

**Donegal Township Board of Supervisors
November Business Meeting
November 17, 2022**

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

Call Meeting to Order:

The meeting was called to order at 7:15 pm

Prayer: by Randy

Pledge of Allegiance:

Announcement of Recording: Jim Bauer announced the meeting was being recorded.

Announcement of Executive Sessions:

An Executive Session was held on October 25, 2022 from 6:00 pm to 9:15 pm for Personnel Matters and Contract Negotiations.

An Executive Session was held on November 2, 2022 from 6:30 am to 7:45 am Personnel Matters

An Executive Session was held on November 7, 2022 from 6:30 am to 7:00 am Personnel Matters

An Executive Session was held on November 17, 2022 from 1:30 pm to 3:00 pm - Contracts

Supervisors Present:

Roll call:

Jim Bauer
Randy Polan
Edward Shingle

Also in attendance:

James McGraw Solicitor
Jamie M. Schaller Secretary/Treasurer
John Yancosek Chief of Police

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

Jim Bauer asked if there were any comments on the agenda items.

JD Martin asked if they could ask questions as we go along since they just got the agenda.
Ed Shingle made the motion to amend the agenda. Randy Polan second. Motion carried 3/0.

Jim Bauer made the motion to add to the agenda the Columbia Gas Road bonding and permit for approval.
Randy Polan second. Motion carried 3/0.

APPROVAL OF MINUTES:

1. Motion to approve the minutes from the Board of Supervisors regular Monthly Meeting held on October 17, 2022.

Jim Bauer stated there needed to be a correction to the motion made on page 8 item 13. Jim Bauer made the motion Ed Shingle second. Motion Carried 3/0.

Randy Polan made the motion to approve the minutes of October 17, 2022 with the correction. Ed Shingle second. Motion Carried 3/0.

At this time the Board addressed Item #3 and Item #1 under Old/New Business:

Carmen Subdivision – this subdivision needs reapproval.
Sprowls Subdivision – this subdivision needs approved.

FINANCIAL BUSINESS:

1. Motion to approve the Township General Fund Bills as presented on the bill list dated November 17, 2022 from the General Fund Account.

Ed Shingle asked about the Cool Stone Supply Invoice under Liquid Fuels. Secretary/Treasurer explained there was a statement and an invoice.

Jim Bauer asked if the Cintas Contract was canceled. Secretary/Treasurer stated yes.

The Harshman bills will need to be looked at and the General Fund will need to be reimbursed for any invoices that should be paid out of other funds.

Jim Bauer asked if the PA American Bill needs to be adjusted for this. Jamie I was not able to look at as of yet. Discussion on the amount of the PA American Water Bill for hydrants. If payment needs adjusted, we can adjust if we need to.

Sherri Hewitt Laird – How much does the Township owe in back Water Bills. Jim Bauer turned over to Jim McGraw.

Jim McGraw – there are some discrepancies on the amount that is owed, there have been conversations on it. No one has come up with a final number that is owed yet.

Apparently, there is an issue that was brought up on whether or not the correct rate was being charged. This is the part that is trying to be squared away. The Utility Commission needs to come back with the final approval of the contract with Wheeling Water.

Sherri Hewitt Laird – there is money owed to them? Jim McGraw – Yes.

Jim Bauer made the motion to approve the General Fund bills with the adjustment to the Pa American Water Company. Ed Shingle seconded. Motion Carried 3/0.

2. Motion to approve the Township Water & Sewer bills as presented on the bill list dated November 17, 2022 from the Water & Sewer Account.

Jim Bauer made the motion to approve the Water & Sewer bills. Ed Shingle second. Motion Carried 3/0.

Ed Shingle asked if a meeting could be set up with Integrated Environmental Services regarding his invoices.

3. Motion to approve the Township Liquid Fuels bills as presented on the bill list dated November 17, 2022 from the Liquid Fuels Account.

Ed Shingle made the motion to approve the Liquid Fuels bills. Randy Polan second. Motion Carried 3/0.

4. Motion to approve the Township ACT 13 bills as presented on the bill list dated November 17, 2022 from the ACT 13 Account.

Jim Bauer stated that these invoices are reimbursable expenses. This covers the Wilhelm Slide Project and the Wilhelm Culvert Project.

Randy Polan made the motion to approve the ACT 13 bills. Ed Shingle Seconded. Motion Carried 3/0.

DEPARTMENT REPORTS GIVEN AT THE 10-27-2022 AGENDA MEETING:

Police Report
Fire Report
Code Enforcement Report

OLD BUSINESS:

1. Graham water and sewer lines – Eric Graham stated that there needed to be a discussion with the board about who pays for the drilling to take the water and sewer line under road. He is waiting on a contractor at this time and will need an answer soon.

