



pennsylvania
OFFICE OF OPEN RECORDS

Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it is required should an appeal be necessary. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NAME: Donegal Township Right To Know Officer (Attn: AORO)

Date of Request: 3/24/2024 Submitted via: ☒ Email ☐ U.S. Mail ☐ Fax ☐ In Person

PERSON MAKING REQUEST:

Name: Kathleen Gilmore Company (if applicable): _____

Mailing Address: 22 Longview Lane

City: Claysville State: PA Zip: 15323 Email: kgilmore49.kg@gmail.com

Telephone: 724-470-5199 Fax: _____

How do you prefer to be contacted if the agency has questions? ☐ Telephone ☒ Email ☐ U.S. Mail

RECORDS REQUESTED: *Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. Use additional sheets if necessary. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law.*

I am requesting the Lynch Law Group invoices to Donegal Township, Washington County for February, March, July, August of 2023.

DO YOU WANT COPIES? ☒ Yes, electronic copies preferred if available

☐ Yes, printed copies preferred

☒ No, in-person inspection of records preferred (*may request copies later*)

Do you want certified copies? ☐ Yes (*may be subject to additional costs*) ☐ No

RTKL requests may require payment or prepayment of fees. See the [Official RTKL Fee Schedule](#) for more details.

Please notify me if fees associated with this request will be more than ☐ \$100 (or) ☐ \$ _____.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: _____ Date Received: _____ Response Due (5 bus. days): _____

30-Day Ext.? ☐ Yes ☐ No (If Yes, Final Due Date: _____) Actual Response Date: _____

Request was: ☐ Granted ☐ Partially Granted & Denied ☐ Denied Cost to Requester: \$ _____

☐ Appropriate third parties notified and given an opportunity to object to the release of requested records.

*NOTE: In most cases, a completed RTKL request form is a public record.
More information about the RTKL is available at <https://www.openrecords.pa.gov>*

Form updated Nov. 27, 2018

Donegal Township



34 North Liberty Street • P.O. Box 310 • West Alexander, PA 15376
Telephone: 724-484-4017 • Fa.x: 724-484-4029

: Request Partially Granted, Partially Denied

Date: April 2, 2024

Requester's: Kathleen Gilmore
Address: kgilmore49.kg@gmail.com

Dear Kathleen:

Thank you for writing to Donegal Township to request records pursuant to Pennsylvania's Right-to-Know Law ("RTKL"), 65 P.S. §§ 67.101 *et seq.*

On **March 25, 2024** Donegal Township received your requested dated March 24, 2024. You requested: **"I am requesting the Lynch Law Group invoices to Donegal Township, Washington County for February, March, July August of 2023."** Your request is granted in part and denied in part as follows:

Records responsive to Lynch Law Group invoices to Donegal Township Washington County for February, March, July of 2023 is ***granted*** and ***attached, to this email.***

On September 4, 2023, you requested Lynch Law invoices for August 2023. Your request was sent via email to you on September 11, 2023. The September 4, 2023 RTK requested for ***invoices for Lynch Law Group from August of 2023. Donegal Township provided this information to you via email. Therefore, this portion is denied based on duplication of the same requested information from a previous RTK dated September 4, 2023.***

However, records that are exempt from disclosure by law have been withheld [*or redacted*] pursuant to the RTKL. We withheld [*or redacted*] ***redacted information, e.g., social security numbers, academic transcripts, medical information, or other exemptions***].

The withheld [*or redacted*] information is exempt from disclosure under ***the RTKL and, if prohibited from release by privilege, other state or federal law, rule or regulation, cite to that legal authority.***

Some of the records/information you have requested, specifically Lynch Law Invoices, may affect a legal or security interest of a third party; contain confidential proprietary or trade secret information; or are held by a contractor or vendor. *See* 65 P.S. § 67.1101(c)(1). If you choose to file an appeal, third parties with a direct interest in these records will be notified and have the opportunity to participate in that appeal.

You have a right to appeal this denial in writing to: Office of Open Records, 333 Market

The Lynch Law Group

Cranberry Professional Park
501 Smith Drive, Suite 3
Cranberry Township, PA 16066
(724) 776-8000

February 28, 2023

Mr. James R. Bauer, Jr., Chairman of the Board
Donegal Township, PA (Washington County)
100 Main St.
Ed Shingle
eshingle@donegaltownship.pa.com
West Alexander, PA 15376

Invoice Number: 22300487

Invoice Period: 01-01-2023 - 02-28-2023

Due Upon Receipt

Remit payment to 501 Smith Dr., Ste. 3, Cranberry Twp., PA 16066 or
visit www.lynchlaw-group.com to pay on-line.

RE: General Solicitorship

Attorney client privilege document. Not for public disclosure.

We are pleased to announce our new on-line payment portal. You can find this on the homepage of our website,
www.lynchlaw-group.com.

Time Details

Date	Professional	Description	Hours	Amount
02-01-2023	Paul Toigo	Receive, analyze and respond to Ed Shingle's email with request for legal advice re: processing additional RTKL requests submitted to the Township; Follow up research re: same; Follow up email to Ed re: same.	0.80	140.00
02-02-2023	Paul Toigo	Call with Atty. McGraw re: need for rescheduled Supervisor Meeting and Sunshine Act requirements re: same; Research Sunshine Act requirements.	0.80	140.00
02-02-2023	Jim McGraw	[REDACTED]	1.60	280.00
02-03-2023	Jim McGraw	[REDACTED]	4.60	805.00
02-03-2023	Paul Toigo	Receive and analyze email with RTKL requests submitted to dormant/erroneous Township accounts; Review prior RTKL	0.30	52.50

Invoice Number: 22300487

We appreciate your business.

Page 1 of 4

Date	Professional	Description	Hours	Amount
		requests to determine if similar requests had been submitted and answered.		
02-06-2023	Jim McGraw	Emails with C. Henderson re: Supervisors meeting	0.20	35.00
02-06-2023	Jim McGraw	Calls, texts, and emails with Atty. Toigo re: same.	0.50	87.50
02-06-2023	Paul Toigo	Calls, texts, and emails with Atty. McGraw re: same	0.50	87.50
02-07-2023	Jim McGraw	[REDACTED]	1.40	245.00
02-07-2023	Paul Toigo	Emails with Atty. McGraw re: drafting and serving correspondence re: Board action at 2/6/23 Supervisors Meeting and Executive Session; Prepare and review correspondence prior to submission.	0.70	122.50
02-07-2023	Paul Toigo	Receive and analyze email from Ed Shingle re: 30 day extension reply to 2/2 RTKL request.	0.10	17.50
02-09-2023	Paul Toigo	Receive and analyze assorted RTKL-request correspondence from Ed Shingle.	0.30	52.50
02-13-2023	Jim McGraw	[REDACTED] procedure for abandonment of right-of-way and emails re: same	0.70	122.50
02-14-2023	Jim McGraw	Review status of all current RTK responses; emails with M. Frediani re: same	0.90	157.50
02-15-2023	Jim McGraw	Call with E. Shingle re: legal advice for RTK responses	0.20	35.00
02-16-2023	Jim McGraw	[REDACTED]	1.10	192.50
02-17-2023	Jim McGraw	Call with E. Shingle re: legal advice for RTK request responses	0.30	52.50
02-20-2023	Jim McGraw	Review pending right-to-know requests; research possible basis for full or partial denial of requests and provide summary of research to E. Shingle re: legal advice for request response; discuss outstanding right-to-know requests with E. Thomas; emails with E. Shingle summarizing positions on latest RTK requests; emails with J. Schaller re: information for meeting	3.40	595.00
02-22-2023	Jim McGraw	Review all updated utility commission documents from Key Casto & Chaney; call with R. Polan [REDACTED]	2.60	455.00
02-23-2023	Jim McGraw	Call with S. Coburn re: status of RTK related legislative actions and potential legal challenge to RTK requests; emails with S. Coburn and S. Yacopek re: RTK requests; emails with J. Bloom	1.30	227.50

Date	Professional	Description	Hours	Amount
02-24-2023	Jim McGraw		5.70	997.50
02-27-2023	Jim McGraw		2.90	507.50
02-28-2023	Jim McGraw		2.40	420.00
02-28-2023	Elizabeth Lodovico		0.70	122.50
02-28-2023	Elizabeth Lodovico		0.30	52.50
02-28-2023	Elizabeth Lodovico		0.20	35.00
			Total	6,037.50

