Cunningham Road – Slip Mitigation Plans

**Ed Shingle made the motion to approve the original agreement with the Addendum added to it. Randy Polan second. Motion Carried 3/0.**

**NEW BUSINESS:**

1. Emergency Management Plan

Jim Bauer stated that we have no changes to it, this is the new one for the next two years.

Zachary Prescott stated that the only changes were on Change 1.

**Jim Bauer made the motion to accept the new Emergency Management Plan submitted by our Emergency Management Representative stating that there have been no changes in the plan, just a few names have change with people and positions and responsibility. The warming center changed from the Fire Department to the Methodist Church. Ed Shingle second. Motion Carried 3/0**

Ed Shingle – We would like to publicly thank Zach, Eric and the Chief who worked on this.

2. 2023-2024 Winter Municipal Agreement for Lake Road

Jim Bauer stated that in 2022-2023 we received \$13,405.11 and for the 2023-2024 we will get \$13,673.28.

**Ed Shingle made the motion to approve the Winter Municipal Agreement for Lake Road. Randy Polan second. Motion Carried 3/0.**

## 3. Website Proposals:

- Revize \$4,250.00
- Townweb \$8,015.00
- Civic Plus \$15,036.00
- 

Jim Bauer stated that our current web site is out dated and has wrong information on it so we decided to shut it down. We have researched this and it is considered professional services but we still called around and got quotes from Companies.

Jamie Schaller – the Civic Plus Quote is typed wrong. This quote is \$17,086.00 not \$15,036.00

Ed Shingle – this is more of a management tool and not just a website.

Jim Bauer – I wanted to explain this a little bit, we looked at three companies 1) Revize, 2) Townweb and, 3) Civic Plus. We like Civic Plus they will meet the needs of the Township, this website will be user friendly and much more information will be able to go on it than before.

**Ed Shingle made the motion to approve purchasing the website from Civic Plus \$17,086.00 and to pay for the purchase out of the ARPA Fund. Randy Polan second. Motion Carried 3/0.**

## 4. The Volunteer Fire Department would like to have the Community Center for a Comedy Night February 17, 2024.

Jim Bauer stated that the Fire Department had helped with some work and in return we would let them use the gym a couple times a year in return.

## 5. ESM Training August 16 &amp; 17, 2023 (Dirt/Gravel Roads)

Jim Bauer - we discussed who we wanted to go and that would be Scott Dorsey, Heath Malson and Jamie Schaller

**Randy Polan made the motion to approve Scott Dorsey, Heath Malson and Jamie Schaller to attend the Dirt and Gravel Training on August 16<sup>th</sup> & 17<sup>th</sup>. Jim Bauer second. Motion Carried 3/0.**

## 6. Jeremy Wiley – 107 Main Street West Alexander, received a code violation letter from Mark Gordon regarding the fence and sidewalk.

The Board is going to look at an address at next month's meeting.

**DISCUSSION (ACTION) ITEMS:**

## 1. Salt Purchase

Discussing how much salt we may need or want to purchase from COSTARS. We are required to purchase 60% of what we state we need.

**Randy Polan made the motion to approve the purchase of 44 Tons of Salt from COSTARS. Jim Bauer second. Motion Carried 3/0.**

**2. RTK Officer**

The Board discussing appointing the Lynch Law Group as the RTK Officer.

Ed Shingle – Asked Jim McGraw if he could take on?

Jim McGraw – yes this is not uncommon.

**Jim Bauer made the motion to appoint the Lynch Law Group as the RTK Officer moving forward from this evening. Ed Shingle second. Motion Carried 3/0.**

**3. Hiring Part Time Road Crew Employees**

**Randy Polan made the motion to hire Joshua Rush as a Part Time Road Crew Member according to the status quo term of the expired CBA, subject to the completion of all Township employment requirements. Ed Shingle second. Jim Bauer stated it has been moved and second. Roll Call Vote: Ed Shingle Yes; Jim Bauer Abstain; Randy Polan Yes. Motion Carried 2/1**

Jim Bauer asked for any other motions.