Jim Bauer - We did get an estimate from Stewart Contracting for the work at 113 West Liberty Road. The estimate is \$4,300.00 to install the water line.

Discussion on the fees Eric Graham already paid.

Jim Bauer – before we go into new business, I want to say that back in January or February we put out a sign-up sheet to have the agenda and minutes emailed to those. We did not take official action on it was just

something we did. We will no longer be doing that you will have to get the information from the Website or come to the building or meeting. After tonight we will not be emailing after tonight.

NEW BUSINESS:

1. Sprowls Subdivision review and approval.

The board asked if any changes were made to the plans? Answer – No.

Ed Shingle made the motion to approve the Sprowls Subdivision. Randy Polan second. Motion Carried 3/0.

2. Tunnel Ridge LLC has dropped off a Heavy Hauling Permit Application and Agreement for approval. This is for Highland Avenue (T-328). They have included the Application Fee and the Escrow Fee and the Performance Bond.

Harshman CE Group sent their inspection report.

Ed Shingle made the motion to approve the Tunnel Ridge LLC Heavy Hauling Permit Application and Heavy Haul Agreement. Jim Bauer seconded. Motion Carried 3/0.

3. Carmen Subdivision – this subdivision needs reapproval.

This needs reapproval because the 90-day time frame to have it recorded at the Recorder of Deeds Office has expired. We need to resign under our original signatures.

Jim Bauer made the motion to reapprove the Carmen Subdivision. Ed Shingle second. Motion Carried 3/0.

4. LSA Grant Application for the Main Street Storm Sewer Project. We need to pass a resolution stating that we applied for the LSA application in the amount of \$55,000.00 and the Township Pledges to utilize \$25,000.00 of Township Funds to complete the project.

Jim Bauer read the above, he stated this would be the 2023 LSA Grant and then this would complete this project.

Ed Shingle made the motion to commit the \$25,000.00 of Township Funds towards the completion of the project subject to the approval of the LSA Grant. Jim Bauer second. Motion Carried 3/0.

5. Open bids for the Anti-Skid Material. No bids received.

Jim Bauer stated that there are no bids to open. We will then need to get quotes sent to us. Randy stated he will be working on this. Ed and Randy discussing the options of using AS3 material.

Ed Shingle asked if we advertised once or twice. It was advertised twice.

Discussion on the Township needing to set up a Bid Log Book to keep these quotes as per code.

6. Motion to advertise the intent to use and appoint a CPA/Firm for the 2023 Audit.

Ed Shingle made the motion to advertise the intent to appoint a CPA Firm for the year 2022 Audit to be conducted in year 2023. Jim Bauer second. Motion Carried 3/0.

7. Columbia Gas dropped off a Heavy Hauling Permit Application and Road Cut Application for Cunningham Road for approval.

Jim Bauer made the motion to approve the Columbia Gas Road Cut and Road Bond. Randy second. Motion Carried 3/0.

8. Discussion of the Water Bills at 157 Main Street West Alexander.

Ed Shingle made the motion to add to the agenda the discussion for the water at 157 Main Street. Jim Bauer second. Motion carried 3/0.

Ed Shingle the house has been empty for about a year and then they started to go in and clean the place up.

Kathy Croft, they had a toilet leak which created the first high water/sewage bill. The bills continued to increase. They shut the water off at the main, and then they were counting the number of flushes to see.

Jim Bauer asked where the meter was? Kathy Croft the meter is in front of the house? Jim outside?

Ed Shingle this is one of the things that is being requested is that the meter be changed.

Jim Bauer – this is a lot of water usage. Kathy Croft, we know it is not leaking on our side.

Ed Shingle – A professional plumber came to check it in July

They are discussing the amounts of the bills.

Jim Bauer you are thinking that the meter is bad and is reading it wrong. “Yes”

Jim Bauer – you want a sewage credit? Kathy Croft yes.

Ed Shingle made the motion to direct the proper personnel to change the meter at 157 Main and to give the \$600.00 one-time Sewage Credit. Randy Polan second. Motion Carried 3/0.

9. Motion to discuss alternative dates for scheduling another budget meeting and possibly moving the business meeting.

Jim Bauer made the motion to discuss alternative dates for the scheduling of another budget meeting and possibly moving the business meeting. Ed Shingle second. Motion Carried 3/0.

The board is discussing the dates that it would need to be advertised and how soon we could get it into the paper. Ed the earliest it could be advertised is Monday.