Expenses

Date	Description	Amount
01-26-2023	Overnight Charges (Donegal Township, PA (Washington County):General Solicitorship)	36.21
02-01-2023	02/06/2023 Mileage for travel to/from Donegal Township.(Donegal Township, PA (Washington County):General Solicitorship)	36.88
02-03-2023	Overnight Charges (Donegal Township, PA (Washington County),General Solicitorship)	36.51
02-10-2023	Overnight Charges (Donegal Township, PA (Washington County),General Solicitorship)	36.73
02-23-2023	2/23/2023- Mileage to Donegal Township. (113 miles)	70.63
02-28-2023	Computer Assisted Research Fee February 2023	57.95
Total Expenses		274.91

Total for this Invoice 6,312.41
Total Amount to Pay as of 03-17-2023 18,009.59

Matter Statement of Account

As of 03-17-2023

Matter	Invoices / Credits	Trust	Balance Due
General Solicitorship	18,009.59		18,009.59
	Total Amount to Pay		18,009.59

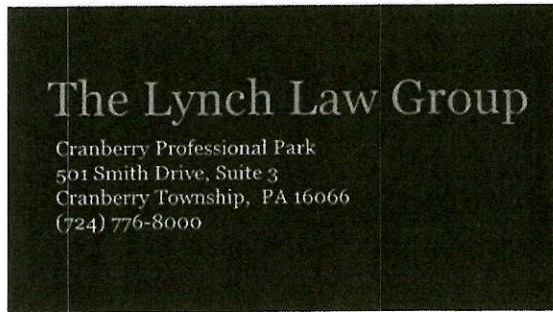
General Solicitorship

Transactions

Date	Transaction	Applied	Invoice	Amount
01-31-2023	Previous Balance			26,739.15
02-28-2023	Payment Received - Reference 73514			(15,741.97)
02-28-2023	Payment Applied	8,495.71	122200448	
02-28-2023	Payment Applied	6,546.26	12300394	
02-28-2023	Payment Applied to General Solicitorship Flat Fee	700.00	12300410	700.00
02-28-2023	Invoice 22300487			6,312.41
			Balance	18,009.59

Open Invoices and Credits

Date	Transaction	Amount	Applied	Balance
11-30-2022	Invoice 112200449	11,697.18		11,697.18
02-28-2023	Invoice 22300487	6,312.41		6,312.41
			Balance	18,009.59



March 31, 2023

Donegal Township, PA (Washington County)
100 Main St.
Ed Shingle
eshingle@donegaltownshippa.com
West Alexander, PA 15376

Invoice Number: 32300402

Invoice Period: 02-06-2023 - 03-31-2023

RE: General Solicitorship Flat Fee

Attorney client privilege document. Not for public disclosure.

We are pleased to announce our new on-line payment portal. You can find this on the homepage of our website, www.lynchlaw-group.com.

\$700 monthly flat fee retainer for legal services in connection with preparation for and attendance at the Supervisors' monthly meeting and routine matters of representation, such as general telephone calls and email correspondence.

Fixed Fee Amount 700.00 ✓

Total for this Invoice 700.00 ✓
Total Amount to Pay as of 04-14-2023 1,400.00

700.-

Matter Statement of Account

As of 04-14-2023

Matter	Invoices / Credits	Trust	Balance Due
General Solicitorship Flat Fee	1,400.00		1,400.00
	Total Amount to Pay		1,400.00

Outstanding Balance

Current	30 Days	60 Days	90 Days	120 Days	180+ Days	Total
700.00	700.00	0.00	0.00	0.00	0.00	1,400.00

Open Invoices and Credits

Date	Transaction	Matter	Amount	Applied	Balance
02-28-2023	Invoice 22300358	General Solicitorship Flat Fee	700.00		700.00
03-31-2023	Invoice 32300402	General Solicitorship Flat Fee	700.00		700.00
				Balance	1,400.00

General Solicitorship Flat Fee

Transactions

Date	Transaction	Applied	Invoice	Amount
02-28-2023	Previous Balance			700.00
03-31-2023	Invoice 32300402			700.00
			Balance	1,400.00

Open Invoices and Credits

Date	Transaction	Amount	Applied	Balance
02-28-2023	Invoice 22300358	700.00		700.00
03-31-2023	Invoice 32300402	700.00		700.00
			Balance	1,400.00

The Lynch Law Group

Cranberry Professional Park
501 Smith Drive, Suite 3
Cranberry Township, PA 16066
(724) 776-8000

March 31, 2023

Mr. James R. Bauer, Jr., Chairman of the Board
Donegal Township, PA (Washington County)
100 Main St.
Ed Shingle
eshingle@donegaltownship.pa.com
West Alexander, PA 15376

Invoice Number: 32300511
Invoice Period: 03-01-2023 - 03-31-2023

Due Upon Receipt
Remit payment to 501 Smith Dr., Ste. 3, Cranberry Twp., PA 16066 or
visit www.lynchlaw-group.com to pay on-line.

RE: General Solicitorship

Attorney client privilege document. Not for public disclosure.

We are pleased to announce our new on-line payment portal. You can find this on the homepage of our website,
www.lynchlaw-group.com.

Time Details

Date	Professional	Description	Hours	Amount
03-03-2023	Jim McGraw	[REDACTED]	0.50	87.50
03-06-2023	Jim McGraw	Review benefits eligibility matter per request of J. Bauer; emails with J. Bauer re: same; [REDACTED]	1.10	192.50
03-07-2023	Jim McGraw	[REDACTED]	2.20	385.00
03-08-2023	Jim McGraw	[REDACTED]	0.90	157.50
03-09-2023	Jim McGraw	[REDACTED]	4.60	805.00

Invoice Number: 32300511

We appreciate your business.

Page 1 of 5

Date	Professional	Description	Hours	Amount
03-09-2023	Elizabeth Lodovico		1.50	262.50
03-10-2023	Jim McGraw		3.60	630.00
03-10-2023	Elizabeth Lodovico		2.30	402.50
03-13-2023	Elizabeth Lodovico		1.20	210.00
03-14-2023	Elizabeth Lodovico		0.20	35.00
03-15-2023	Jim McGraw	Calls with J. Bauer and S. Coburn re: RTK request responses; call with J. Bauer re: H. Hubbs deposition; research for responses to latest RTK requests; draft responses to RTK requests and email E. Shingle re: same	3.40	595.00
03-16-2023	Elizabeth Lodovico		1.40	245.00

Invoice Number: 32300511

We appreciate your business.

Page 2 of 5

Date	Professional	Description	Hours	Amount
03-16-2023	Jim McGraw		12.50	2,187.50
03-17-2023	Jim McGraw	Calls with J. Bauer and C. Gerber re: COBRA benefits	1.10	192.50
03-20-2023	Jim McGraw	Call with J. Bauer re: auditor resolution for audit of tax collector; emails with J. Bauer re: resolution	0.40	70.00
03-21-2023	Jim McGraw		0.30	52.50
03-22-2023	Jim McGraw		0.70	122.50
03-23-2023	Elizabeth Lodovico	Received and responded to email from client regarding status.	0.10	17.50
03-23-2023	Jim McGraw	Call to J. Whelan at Conservation District; review of ROE from Conservation District; emails with	0.70	122.50
03-24-2023	Jim McGraw		2.40	420.00
03-27-2023	Jim McGraw		5.60	980.00
03-28-2023	Jim McGraw		2.90	507.50
03-29-2023	Jim McGraw		5.70	997.50
03-30-2023	Jim McGraw		1.20	210.00
03-31-2023	Jim McGraw		0.80	140.00
			Total	10,027.50

Expenses

Date	Description	Amount
03-16-2023	Deposition of H.Hubbs in Greensburg, PA (112 miles).	70.00
03-23-2023	3/23/2023- Mileage to Donegal Township. (113 miles)	70.63

Invoice Number: 32300511

We appreciate your business.