**Randy Polan made the motion to hire Noah Dorsey as a Part Time Road Crew Member according to the status quo term of the expired CBA, subject to the completion of all Township employment requirements. Ed Shingle second. Jim Bauer stated it has been moved and second. Roll Call Vote: Ed Shingle Yes; Jim Bauer Yes; Randy Polan Yes. Motion Carried 3/0.**

**4. CAPRI- Support Letter**

Jim McGraw – I added some language that Ed and I discussed. Their last line of the letter states about funding so that is why I added at the end that we support the project but in no way does this commit us to a contract, obligation or financial commitment.

Kathy Prescott – I am the secretary for CAPRI and that line requesting funding is we have contracted with HRG to write a grant which the letter is in reference to. Someone had to make the request for the grant.

**Ed Shingle made the motion to approve the revised support letter for CAPRI. Randy Polan second. Motion Carried 3/0.**

**5. Water Meter at the Fair Grounds needs connected to main line.**

Discussing what contractors could be contacted for this service.

**Jim Bauer made the motion to solicit companies to do the tap in at the fairgrounds with the cost not to exceed \$2,500.00. Ed Shingle second. Motion Carried 3/0.**

## 6. Quote from Industrial Pump and Motor Repair for Tunnel Street pump \$10,349.25

Ed Shingle - I talked to John Forris today and he thinks we should get this in and install it, pull the old one and have it rebuilt and have it as a backup.

**Ed Shingle made the motion to purchase the pump out of the Water & Sewer Fund. Randy Polan second. Motion Carried 3/0.**

## 7. Asbestos Monitoring

Ed Shingle – We thought we had in squared away and I think it is still on track but they needed to take a second sample. They came to the building for a second sample. I got an email today that neither of the collection points are registered with DEP, the engineer is on top of it.

**Ed Shingle made the motion to comply with the asbestos testing that is being required by DEP on the water not to exceed \$1,000.00. Randy Polan second. Motion Carried 3/0.**

## 8. Joint Municipal Purchasing Program:

Heidelberg Materials Northeast Inc.

Superpave 9.5mm Fine Graded	500 tons	\$75.75 FOB / \$90.75 Delivered
Superpave 19.0mm Binder Course	1000 tons	\$68.50 FOB / \$83.50 Delivered

**Ed Shingle made the motion to accept the bid from the JMPP from Washington County. Jim Bauer second. Motion carried 3/0.**

Supervisors discussing the amount of material needed and if we want to pick it up at the plant or to have it delivered.

Ed Shingle – we need to know what we are going to spend and what roads it is going to be used on.

R.C. Cassidy – Smith Township we use COSTARS.

Ed Shingle – We need a list of Roads and the amount of material needed.

Randy Polan – Pogue and Klages need some repair.

Ed Shingle – if there was a problem with the roads we should have known about and withheld the last payment.

Chief Yancosek – could we have Mr. McGraw look at contract.

Kathy Prescott – Mr. McGraw do they need to do a formal authorization for you to review?

Mr. McGraw – no, they can request that I look at and advise them on it.

## 9. H.L. &amp; Shirley Smith Subdivision 1274 State Route 40 West

Jamie Schaller – I asked Mr. Smith if he submitted this to DEP and he stated no. I talked to DEP and they told me he will need to submit Component #3.

**EXECUTIVE SESSION:**

**Jim Bauer made the motion to adjourn to executive session at 8:20 pm. Ed Shingle second. Motion Carried 3/0.**

Jim Bauer stated that they returned from Executive Session at 10:28 pm.

Jim Bauer – We discussed some litigation and personnel issues.

Jim Bauer – we are going to go back up to Discussion items, item #3 hiring part time road crew employees.

**PUBLIC COMMENTS:**

Jim Bauer asked if there were any other public comments.

None

**ADJOURNMENT OF MEETING:**

**Jim Bauer made the motion to adjourn the meeting at 10:30 pm. Ed Shingle second. Motion Carried 3/0.**



Jamie M. Schaller Secretary/Treasurer



James R. Bauer Jr.