At this time Kathrine Prescott asked about the Auditors Meetings to present the 2021 Audit to the Board of Supervisors. Could they all come to their meeting without advertising a meeting for themselves. Board, Auditors and Solicitor discussing the need for advertising.

Ed Shingle made the motion to advertise a budget workshop meeting and a Business Meeting on November 28, 2022 at 6:00 pm. Randy Polan second. Motion Carried 3/0.

Ed Shingle made the motion to approve advertising to change the December 8, 2022 meeting to December 19, 2022 starting at 7:00 pm. Jim Bauer second. Motion Carried 3/0.

ACTION ITEM:

1. Covid Guidelines for review

Jim McGraw, are you updating a policy? Board – no, we just always followed the CDC Guidelines and they have been updated so we want to reflect those changes.

Ed Shingle made the motion to update the Townships practices with respect to COVID-19 mitigation efforts by adopting the most recent CDC Guidelines regarding the same. Jim Bauer second. Motion Carried 3/0.

2. Closing the Township Office to the Public the week of December 12, 2022

Jim Bauer made the motion to close the office to the public the week of December 12, 2022. Ed Shingle second. Motion Carried 3/0.

Sherri Hewitt-Laird – what is the purpose of closing the office for a week? Secretary/Treasurer, so I can try to get caught up with paperwork, there are quarterly reports that have not been done.

Executive Session:

Ed Shingle made the motion for Executive Session: Start time: 8:53 pm. Jim Bauer second. Motion Carried 3/0.

Jim Bauer stated that the executive session was for Personnel, Contracts, Litigation.

The Board returned from Executive Session at 10:50 pm. Jim Bauer stated that the executive session was for Personnel, Contracts, Litigation. Call for a motion to adjourn...

Additional items after Executive Session:

JD Martin, we have some questions regarding Truck Repairs.

JD Martin – asked about the repairs and tires that are needed for the truck. Randy Polan stated that we are waiting for phone bids to come back for tires.

The Board and Audience discussing where to get tire quotes and if the quotes are needed if it is a safety issue.

Ed Shingle we each have a spending limit for a reason. Randy the truck is sitting at the shop because I am at my limit and it still needs more repairs.

Scott Dorsey – we have three trucks running and one down because it needs tires.

1. Motion to approve purchasing Public Works Truck Tires not to exceed \$1750.00

Jim Bauer made the motion to purchase the tires for the Public Works Truck not to exceed \$1,750.00. Ed Shingle second. Motion Carried 3/0.

JD Martin asked if the employee who was getting the \$150.00 per month to answer calls, is he still receiving that? Jim Bauer – No we stopped that.

2. Motion to approve the Public Works Truck- F550 Gas that is at Rusmiser's Garage to finish the U-Joints and the existing work that has been done not to exceed a total of \$3,000.00

Jim Bauer made the motion to have the truck that is sitting at Rusmeisel's Garage finished with the U-joints and the existing work that has been done not to exceed a total of \$3,000.00 this is the F550 Gas Engine. Randy Polan second. Roll Call Vote: Ed Shingle NO Jim Bauer YES Randy Polan Yes Motion Carried 2/1.

3. Motion to Adjourn Meeting.

Ed Shingle made the motion to adjourn the meeting. Jim Bauer second. Motion Carried 3/0. Meeting adjourned at 11:10 pm.


Jamie M. Schaller Secretary/Treasurer


James Bauer Chairman



**DONEGAL TOWNSHIP
BUSINESS MEETING MINUTES
NOVEMBER 28, 2022**

1. Jim Bauer called the meeting to order at 7:27 pm
2. Prayer: Given by Jeff
3. Pledge of Allegiance
4. Announcement of Recording: Jim Bauer made the announcement.
5. Public Comments on Agenda Items: None
6. Motion to adopt the 2023 Proposed Budget.

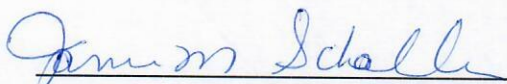
Ed Shingle made the motion to adopt the 2023 proposed budget the latest version without the tax increase. Randy Polan second. Motion Carried 3/0.

7. Motion to advertise the 2023 Budget is available for public inspection.

Randy Polan made the motion to advertise the 2023 budget for public inspection. Ed Shingle second. Motion Carried 3/0.

8. Motion to adjourn.

Ed Shingle made the motion to adjourn the meeting at 7:30 pm. Jim Bauer second. Motion Carried 3/0.


Jamie M. Schaller Secretary/Treasurer


James Bauer Chairman