Page 3 of 5

Date	Description	Amount
	Total Expenses	140.63
	Total for this Invoice	10,168.13
	Total Amount to Pay as of 04-19-2023	28,177.72

Matter Statement of Account

As of 04-19-2023

Matter	Invoices / Credits	Trust	Balance Due
General Solicitorship	28,177.72		28,177.72
	Total Amount to Pay		28,177.72

General Solicitorship

Transactions

Date	Transaction	Applied	Invoice	Amount
02-28-2023	Previous Balance			18,009.59
03-31-2023	Invoice 32300511			10,168.13
			Balance	28,177.72

Open Invoices and Credits

Date	Transaction	Amount	Applied	Balance
11-30-2022	Invoice 112200449 (12 Invoice 11-17-2022)	11,697.18		11,697.18 <i>pd</i>
02-28-2023	Invoice 22300487	6,312.41		6,312.41 <i>pd</i>
03-31-2023	Invoice 32300511	10,168.13		10,168.13
			Balance	28,177.72

\$ 10,168.13

The Lynch Law Group

Cranberry Professional Park
501 Smith Drive, Suite 3
Cranberry Township, PA 16066
(724) 776-8000

August 31, 2023

Mr. James R. Bauer, Jr., Chairman of the Board
Donegal Township, PA (Washington County)
100 Main St.
Ed Shingle
eshingle@donegaltownship.pa.com
West Alexander, PA 15376

Invoice Number: 82300336
Invoice Period: 08-01-2023 - 08-31-2023

Due Upon Receipt
Remit payment to 501 Smith Dr., Ste. 3, Cranberry Twp., PA 16066 or
visit www.lynchlaw-group.com to pay on-line.

RE: General Solicitorship

Attorney client privilege document. Not for public disclosure.

We are pleased to announce our new on-line payment portal. You can find this on the homepage of our website,
www.lynchlaw-group.com.

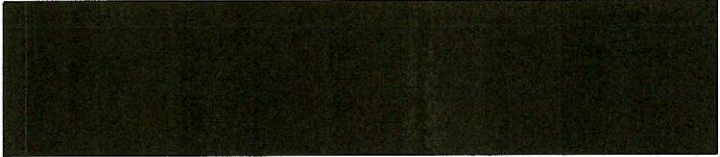

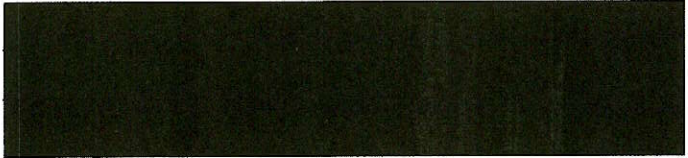

Time Details

Date	Professional	Description	Hours	Amount
08-01-2023	Eric Thomas	Review multiple emails and the associated attachments from the township open records officer. Reviewed the response from Ms. Iams to both of her appeals. Reviewed an email from the review officer assigned to Ms. Iams appeals and the associated response to the same.	0.60	105.00
08-01-2023	Jim McGraw		0.80	140.00
08-02-2023	Eric Thomas	Reviewed multiple emails from the township open records officer including the associated attachments as part of recent right-to-know requests and responses.	0.70	122.50
08-03-2023	Eric Thomas	Reviewed multiple emails with attachments from the township regarding recent township communications to right-to-know requestors covering the transition period.	0.50	87.50
08-04-2023	Jim McGraw	Review McAdoo matter and DEP letter; emails re: worker's compensation matter; phone call re: same	1.20	210.00
08-07-2023	Eric Thomas	Review multiple emails with recent right-to-know requests and responses in preparation for the township transition.	0.40	70.00

Invoice Number: 82300336

We appreciate your business.

Page 1 of 5

Date	Professional	Description	Hours	Amount
08-07-2023	Jim McGraw	Call with E. Shingle re: legal advice for RTK request responses; calls re: Washington County meeting; research and draft agency response to RTK request; emails with E. Shingle re: RTK request; review of requested information for RTK response	1.90	332.50
08-08-2023	Eric Thomas	Review an email from Attorney McGraw regarding a right-to-know request denial under Section 708(b). Meeting with the intern to provide guidance on the right-to-know tracker. Reviewed the tracker with the intern to ensure it would provide the necessary level of organization. Review multiple emails regarding recent right-to-know requests and the associated responses by the open records officer.	0.90	157.50
08-08-2023	Jim McGraw		3.10	542.50
08-08-2023	Danny Lynch	Meeting with E.Thomas re: goals and strategy for creating Right to Know tracker; Drafted and created excel spreadsheet for tracking intakes for right to know requests; Email correspondence to E.Thomas and J.McGraw with tracker	1.60	280.00
08-09-2023	Jim McGraw		4.90	857.50
08-09-2023	Eric Thomas	Review an email from the intern with the attached right-to-know tracker. Reviewed the tracker and preparation for a meeting with Attorney McGraw	0.20	35.00
08-10-2023	Cameron Kockler		0.30	No Charge
08-10-2023	Eric Thomas	Confer with Attorney McGraw on the recently developed right-to-know tracker and necessary follow-up with the township for a smooth transition of the open records officer ship.	0.30	52.50
08-10-2023	Jim McGraw	Emails re: transcript from arbitration hearing; brief initial review of transcript; emails re: workers compensation matter and background information review on claimant; review of RTK response documents and emails with E. Thomas re: AORO registration and RTK responses; emails re: court reporter invoice. Confer with E.Thomas re: RTK responses.	2.60	455.00
08-11-2023	Cameron Kockler		1.30	383.50
08-11-2023	Jim McGraw	Draft notice of withdrawal of petition; call with J. Bauer re: same; emails with E. Thomas and H. Tews re: new RTK requests;	3.10	542.50

Date	Professional	Description	Hours	Amount
		review RTK requests submitted on 8/11; emails with H. Tews re: withdrawal of petition; emails re: workers compensation matter		
08-12-2023	Jim McGraw	Review new RTK requests; emails with E. Thomas re: same	1.10	192.50
08-14-2023	Jim McGraw	Review of new RTK request and emails with E. Thomas re: same	0.40	70.00
08-15-2023	Jim McGraw	Review liquid fuels audit information; emails with J. Schaller re: liquid fuels audit; review OOR correspondence and emails with E. Thomas re: same; finalize and file petition to withdraw with PLRB	1.80	315.00
08-16-2023	Cameron Kockler	[REDACTED]	4.20	1,239.00
08-17-2023	Jim McGraw	Emails with E. Thomas re: workers compensation matter	0.30	52.50
08-18-2023	Jim McGraw	Conference with E. Thomas re: RTK responses	0.40	70.00
08-18-2023	Cameron Kockler	[REDACTED]	1.60	472.00
08-21-2023	Jim McGraw	[REDACTED] emails with E. Thomas re: RTK responses	2.10	367.50
08-21-2023	Cameron Kockler	[REDACTED]	0.50	No Charge
08-24-2023	Jim McGraw	Calls with J. Bauer re: meeting notification, RTK appeals; emails with E. Thomas re: RTK appeals	1.30	227.50
08-25-2023	Jim McGraw	Conferences with E. Thomas re: RTK appeal responses; [REDACTED]	1.10	192.50
08-30-2023	Jim McGraw	Conferences with attorney E. Thomas re: RTK appeals; emails with E. Thomas re: same	0.80	140.00
08-31-2023	Jim McGraw	Call with J. Schaller re: RTK responses and Tunnel Ridge agenda item; draft resolution; call with attorney for Wheeling Water; review of docket in Wheeling Water matter; review homeowner assistance fund document; emails with J. Schaller re: resolution	3.10	542.50
			Total	8,254.50

Expenses

Date	Description	Amount
08-25-2023	08/25/2023 - Jim Mileage to Donegal Township. (113 miles)	70.63
08-31-2023	Computer Assisted Research Fee August 2023	147.09

Invoice Number: 82300336

We appreciate your business.

