

**Donegal Township Board of Supervisors
Business Meeting Minutes
September 28, 2023**

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

Call Meeting to Order: The meeting started at 7:00 pm

Prayer: Given by Randy Polan

Pledge of Allegiance: Recited

Announcement of Recording: Randy Polan announced

Announcement of Executive Sessions: Randy Polan read.

An Executive Session was held on August 31, 2023 from 9:00 pm to 11:00 pm for Personnel, Contracts and Litigation

An Executive Session was held on September 25, 2023 at 5:30 pm for Grievances.

Supervisors Present Roll Call:

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

Also attending the meeting:

James McGraw – Solicitor
Police Chief John Yancosek
Fire Chief Eric Graham
Jamie M. Schaller – Secretary/Treasurer

Motion to adopt the agenda giving the chair the privilege to adjust.

Ed Shingle made the motion to adopt the agenda giving the Chair the privilege to adjust. Randy Polan second. Motion Carried 2/0.

Public Comment: COMMENTS ON AGENDA ITEMS ONLY

John Paul Munhall – SWN Production Company LLC (#1 Old Business)

I am here to ask that our Heavy Hauling Permit for Greaves and Main Road's be approved.

We are asking for the same traffic as previously and we are at the same volume.

We do intend to repair damage to the condition that existed prior to the damage. A question was asked about if improvements are made are we improving to prior to the improvement, the time of the bond, or to the improvements. We will improve to the upgrade if there was an upgrade there, and if we renew this next year and we upgrade something and again we have to repair damage we will improve to the upgrade. This has always been our practice.

We want to be good neighbors; we are not going anywhere anytime soon.

Ed Shingle – Main Road was approved.

Randy Polan – We want to make sure we are all on the same page as to upgrades and repairs to any damages.

Ed Shingle – Up to last month we were not sure what was going to happen to Greaves Road.

Ed Shingle – we are going to try to standardize this, a previous board, we had a system that a previous board would not follow so we are trying to get back to that, and it should be more sufficient.

APPROVAL OF MINUTES:

Motion to approve the Minutes from the Business Meeting on August 31, 2023

Ed Shingle made the motion to table the Minutes from August 31, 2023. Randy Polan second. Motion Carried 2/0.

FINANCIAL BUSINESS:

1. Motion to approve the Township General Fund Bills.
2. Motion to approve the Township Water & Sewer Fund Bills.

Ed Shingle made the motion to approve the General Fund and Water & Sewer Fund bills. Randy Polan second. Motion Carried 2/0.

DEPARTMENT REPORTS:

Police Report
Fire Report
Code Enforcement Report

OLD BUSINESS:

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

Ed Shingle made the motion to approve the heavy hauling for SWN heavy hauling and to include the maintenance agreement. Randy Polan second. Motion Carried 2/0.

2. Tunnel Ridge proposed public waterline along Old National Pike and Toll Gate Road

Ed Shingle made the motion to table Tunnel Ridge public water line alone Old National Pike and Toll Gate Road. Randy Polan second. Motion Carried 2/0.

3. McAdoo Pump Station Fuel – (Propane, Diesel or Gasoline)

Ed Shingle – I sent John Quinlisk an email today that we would like the specs on the motor first. We will need to decide on the diesel, gasoline or propane but I would like to have more information first. Natural Gas is too far away.

Ed Shingle made the motion to table this item. Randy Polan second. Motion Carried 2/0.

NEW BUSINESS:

1. Set the Trick or Treat date (Claysville Borough October 31, 2023 from 6 pm to 7 pm)

Ed Shingle made the motion to approve Trick or Treat on October 31, 2023 from 6 pm to 7 pm. Randy Polan second. Motion Carried 2/0.

2. iPad purchase – approve up to \$1,500.00

Ed Shingle made the motion to approve up to \$1,500.00 for the purchase of the iPad. Randy Polan second. Motion Carried 2/0.

3. Approve the PIRMA Payment of \$33,151.50

Ed Shingle made the motion to approve the PIRMA Payment. Randy Polan second. Motion Carried 2/0.

4. Volunteer Fire Relief Allocation received \$16,123.57

**Motion to approve paying West Alexander Vol. Fire Relief Association \$8,867.96
Motion to approve paying Claysville Vol. Fire Relief Association \$7,255.61**

Randy Polan made the motion to approve the payments to West Alexander Volunteer Fire

Relief Association and Claysville Volunteer Fire Relief Association. Ed Shingle second. Motion Carried 2/0.