Page 3 of 5

<u>Date</u>	<u>Description</u>	<u>Amount</u>
	Total Expenses	217.72
	Total for this Invoice	8,472.22
	Total Amount to Pay as of 09-14-2023	8,472.22

Matter Statement of Account

As of 09-14-2023

Matter	Invoices / Credits	Trust	Balance Due
General Solicitorship	8,472.22		8,472.22
	Total Amount to Pay		8,472.22

General Solicitorship

Transactions

Date	Transaction	Applied	Invoice	Amount
07-31-2023	Previous Balance			18,502.53
08-09-2023	Payment Received - Reference 73750			(4,015.31)
08-09-2023	Payment Applied	4,015.31	62300524	
08-31-2023	Invoice 82300336			8,472.22
09-13-2023	Payment Received - Reference 73799			(14,487.22)
09-13-2023	Payment Applied	14,487.22	72300449	
			Balance	8,472.22

Open Invoices and Credits

Date	Transaction	Amount	Applied	Balance
08-31-2023	Invoice 82300336	8,472.22		8,472.22
			Balance	8,472.22



pennsylvania
OFFICE OF OPEN RECORDS

Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it is required should an appeal be necessary. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NAME: Donegal Township Right To Know Officer (Attn: AORO)

Date of Request: 9/4/2023 Submitted via: ☒ Email ☐ U.S. Mail ☐ Fax ☐ In Person

PERSON MAKING REQUEST:

Name: Kathleen Gilmore Company (if applicable): _____

Mailing Address: 22 Longview Lane

City: Claysville State: PA Zip: 15323 Email: kgilmore49.kg@gmail.com

Telephone: 724-470-5199 Fax: _____

How do you prefer to be contacted if the agency has questions? ☐ Telephone ☒ Email ☐ U.S. Mail

RECORDS REQUESTED: *Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. Use additional sheets if necessary. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law.*

I am requesting copies of the July 2023 and August 2023 invoices for The Lynch Group and the Vorys Group of attorneys

I am also requesting copies of the unpaid bill list for all Township accounts that were presented to the Board of Supervisors at the July 2023 and the August 2023 Board meeting

DO YOU WANT COPIES? ☒ Yes, electronic copies preferred if available

☐ Yes, printed copies preferred

☐ No, in-person inspection of records preferred (*may request copies later*)

Do you want certified copies? ☐ Yes (*may be subject to additional costs*) ☐ No

RTKL requests may require payment or prepayment of fees. See the Official RTKL Fee Schedule for more details.

Please notify me if fees associated with this request will be more than ☐ \$100 (or) ☐ \$_____.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: _____ Date Received: _____ Response Due (5 bus. days): _____

30-Day Ext.? ☐ Yes ☐ No (If Yes, Final Due Date: _____) Actual Response Date: _____

Request was: ☐ Granted ☐ Partially Granted & Denied ☐ Denied Cost to Requester: \$_____

☐ Appropriate third parties notified and given an opportunity to object to the release of requested records.

*NOTE: In most cases, a completed RTKL request form is a public record.
More information about the RTKL is available at <https://www.openrecords.pa.gov>*

Form updated Nov. 27, 2018

The Lynch Law Group

James P. McGraw III Esq.
jmcgraw@lynchlaw-group.com

Eric A. Thomas Esq.
ethomas@lynchlaw-group.com

RIGHT-TO-KNOW-LAW RESPONSE

9/11/2023

Ms. Kathleen Gilmore
22 Longview Lane
Claysville, PA 15323

Via email: kgilmore49.kg@gmail.com

Dear Ms. Gilmore,

Thank you for writing to Donegal Township to request records pursuant to Pennsylvania's Right-to-Know Law ("RTKL"), 65 P.S. §§ 67.101 *et seq.*

On September 4, 2023, you requested: "I am requesting copies of the July 2023 and August 2023 invoices for The Lynch Group and the Vorys Group of attorneys. I am also requesting copies of the unpaid bill list for all Township accounts that were presented to the Board of Supervisors at the July 2023 and the August 2023 Board meeting." You also requested that any response be sent to you electronically at kgilmore49.kg@gmail.com.

In the intervening time, relevant records custodians at the Township have reviewed your request and the Township's records contain or comprise records subject to access upon redaction and pursuant to your request under the RTKL. Therefore, your request is ***partially granted and partially denied***. Upon review and analysis:

1. The Lynch Group and Vorys Group invoices for the period July 2023 and August 2023, are partially granted and partially denied.
 - a. The timesheets for August 2023 are not in the Township's possession and thus are unavailable as of the time of this request and cannot be produced, therefore, this portion of your request is denied under Section 705 of the RTKL.
 - b. Responsive documents were located for the July 2023 portion of your request and the available documents are provided.
2. The unredacted, unadjusted, unaudited, and unreconciled unpaid bill list for the period July 2023, and August 2023, presented to the Board of Supervisors is granted and attached hereto.

LLG

www.lynchlaw-group.com

501 Smith Drive, Suite 3 • Cranberry Township, PA 16066
375 Southpointe Boulevard, Suite 100 • Canonsburg, PA 15317
P: 724-776-8000 • F: 724-776-8001

Of note, relating to paragraph 1 above, and per Section 705 of the RTKL, when responding to a request for access, “an agency shall not be required to create a record which does not currently exist or to compile, maintain, format or organize a record in a manner in which the agency does not currently compile, maintain, format or organize the record.” 65 P.S. § 67.705.

You have a right to appeal any denial in writing to: Office of Open Records, 333 Market St., 16th Floor, Harrisburg, PA 17101-2234. Appeals can also be filed online at the Office of Open Records website, <https://www.openrecords.pa.gov>.

If you choose to file an appeal, you must do so within 15 business days of the mailing date of the agency’s response. See 65 P.S. § 67.1101. Please note that a copy of your original RTKL request, the agency’s extension notice (if applicable), and this denial letter should be included when filing an appeal. More information about how to file an appeal under the RTKL is available at the Office of Open Records website, <https://www.openrecords.pa.gov>.

Respectfully,

The Lynch Law Group, LLC
Open Records Officer, Donegal Township

EAT/jpm
Enclosures

LLG

www.lynchlaw-group.com

501 Smith Drive, Suite 3 • Cranberry Township, PA 16066
375 Southpointe Boulevard, Suite 100 • Canonsburg, PA 15317
P: 724-776-8000 • F: 724-776-8001



pennsylvania
OFFICE OF OPEN RECORDS

Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it is required should an appeal be necessary. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NAME: Donegal Township Right To Know Officer (Attn: AORO)

Date of Request: 9/4/2023 Submitted via: ☒ Email ☐ U.S. Mail ☐ Fax ☐ In Person

PERSON MAKING REQUEST:

Name: Kathleen Gilmore Company (if applicable): _____

Mailing Address: 22 Longview Lane

City: Claysville State: PA Zip: 15323 Email: kgilmore49.kg@gmail.com

Telephone: 724-470-5199 Fax: _____

How do you prefer to be contacted if the agency has questions? ☐ Telephone ☒ Email ☐ U.S. Mail

RECORDS REQUESTED: *Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. Use additional sheets if necessary. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law.*

I am requesting copies of the July 2023 and August 2023 invoices for The Lynch Group and the Vorys Group of attorneys

I am also requesting copies of the unpaid bill list for all Township accounts that were presented to the Board of Supervisors at the July 2023 and the August 2023 Board meeting

DO YOU WANT COPIES? ☒ Yes, electronic copies preferred if available
☐ Yes, printed copies preferred
☐ No, in-person inspection of records preferred (*may request copies later*)

Do you want certified copies? ☐ Yes (*may be subject to additional costs*) ☐ No

RTKL requests may require payment or prepayment of fees. See the [Official RTKL Fee Schedule](#) for more details.

Please notify me if fees associated with this request will be more than ☐ \$100 (or) ☐ \$_____.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: _____ Date Received: _____ Response Due (5 bus. days): _____

30-Day Ext.? ☐ Yes ☐ No (If Yes, Final Due Date: _____) Actual Response Date: _____

Request was: ☐ Granted ☐ Partially Granted & Denied ☐ Denied Cost to Requester: \$_____

☐ Appropriate third parties notified and given an opportunity to object to the release of requested records.

NOTE: *In most cases, a completed RTKL request form is a public record.*

More information about the RTKL is available at <https://www.openrecords.pa.gov>

Form updated Nov. 27, 2018

AUGUST 24, 2023

**BUSINESS
MEETING**

**UNPAID BILLS
PACKET**

LIQUID FUELS

4:03 PM

08/23/23

Donegal Township State Fund
Unpaid Bills Detail
As of August 23, 2023

Type	Date	Num	Memo	Due Date	Open Balance
West Penn Power					
Bill	08/03/2023	100 094 289 996	100 094 289 996 STREET LIGHTING	09/05/2023	524.78
Bill	08/03/2023	100 094 286 141	100 094 286 141 STREET LIGHTING	09/05/2023	912.37
Total West Penn Power					1,437.15
TOTAL					1,437.15

AUGUST 24, 2023

**BUSINESS
MEETING**

**UNPAID BILLS
PACKET**

GENERAL FUND

3:38 PM
08/24/23

Donegal Township - General Fund
Unpaid Bills Detail
As of August 24, 2023

Type	Date	Num	Memo	Due Date	Open Balance
A & E AUTO CLINIC INC					
Bill	08/17/2023	2107	INV 2107 STATE INSPECTION	08/27/2023	125.00
Bill	08/21/2023	2114	INV 2114 STATE INSPECTION	08/31/2023	125.00
Total A & E AUTO CLINIC INC					250.00
BRIGGS TIRE SERVICE					
Bill	08/17/2023	161947	INV 161947 PUBLIC WORKS	08/17/2023	1,790.00
Total BRIGGS TIRE SERVICE					1,790.00
CITY OF WHEELING WATER DEPT					
Bill	07/26/2023	2701-0...	34 N LIBERTY STREET	09/03/2023	93.17
Total CITY OF WHEELING WATER DEPT					93.17
COEN MARKETS, INC					
Bill	08/01/2023	20230...		08/31/2023	394.73
Total COEN MARKETS, INC					394.73
COMCAST					
Bill	08/03/2023	8993 2...	8993213160097623 34 N LIBERTY OFFICE...	08/26/2023	264.96
Bill	08/06/2023	89932...	8993 21 318 0185903 #7	08/29/2023	181.10
Total COMCAST					446.06
EDWARD W. SHINGLE JR.					
Bill	08/15/2023		PAYMENT #9	08/25/2023	4,166.66
Total EDWARD W. SHINGLE JR.					4,166.66
GM ENTERPRISES					
Bill	08/08/2023	DT080...		08/18/2023	2,796.63
Total GM ENTERPRISES					2,796.63
H. A. THOMSON CO.					
Bill	08/03/2023	369176	107887031	08/13/2023	4,851.00
Total H. A. THOMSON CO.					4,851.00
Human Resources America, Inc.					
Bill	08/01/2023	08-23...		08/31/2023	50.00
Total Human Resources America, Inc.					50.00
JOHN T MARCHETTO					
Bill	08/23/2023	JTM20...	JTM2023-PF23107W FACT FINDING INV.	09/02/2023	651.45
Total JOHN T MARCHETTO					651.45
KDL COURT REPORTING					
Bill	08/11/2023	23026		08/21/2023	1,297.95
Total KDL COURT REPORTING					1,297.95
LOWE'S					
Bill	07/31/2023	S2625...		08/10/2023	82.05
Bill	07/31/2023	97255...		08/10/2023	103.94
Total LOWE'S					185.99
LYNCH LAW GROUP					
Bill	08/24/2023	72300...	INV 72300449 LEGAL SERVICES	09/03/2023	14,487.22
Bill	08/24/2023	72300...	INV 72300470 SOLICITORSHIP FLAT FEE	09/03/2023	1,400.00
Total LYNCH LAW GROUP					15,887.22

3:38 PM
08/24/23

Donegal Township - General Fund
Unpaid Bills Detail
As of August 24, 2023

Type	Date	Num	Memo	Due Date	Open Balance
NAPA AUTO PARTS					
Bill	05/12/2023	968622		06/11/2023	82.88
Bill	07/31/2023	973460		08/30/2023	166.99
Bill	08/03/2023	973643		09/02/2023	22.45
Bill	08/04/2023	973703		09/03/2023	72.29
Bill	08/04/2023	973713		09/03/2023	116.20
Bill	08/04/2023	973911		09/03/2023	38.95
Bill	08/09/2023	973980		09/08/2023	27.46
Bill	08/22/2023	974706		09/21/2023	10.77
Bill	08/23/2023	974732		09/22/2023	25.59
Total NAPA AUTO PARTS					563.58
PA ONE CALL SYSTEM, INC					
Bill	08/24/2023	00010...	INV 0001016455 MONTHLY ACTIVITY FEE	08/24/2023	114.48
Total PA ONE CALL SYSTEM, INC					114.48
PENNSYLVANIA AMERICAN WATER					
Bill	07/01/2023	1024-2...	HYDRANTS	08/23/2023	803.40
Total PENNSYLVANIA AMERICAN WATER					803.40
PSATS					
Bill	08/15/2023	INV-13...	CDL MEMBERSHIP	08/25/2023	100.00
Total PSATS					100.00
S & D CALIBRATION SERVICES INC					
Bill	08/10/2023	13353		09/09/2023	80.00
Total S & D CALIBRATION SERVICES INC					80.00
SPRAGUE ENERGY, LLC					
Bill	08/08/2023	535651		09/07/2023	1,372.76
Total SPRAGUE ENERGY, LLC					1,372.76
SUNSET AUTOMOTIVE LLC					
Bill	08/24/2023	11464	INV 11464 STATE INSPECTION	09/03/2023	346.74
Bill	07/28/2023	11340	INV 11340 REPAIR TO POLICE VEHICLE	09/05/2023	189.00
Total SUNSET AUTOMOTIVE LLC					535.74
TRAPUZZANOS UNIFORMS					
Bill	08/09/2023	21923	RODNEY BUSH	08/19/2023	325.00
Total TRAPUZZANOS UNIFORMS					325.00
VERIZON WIRELESS					
Bill	08/17/2023	99409...	INV 9940975694 POLICE	08/27/2023	28.70
Bill	08/24/2023	99409...	INV 9940975693	09/03/2023	299.27
Total VERIZON WIRELESS					327.97
VORYS, SATER, SEYMOUR & PEASE LLP					
Bill	07/27/2023	1552345		08/06/2023	8,598.00
Total VORYS, SATER, SEYMOUR & PEASE LLP					8,598.00
WEST PENN POWER					
Bill	08/09/2023	100 09...	727 OLD NATL PIKE	08/24/2023	45.88
Bill	08/09/2023	100 09...	727 OLD NATL RD	08/24/2023	34.89
Bill	08/10/2023	100 15...	100 152 958 607	08/25/2023	211.42
Bill	08/10/2023	100 09...	100 094 714 944	08/25/2023	10.14
Bill	08/09/2023	100 09...	34 N LIBERTY STREET	09/08/2023	549.27
Total WEST PENN POWER					851.60
TOTAL					46,533.39

AUGUST 24, 2023

**BUSINESS
MEETING**

**UNPAID BILLS
PACKET**

ARPA FUND

1:02 PM

08/23/23

Donegal - ARPA
Unpaid Bills Detail
As of August 23, 2023

Type	Date	Num	Memo	Due Date	Aging	Open Balance
CIVICPLUS LLC						
Bill	08/17/2023	271326	WEB PAGE	08/27/2023		4,062.00
Bill	08/17/2023	271325	CIVIC READY	08/27/2023		2,500.00
Bill	08/23/2023	271327	AGENDA & MEETING MGMT	09/16/2023		3,080.00
Total CIVICPLUS LLC						9,642.00
TOTAL						9,642.00

AUGUST 24, 2023

**BUSINESS
MEETING**

**UNPAID BILLS
PACKET**

**WATER & SEWAGE
ENTERPRISE FUND**

3:41 PM

08/23/23

DONEGAL TOWNSHIP WASHINGTON COUNTY
Unpaid Bills Detail
As of August 23, 2023

WATER / SEWER

Type	Date	Num	Memo	Due Date	Open Balance
CW AUTOMATION & INTEGRATION LLC					
Bill	07/27/2023	1156		08/06/2023	1,942.35
Total CW AUTOMATION & INTEGRATION LLC					1,942.35
D&B ENVIRONMENTAL SERVICES LLC					
Bill	07/31/2023	07-23		08/10/2023	3,398.00
Total D&B ENVIRONMENTAL SERVICES LLC					3,398.00
H & H WATER CONTROLS INC					
Bill	07/26/2023	170672		08/05/2023	210.00
Total H & H WATER CONTROLS INC					210.00
HARSHMAN CE GROUP LLC					
Bill	07/17/2023	18,012.17		07/27/2023	78.75
Bill	07/17/2023	INV 3 JOB 18,012.00		07/27/2023	652.50
Total HARSHMAN CE GROUP LLC					731.25
KATHLEEN LEECH					
Bill	08/23/2023			09/02/2023	70.08
Total KATHLEEN LEECH					70.08
NAPA AUTO PARTS					
Bill	07/27/2023	973266		08/06/2023	25.98
Total NAPA AUTO PARTS					25.98
OHIO COUNTY PSD					
Bill	08/01/2023	103900 #7	103900	08/11/2023	3,795.12
Total OHIO COUNTY PSD					3,795.12
PA DEPT OF ENVIRONMENTAL PROTECTION					
Bill	07/30/2023	1308108		08/31/2023	65.00
Bill	07/30/2023	1310968		08/31/2023	65.00
Total PA DEPT OF ENVIRONMENTAL PROTECTION					130.00
VERIZON WIRELESS					
Bill	07/31/2023	9940975694		08/10/2023	86.10
Total VERIZON WIRELESS					86.10
WASHINGTON COUNTY SEWAGE COUNCIL					
Bill	07/27/2023	153		08/05/2023	305.00
Total WASHINGTON COUNTY SEWAGE COUNCIL					305.00
WHEELING MUNICIPAL SERVICES					
Bill	07/30/2023	240100013200	ACCT 2401-000132-00 MASTER METER LOW	08/27/2023	5,731.12
Bill	07/30/2023	240100013100	ACCT 2401-000131-00 MASTER METER	08/27/2023	7,747.52
Total WHEELING MUNICIPAL SERVICES					13,478.64
TOTAL					24,172.52