5. Pension Payment per the 2017-2020 Audit of \$44,835.00:

Motion to approve paying \$40,000.00 to the Police Pension Fund

Motin to approve paying \$4,835.00 to the Non-Uniform Administration Fund

Ed Shingle made the motion to approve the pension payments of \$40,000.00 to the Uniform Plan and \$4,835.00 to the Non-Uniform Plan. Randy Polan second. Motion Carried 2/0.

6. Motion to approve the 2024 Minimum Municipal Obligation (MMO Worksheet) for the Police Pension Fund as presented.

See below.

7. Motion to approve the 2024 Minimum Municipal Obligation (MMO Worksheet) for the Non-Uniform Administration Fund as presented.

Ed Shingle made the motion to approve both MMO Worksheets for the Uniform (Police) and Non-Uniform plans. Randy Polan second. Motion Carried 2/0.

8. Approve the renewal of the MBS employee benefit Insurance for 2024 with no increase in cost or changes to the policy.

Ed Shingle this renewal is now not in July anymore?

Jamie Schaller – the benefit plan now runs January – December of each year. There will be a renewal process each September with open enrollment starting November for the plan to begin in January.

Ed Shingle made the motion to approve the MBS Employee Benefit Insurance for 2024. Randy Polan second. Motion Carried 2/0.

9. Motion to authorize Lynch Law Group to prepare and file water and sewer liens.

Ed Shingle made the motion to approve Lynch Law Group to prepare and file the water and sewer liens. Randy Polan second. Motion Carried 2/0.

DISCUSSION (ACTION) ITEMS:

1. First read of Ordinance 2023-1 – An Ordinance creating a Township Planning Commission; and Providing for the Conduct of its Business.

Jim McGraw – the agenda item is that the Supervisors have discussed for a period of a few months now their desire to form a planning commission to streamline items like subdivisions, the agenda item, itself is general, (discussion on forming a Planning Commission),

Jim McGraw – we are prepared with a draft ordinance to create a Board; some history is that there was a Planning Commission then it was abolished by a prior Board. This Board would like to re-establish the Board.

Jim McGraw – We prepared a draft ordinance to do this and due process requires us to do a first reading, advertising and posting then final approval if the Board is so inclined.

Jim McGraw- The Board may want to amend the agenda to say we are doing the first reading of the Planning Creation Ordinance.

Ed Shingle made the motion to amend the agenda to include the first read of the Planning Commission Creation Ordinance.

John Dewar – Why the change of heart, if you had this and you got read of it why are you going to bring in Planning Commission again?

Randy Polan – that was a different Administration at that time. It was abolished.

Ed Shingle – When it was abolished it has been weaponized, and we are hoping that this doesn't happen again.

Randy Polan second. Motion Carried 2/0.

Ed Shingle made the motion to do the first reading of the Ordinance creating the Township Planning Commission and approve advertising. Randy Polan second. Motion Carried 2/0.

Jim McGraw –The Township will need to pull the Ordinance number for this, I will now read the Proposed Ordinance.

Jim McGraw – we may need to check the date in Section #9 I think this should be 1998 we will check before advertising and adoption.

Ed Shingle – We will need to send to the county once adopted.

2. Water Operator

Ed Shingle – We need to look at the contract in executive session.

After coming back from executive session Ed Shingle stated that this needs tabled.

Ed Shingle made the motion to table the Water Operator item. Randy Polan second. Motion Carried 2/0.

3. Roberts Subdivision for review

Mr. Harris asked why it has to go through two meetings for review?

Ed Shingle – Without a Planning Commission this gives us time, remember we never had agenda meetings before, so it gave us time to review and see that everything that is needed is there. This actually works because if something is missing you can gather the information.

Mr. Harris asked if we contacted DEP to see if it needed to be submitted to them.

Jamie Schaller – no I have not, I will contact them.

4. (FYI) Wheeling Water is going to start charging a fee to customers who pay with a credit/debit card.

Ed Shingle – read the above.

EXECUTIVE SESSION:

Ed Shingle made the motion to go into executive session at 7:38 pm. Randy Polan second. Motion Carried 2/0.

Randy Polan stated returned from executive session at 9:09 pm for contracts, personnel.

At this time Ed Shingle stated we need to table item #2 under Discussion/Action items.

PUBLIC COMMENTS:

None

ADJOURNMENT OF MEETING:

Ed Shingle made the motion to adjourn the meeting at 9:10 pm. Randy Polan second. Motion Carried 2/0.


Jamie M. Schaller Secretary/Treasurer


James R. Bauer Jr. Chairman