JULY 27, 2023

**BUSINESS
MEETING**

**UNPAID BILLS
PACKET**

GENERAL FUND

11:30 AM

07/26/23

Donegal Township - General Fund
Unpaid Bills Detail
As of July 26, 2023

Type	Date	Num	Memo	Due Date	Open Balance
CITY OF WHEELING WATER DEPT					
Bill	07/10/2023	2701-003650-01	347 N LIBERT STREET	07/20/2023	119.13
Total CITY OF WHEELING WATER DEPT					119.13
CLAYSVILLE BOROUGH					
Bill	07/19/2023	28.22809% SHARE	Share of Claysville VFD Workers Comp Coverage Polic...	07/29/2023	3,936.00
Total CLAYSVILLE BOROUGH					3,936.00
COEN MARKETS, INC					
Bill	07/01/2023	202307-13211	FUEL	07/31/2023	303.03
Total COEN MARKETS, INC					303.03
COOLSPRING STONE SUPPLY INC					
Bill	06/26/2023	197212	KLAGES RD PROJECT	07/26/2023	3,131.95
Total COOLSPRING STONE SUPPLY INC					3,131.95
EDWARD W. SHINGLE JR.					
Bill	07/20/2023	PMT #8	PAYMENT #8	07/30/2023	4,166.66
Total EDWARD W. SHINGLE JR.					4,166.66
FARNER FIRE					
Bill	07/10/2023	14771	FIRE EXTINGUISHERS	07/20/2023	369.77
Total FARNER FIRE					369.77
GM ENTERPRISES					
Bill	07/18/2023	DT070123	COMPUTER PROFESSIONAL SERVICES	07/28/2023	2,074.53
Total GM ENTERPRISES					2,074.53
HARSHMAN CE GROUP, LLC					
Bill	06/27/2023	2		07/07/2023	52.50
Bill	06/27/2023	5		07/07/2023	2,097.50
Bill	06/27/2023	6		07/07/2023	2,551.25
Bill	06/27/2023	10		07/07/2023	840.00
Bill	07/17/2023	1	INVOICE # 1 JOB 18-012-13-02	07/27/2023	278.75
Bill	07/17/2023	6	INVOICE # 6 JOB # 18.012-16	07/27/2023	315.00
Bill	07/17/2023	1	INVOICE # 1 JOB # 18.012.34	07/27/2023	262.50
Bill	07/17/2023	INVOICE # 11	INVOICE # 11 JOB 18.012.20	07/27/2023	52.50
Bill	07/17/2023	INVOICE # 1	INVOICE # 1 JOB 18.012.33	07/27/2023	2,318.13
Total HARSHMAN CE GROUP, LLC					8,768.13
Human Resources America, Inc.					
Bill	07/05/2023	7-23-31	07-23-31	08/04/2023	50.00
Total Human Resources America, Inc.					50.00
LYNCH LAW GROUP					
Bill	06/30/2023	62300524	INVOICE # 62300524	07/10/2023	4,015.31
Total LYNCH LAW GROUP					4,015.31
MCADOO'S TOWING					
Bill	06/29/2023	DT-21	HAULING FOR SALE OF GRADER AND TRANSPORT...	07/09/2023	1,600.00
Total MCADOO'S TOWING					1,600.00
MUNICIPAL SIGNS					
Bill	07/20/2023	65816	36 VINYL ROLLUP MOWING AHEAD SIGN	07/30/2023	593.00
Total MUNICIPAL SIGNS					593.00
NAPA AUTO PARTS					
Bill	06/24/2023	971397	BATTERY RTU EXT LIFE	07/24/2023	19.28
Total NAPA AUTO PARTS					19.28
NMS LABS					
Bill	06/30/2023	1211959	DUI TESTING	07/30/2023	394.00
Total NMS LABS					394.00
PIRMA					
Bill	07/19/2023	R0633PC2022-1	Inv # R0633PC2022- Liability Insurance Eff Date 8-1-23	08/01/2023	33,151.50
Total PIRMA					33,151.50

11:30 AM

07/26/23

Donegal Township - General Fund
Unpaid Bills Detail
 As of July 26, 2023

Type	Date	Num	Memo	Due Date	Open Balance
REACH TECHNOLOGIES					
Bill	06/30/2023	289203	EPSON WORKFORCE ENTERPRISE AM-C5000	07/10/2023	7,965.78
Total REACH TECHNOLOGIES					7,965.78
SCOTT DORSEY PW					
Bill	07/09/2023	CHEROKEE BOOTS	DORSEY - BOOTS	07/19/2023	210.93
Total SCOTT DORSEY PW					210.93
SPRAGUE ENERGY, LLC					
Bill	07/07/2023	101503614	FUEL	08/06/2023	1,279.74
Total SPRAGUE ENERGY, LLC					1,279.74
SUNSET AUTOMOTIVE LLC					
Bill	06/27/2023	11248	2015 FORD MG4091H	07/07/2023	154.88
Total SUNSET AUTOMOTIVE LLC					154.88
TARGET OFFICE PRODUCTS INC					
Bill	06/23/2023	754695-0	OFFICE SUPPLIES	07/03/2023	423.45
Bill	06/23/2023	754758-0	OFFICE SUPPLIES	07/03/2023	23.83
Bill	06/30/2023	755375-0	OFFICE SUPPLIES	07/10/2023	216.01
Bill	07/23/2023	756818-0	OFFICE SUPPLIES	08/02/2023	149.42
Total TARGET OFFICE PRODUCTS INC					812.71
VORYS, SATER, SEYMOUR & PEASE LLP					
Bill	06/29/2023	1548363	COLLECTIVE BARGAINING 2022-IUOE	07/09/2023	3,320.00
Total VORYS, SATER, SEYMOUR & PEASE LLP					3,320.00
TOTAL					76,436.33

JULY 27, 2023

**BUSINESS
MEETING**

**UNPAID BILLS
PACKET**

**LIQUID FUELS
FUND**

11:57 AM
07/26/23

Donegal Township State Fund
Unpaid Bills Detail
As of July 26, 2023

Type	Date	Num	Memo	Due Date	Aging	Open Balance
ARCOSA AGGREGATES - AGG ORV						
Bill	06/23/2023	ORV1034893	75.36 TONS	07/03/2023	23	2,336.16
Bill	06/23/2023	ORV1035198	97.19 TONS	07/03/2023	23	3,012.89
Bill	06/23/2023	ORV1034593	195.77 TONS	07/13/2023	13	6,068.87
Bill	06/23/2023	ORV1034724	258.18 TONS	07/14/2023	12	8,003.58
Bill	06/23/2023	ORV1035039	260.57 TONS	07/16/2023	10	8,077.67
Bill	06/23/2023	ORV1035354	140.18 TONS	07/20/2023	6	4,345.58
Bill	06/23/2023	ORV1035506	50.357 TONS	07/21/2023	5	1,567.67
Total ARCOSA AGGREGATES - AGG ORV						33,412.42
HEIDELBERG MATERIALS						
Bill	06/23/2023	4317409	INVOICE # 4317409 # 8 STONE 91.64 TONS	07/03/2023	23	4,553.60
Bill	06/23/2023	4316553	INVOICE # 4316553 # 8 STONE 413.15 TONS	07/03/2023	23	20,529.44
Total HEIDELBERG MATERIALS						25,083.04
West Penn Power						
Bill	07/05/2023	100 094 289 996	100 094 289 996	08/04/2023		523.26
Bill	07/05/2023	100 094 286 141	100 094 286 141	08/04/2023		909.62
Total West Penn Power						1,432.88
TOTAL						59,928.34

JULY 27, 2023

**BUSINESS
MEETING**

**UNPAID BILLS
PACKET**

**WATER & SEWER
ENTERPRISE FUND**

12:36 PM
07/26/23

DONEGAL TOWNSHIP WASHINGTON COUNTY
Unpaid Bills Detail
As of July 26, 2023

Water / Sewer

Type	Date	Num	Due Date	Memo	Open Balance
DONEGAL TOWNSHIP GENERAL FUND					
Bill	06/28/2023	CCR LETTERS	07/08/2023	CCR LETTERS	197.19
Total DONEGAL TOWNSHIP GENERAL FUND					197.19
DYNAMIC DEVELOPMENT INC					
Bill	06/23/2023	6482	07/03/2023	VALVE/ACTUATOR	1,403.45
Total DYNAMIC DEVELOPMENT INC					1,403.45
OHIO COUNTY PSD					
Bill	07/03/2023	103900 #6	07/25/2023	103900	3,305.44
Total OHIO COUNTY PSD					3,305.44
PENNSYLVANIA AMERICAN WATER					
Bill	06/30/2023	1024-210032771151	07/25/2023	HYDRANTS	779.85
Total PENNSYLVANIA AMERICAN WATER					779.85
TROMBOLD TEPKO EQUIPMENT CO					
Bill	07/21/2023	330214	07/31/2023	ORDER # 01332720 REPLACEMENT GRINDER PUMPS QTY 2	7,000.00
Total TROMBOLD TEPKO EQUIPMENT CO					7,000.00
WEST PENN POWER					
Bill	07/20/2023	200 001 162 946	08/09/2023	MASTER 15 ACCOUNTS	2,055.36
Total WEST PENN POWER					2,055.36
WHEELING MUNICIPAL SERVICES					
Bill	07/05/2023	07/05/2023	07/15/2023	ACCT 2401-000131-00 W ALEXANDER MASTER METER	7,100.00
Bill	07/05/2023	240100013200	07/27/2023	ACCT 2401-000132-00 MASTER METER LOW	5,759.52
Total WHEELING MUNICIPAL SERVICES					12,859.52
WHEELING WATER DEPT					
Bill	06/23/2023	40598	07/03/2023		1,057.53
Bill	06/23/2023	40599	07/21/2023		16.95
Total WHEELING WATER DEPT					1,074.48
TOTAL					28,675.29



Vorys Sater Seymour and Pease LLP
500 Grant Street
Suite 4900
Pittsburgh, PA 15219-2502
Federal ID Number 31-4333125

Donegal Township
34 N. Liberty St.
P.O. Box 310
West Alexander, PA 15376

Invoice Date: July 27, 2023
Invoice Number: 1552345
Matter Number: 074944-000002
Phillip J. Binotto

*Summary for Professional Services Through **June 30, 2023***

Client: Donegal Township
Matter: Collective Bargaining 2022-IUOE

Total Fees	\$	8,598.00
Total Amount Due	\$	<u>8,598.00</u>

THIS AMOUNT IS DUE UPON RECEIPT



Time Detail

<u>Date</u>	<u>Description</u>	<u>Initials</u>	<u>Hours</u>
06/05/23	Review law review article, case law and Act 195 on effect of impasse and unilateral changes by Township; prepare Fact Finding Panel Request with PLRB and letter to PLRB requesting the same.	PJB	1.70
06/05/23	Update CBA; email Mediator and Union with update.	PJB	0.90
06/06/23	Email Mediator; call from Pennsylvania Labor Relations Board; [REDACTED] email PALRB;	PJB	1.10
06/07/23	Confer with PJB [REDACTED]	LLM	0.20
06/12/23	Review emails from Jim Bauer and Ed Shingle; email Union with last and final modification with regard to comp time. [REDACTED]	PJB	0.40
06/12/23	Conduct research [REDACTED] prepare and send detailed email to PJB regarding the same.	LLM	1.40
06/15/23	Call to Jim Bauer [REDACTED] email Union with implementation of new health insurance plan.	PJB	0.50
06/19/23	Call from Jim Bauer; [REDACTED] call to Jim Bauer; prepare email to Larry Cardillon [REDACTED]	PJB	1.30
06/21/23	Various emails with Larry Cardillo and client [REDACTED] Call from Fact Finder / Mediator.	PJB	0.90
06/27/23	Call from Jim Bauer; [REDACTED] research PLRA [REDACTED] attend call with Mediator to scheduled Fact Finding session.	PJB	1.10
06/27/23	Research issues pertaining to impasse bargaining [REDACTED]	PJB	2.10
06/28/23	Review bargaining notes and last draft of Final Offer; prepared concise Summary of Issues in Dispute and Position Statement for Fact Finder. Call from Jim Bauer [REDACTED]	PJB	7.10
06/29/23	Call to Jim Bauer [REDACTED] email Union with correction; call to Township Secretary [REDACTED]	PJB	2.10
06/29/23	Review and revise strategy for [REDACTED]	RDS	1.00
Total			8,598.00

Total Fees and Costs

8,598.00



Donegal Township
Collective Bargaining 2022-IUOE

Invoice Date: 07/27/23
Invoice Number: 1552345
Matter Number: 074944-000002

Time Summary

<u>Timekeeper</u>	<u>Title</u>	<u>Rate</u>	<u>Hours</u>	<u>Amount</u>
Phillip J. Binotto	Partner	400.00	19.20	7,680.00
Lauren L. Mathews	Associate	355.00	1.60	568.00
Robert D. Shope	Associate	350.00	1.00	350.00
Total			21.80	8,598.00





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Summary for Professional Services Through June 30, 2023

Client: Donegal Township
Matter: Collective Bargaining 2022-IUOE

Total Fees	\$	8,598.00
Total Amount Due	\$	8,598.00



THIS AMOUNT IS DUE UPON RECEIPT

Please remit payment by check to:

Vorys, Sater, Seymour and Pease LLP
Post Office Box 631568
Cincinnati, OH 45263-1568

PLEASE RETURN REMITTANCE WITH PAYMENT

Please remit electronic payments to:

Bank: PNC Bank
Swift Number: PNCCUS33
ABA: 041000124
Account Number: 4209704779
Account Name: Vorys, Sater, Seymour and Pease LLP

PLEASE FORWARD REMITTANCE INFORMATION TO csri@vorys.com

The Lynch Law Group

Cranberry Professional Park
501 Smith Drive, Suite 3
Cranberry Township, PA 16066
(724) 776-8000

July 31, 2023

Mr. James R. Bauer, Jr., Chairman of the Board
Donegal Township, PA (Washington County)
100 Main St.
Ed Shingle
eshingle@donegaltownship.pa.com
West Alexander, PA 15376

Invoice Number: 72300449
Invoice Period: 07-01-2023 - 07-31-2023

Due Upon Receipt
Remit payment to 501 Smith Dr., Ste. 3, Cranberry Twp., PA 16066 or
visit www.lynchlaw-group.com to pay on-line.

RE: General Solicitorship

Attorney client privilege document. Not for public disclosure.

We are pleased to announce our new on-line payment portal. You can find this on the homepage of our website,
www.lynchlaw-group.com.

Time Details

Date	Professional	Description	Hours	Amount
07-01-2023	Eric Thomas	Reviewed multiple emails from the township records officer [REDACTED] [REDACTED] Reviewed all emails and drafted several follow-up emails to Attorney McGraw [REDACTED] [REDACTED] Reviewed thirteen attachments as provided by the township records officer relating to the new right-to-know requests. Organize file and update calendar.	1.70	297.50
07-03-2023	Jim McGraw	Call with E. Thomas [REDACTED] [REDACTED] E. Thomas [REDACTED] Arbitrator Breen [REDACTED]	1.10	192.50
07-03-2023	Eric Thomas	Receive and review an email from Attorney McGraw [REDACTED] [REDACTED] Phone call with Attorney McGraw [REDACTED] [REDACTED] Discussed the next steps to ensure a timely appeal response for all three matters.	0.40	70.00
07-05-2023	Eric Thomas	Research and draft appeal response for appeal number 2023-1320. Research case timeline [REDACTED] [REDACTED]	1.70	297.50

Invoice Number: 72300449

We appreciate your business.

Page 1 of 6

Date	Professional	Description	Hours	Amount
07-05-2023	Eric Thomas	Research and draft appeal response for appeal number 2023-1321. Research the timeline [REDACTED] [REDACTED]	1.60	280.00
07-05-2023	Eric Thomas	Research and draft the appeal response for matter 2023-1322. Review [REDACTED] [REDACTED] Research and drafted the required affidavit for the township records officer [REDACTED] [REDACTED] Confer with Attorney McGraw [REDACTED] [REDACTED]	2.80	490.00
07-05-2023	Jim McGraw	Review RTK appeal response drafts; conference with attorney E. Thomas re: [REDACTED] review new RTK requests; legal research [REDACTED] emails with PIRMA counsel [REDACTED]	3.60	630.00
07-06-2023	Eric Thomas	Reviewed multiple emails from the township records officer including attachments to each email [REDACTED] [REDACTED] Organize the file.	0.90	157.50
07-06-2023	Jim McGraw	Prepare witness outlines for arbitration hearing; emails with Arbitrator and J. Bloom [REDACTED] [REDACTED]	2.50	437.50
07-07-2023	Eric Thomas	Reviewed multiple emails and the associated attachments [REDACTED] [REDACTED]. Organize and update the file including a diary of the calendar.	1.00	175.00
07-07-2023	Eric Thomas	Conduct legal research [REDACTED] [REDACTED] Confer with Attorney McGraw [REDACTED] [REDACTED] responses for the OOR docket numbers 2023, 1320, 1321, and 1322.	1.10	192.50
07-07-2023	Jim McGraw	Revise and finalize submissions to OOR for three appeals of RTK determinations; calls with E. Shingle [REDACTED] conferences with attorney E. Thomas [REDACTED] [REDACTED] RTK responses D. Breen, and J. Bauer re: arbitration h [REDACTED] [REDACTED]	8.20	1,435.00
07-10-2023	Jim McGraw	Call with E. Shingle [REDACTED] [REDACTED]	0.30	52.50
07-11-2023	Jim McGraw	Review RTK materials; emails with attorney E. Thomas re: [REDACTED] [REDACTED]	0.60	105.00
07-11-2023	Eric Thomas	Confer with Attorney McGraw [REDACTED] [REDACTED]	0.30	52.50
07-12-2023	Jim McGraw	Emails with supervisors re: [REDACTED] [REDACTED]	1.80	315.00
07-13-2023	Jim McGraw	Call with J. Yancosek re: [REDACTED]	5.40	945.00

Date	Professional	Description	Hours	Amount
		Confer with C. Malcolm re: [REDACTED] [REDACTED] review document requests from union and emails with J. Bloom [REDACTED]		
07-13-2023	Cian Malcolm	Discussion with Atty. McGraw.; [REDACTED] [REDACTED]	1.90	389.50
07-14-2023	Jim McGraw	Prepare for arbitration hearing; emails with union [REDACTED] [REDACTED]	4.80	840.00
07-16-2023	Jim McGraw	Review and organize exhibits; finalize all summation statement drafts; finalize witness outlines; prepare for grievance arbitration hearing	3.90	682.50
07-17-2023	Jim McGraw	Preparation for arbitration hearing; conduct arbitration hearing [REDACTED] [REDACTED] post-hearing conference with Supervisors; conference with attorney E. Lodovico [REDACTED] [REDACTED]	10.40	1,820.00
07-17-2023	Elizabeth Lodovico	Discussion with Jim McGraw [REDACTED] [REDACTED]	0.40	70.00
07-17-2023	Eric Thomas	Review an email from the DORO from the Township with multiple attachments responsive to a right-to-know request [REDACTED] [REDACTED]	0.50	87.50
07-18-2023	Jim McGraw	Review latest RTK requests; emails with E. Thomas re: same	0.50	87.50
07-19-2023	Eric Thomas	Reviewed an email from the DORO for the Township re: a new electronic OOR portal to process appeals. [REDACTED] [REDACTED]	0.40	70.00
07-19-2023	Elizabeth Lodovico	Telephone conference with Jim McGraw [REDACTED] [REDACTED]	0.20	35.00
07-19-2023	Jim McGraw	Conference with attorney E. Lodovico re: [REDACTED] [REDACTED]	1.70	297.50
07-20-2023	Jim McGraw	Conferences with attorney E. Thomas re: [REDACTED] [REDACTED]	0.80	140.00
07-20-2023	Eric Thomas	Confer with Attorney McGraw [REDACTED] [REDACTED]	0.80	140.00
07-21-2023	Eric Thomas	Review emails regarding recent [REDACTED] [REDACTED] appeal response specifics. Phone call with the township open records officer to [REDACTED]	0.60	105.00
07-21-2023	Jim McGraw	Conference with attorney E. Thomas re: [REDACTED] [REDACTED]	2.90	507.50

Date	Professional	Description	Hours	Amount
		call with E. Shingle re: [REDACTED] [REDACTED] [REDACTED] review addendum; email OOR re: [REDACTED] [REDACTED]		
07-24-2023	Eric Thomas	Review several emails from Attorney McGraw. [REDACTED] [REDACTED] [REDACTED] Researched and drafted the appeal response for appeal 2023-1501 and the associated affidavit for the township Open Records Officer.	2.30	402.50
07-24-2023	Eric Thomas	Review an email from Attorney McGraw to the OOR appeal officer. [REDACTED] [REDACTED]	0.20	35.00
07-24-2023	Eric Thomas	Researched and drafted the appeal response for appeal 2023-1502 and the associated affidavit for the township Open Records Officer. Phone call with Attorney McGraw [REDACTED] [REDACTED]	2.50	437.50
07-24-2023	Jim McGraw	Call with J. Yancosek re: [REDACTED]	0.10	17.50
07-26-2023	Jim McGraw	Call with P. Binotto re: [REDACTED] [REDACTED]	5.10	892.50
07-26-2023	Eric Thomas	Conference with Attorney McGraw [REDACTED] [REDACTED] Finalize and execute the same sending the affidavits to the Open Records Officer to sign. Receive and review multiple emails from Attorney McGraw regarding the submission of the appeals to the appeal officer.	0.90	157.50
07-27-2023	Jim McGraw	Call with J. Bauer re: [REDACTED] [REDACTED]	2.90	507.50
07-28-2023	Juan Paz-Rosario	Discussion with Jim [REDACTED]	0.30	52.50
07-28-2023	Eric Thomas	Confer with Attorney McGraw [REDACTED] [REDACTED]	0.40	70.00
07-28-2023	Jim McGraw	Emails with L. Cardillo [REDACTED] [REDACTED]	0.80	140.00
07-28-2023	Jim McGraw	Discussion with Juan [REDACTED]	0.30	No Charge
07-31-2023	Jim McGraw	Calls with J. Bauer re: [REDACTED] [REDACTED]	0.70	122.50
07-31-2023	Eric Thomas	Review multiple emails from the township open records officer including the associated attachments [REDACTED] [REDACTED]	0.80	140.00

Date	Professional	Description	Hours	Amount
		Confer with Attorney McGraw regarding the current open right-to-know requests		
				Total 14,372.00

Expenses

Date	Description	Amount
07-31-2023	Computer Assisted Research Fee July 2023	41.20
07-31-2023	07/27/2023- Mileage for travel to/ from Donegal Township for meeting (Donegal Township, PA (Washington County):General Solicitorship)	74.02
Total Expenses		115.22

Total for this Invoice 14,487.22
Total Amount to Pay as of 08-22-2023 14,487.22

Matter Statement of Account

As of 08-22-2023

Matter	Invoices / Credits	Trust	Balance Due
General Solicitorship	14,487.22		14,487.22
	Total Amount to Pay		14,487.22

General Solicitorship

Transactions

Date	Transaction	Applied	Invoice	Amount
06-30-2023	Previous Balance			14,088.36
07-05-2023	Payment Received - Reference 73707			(10,773.05)
07-05-2023	Payment Applied	10,073.05	52300509	
07-05-2023	Payment Applied to General Solicitorship Flat Fee	700.00	52300532	700.00
07-31-2023	Invoice 72300449			14,487.22
08-09-2023	Payment Received - Reference 73750			(4,015.31)
08-09-2023	Payment Applied	4,015.31	62300524	
			Balance	14,487.22

Open Invoices and Credits

Date	Transaction	Amount	Applied	Balance
07-31-2023	Invoice 72300449	14,487.22		14,487.22
			Balance	14,487.22