

**Donegal Township Board of Supervisors  
March Business Meeting Minutes  
March 23, 2023**

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

**Call Meeting to Order:** Jim Bauer called the meeting to order at 7:04 pm

**Prayer:** Given by Chad Thomas

**Pledge of Allegiance:**

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

**Announcement of Executive Sessions:**

An Executive Session was held on February 23, 2023 from 8:00 pm to 10:50 pm for Litigation and Personnel Matter.

**Supervisors Present Roll Call:**

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

Also attending the meeting:

Chief John Yancosek  
Fire Chief Eric Graham  
Secretary/Treasurer Jamie Schaller

**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**

Betty Shingle – Under new business what is item #6?

Jim Bauer – Yes this was a settlement on a Right to Know.

Jim McGraw – There has been ongoing litigation in association with a passive response to a RTK request.

Betty Shingle – Does this mean you are paying them off?



Jim McGraw – No, under this case a settlement means, the requester can be entitled to a certain amount of attorney's fees for pursuing appeals if there is a determination made that they are entitled to additional records and a time limit issue.

Betty Shingle – I don't mean to be nosey, but this woman called my work and tried to get me fired multiple times. I am very cautious when I see this name and the thought that we were just paying someone off is why I questioned this.

Jim McGraw – the settlement agreement itself, if it is approved tonight by the majority vote of the Supervisors half of that a copy of the settlement agreement would be available via RTK request, short version is that there is statutory language that requesters can get their attorney fees from the municipalities when there is an issue.

Ed Shingle – this was not from this Board.

Denise Musolino 6 Shepard Road– I would like to talk about Tunnel Ridge Application's for Heavy Hauling. I couldn't get my neighbors to come tonight on short notice but we all have concerns about this. This is a huge issue; our road is not big enough for two cars to pass let alone a truck with heavy machinery on it. A lot of us have new drivers in our families, the road is not wide enough and there are drop offs from the edges.

We feel like we are beating a dead horse and I know money talks but I feel like we are sitting ducks. This is a big nuisance, probably even bigger than the gun range and that whole issue we dealt with. Did we get use to it, sure. We fill that no one came to us and asked us what our input is. Some people sold and they are out of here but some of us don't have that luxury.

I'm not picky about my yard but vehicles drive off the road, they turn around in my driveway.

Jim McGraw – your primary concern is property damage and safety?

Ed Shingle – Do you have any suggestions?

Denise Musolino – I feel like any suggestions would go by the way side. Tunnel Ridge is already there. The last time there were issues with the road and Tunnel Ridge they came and put whatever down but it crumbled.

I want my family to be proud of being from here and it is sad when I hear other Township's Claysville included making fun of our Township.

My magic answer would be to kick them out and tell them no, but I know money talks.

Chief Yancosek – explained that when a permit is given the engineer will go out and inspect the road and the surface, and the berms and if there are issues you see let Randy know and he can make sure the engineers look at.



Denise Musolino – I don't mean to sound like I am yelling, I am frustrated. We just had this water issue and I felt like we were not in the know on that and now this.

Ed Shingle – we sent someone door to door on the water issue.

Ed Shingle – stated that they may not be using Shepard that much they will be using Old Brick.

Bill Riggle – You should look at this because if there would be an emergency out there and there is a heavy haul truck coming you are stuck because you can't get around them or turn around.

Denise Musolino – I don't mind regular normal traffic turning around but the big trucks are a problem.

Bill Riggle – Two big vehicles can't pass each other.

Denise Musolino – this is a safety issue and I am concerned.

Jim Bauer – We will do our best to address the situation and see what kind of steps we need to take.

#### **APPROVAL OF MINUTES:**

Ed Shingle made the Motion to approve the minutes from the Business Meeting on February 23, 2023. Randy Polan second. Motion Carried 3/0.

#### **FINANCIAL BUSINESS:**

At this time the Secretary realized that she typed the approvals for the unpaid bills incorrectly and apologized to the board.

Jim McGraw – asked if normally there would be simply a motion to approve the unpaid bills listed? Ed Shingle this is a typo just strike the motion part. It is a typo.

Jim McGraw – Just do this in the form of a motion like you normally would.

1. ~~Ed Shingle made the~~ motion to approve the Township General Fund Bills as presented on the bill list.

Jim Bauer asked if there was a motion to approve the bills from the unpaid bill list for the General Fund. Ed Shingle made the motion. Randy Polan second. Motion Carried 3/0.

2. ~~Jim Bauer made the~~ motion to approve the Township Water & Sewer Fund Bills as presented on the bill list.

Jim Bauer made the motion to approve the bills from the unpaid bill list for the Water & Sewer Fund. Ed Shingle second. Motion Carried 3/0.

3. ~~Ed Shingle made the~~ motion to approve the Township Liquid Fuels Fund Bills as presented on the bill list.



Jim Bauer stated that there are no Liquid Fuels bills.

4. Motion to approve the Township Act 13 Fund Bills as presented on the bill list.

Randy Polan made the motion to approve the unpaid bill lists from the Act 13 Fund. Ed Shingle second. Motion Carried 3/0.

**DEPARTMENT REPORTS:**

Fire Report – Eric Graham gave his report at the Agenda Meeting March 15, 2023

Police Report – no report available at the Agenda Meeting. Chief Yancosek gave his report.

Code Enforcement Report – Supervisors have a copy of Mark Gordon's Report

**RIGHT TO KNOW REPORT:** Given by Ed Shingle at the agenda Meeting.

Two new RTK requests since the last meeting.

Two Requests denied from previous requests.

One denied due to Township does not possess records. (PA @ open the books)

One denied Simon Campbell lacks specificity and requesting volumes of information.

One thirty-day extension for Mrs. Gilmore.

One just received March 14, 2023 from Pennsylvania @ open the books for different information requested.

One RTK Request from Mrs. Gilmore is pending.

Ed Shingle stated three of them are on 30-day extensions, and one was pending and now is denied.

**OLD BUSINESS:**

**1. Gymnasium Floor.**

Randy Polan - we have three quotes for the repairs.

Jim McGraw asked how we procured the proposals? Randy - I called them and they came out on site and put in a proposal.

Jim McGraw they basically bid the same scope of work. Randy yes, but Tom Brown was for the total floor.

Jim Bauer- we asked each of them how they would approach to fix them and give us a price.



**Ed Shingle made the motion to accept Jays Hardwood and Ceramic's proposal to repair the gymnasium floor at the price \$6,800.00. Jim Bauer second. Motion Carried 3/0.**

Jim Bauer asked if we still had the \$1,000.00 dollar donation to help with the cost? Yes, was the answer.

**2. Flashing Beacon Signal – US 40 and S.R. 3005**

Ed Shingle - the engineer is looking at but he needs some direction from the Board. The Signage is okay, maybe some rumble strips and maybe some solar power lighting on the signs that are there.

Jim Bauer – I thought we were told we could not put in the rumble strips. Randy Polan these would be small lines for the rumble strips, no humps.

Board – let's review this again with the Engineers and PennDOT.

**3. (FYI) Klages Road DGLVR Project. Excaliber Construction awarded bid. – Jim Bauer read.**

**4. (FYI) Pogue Road DGLVR Project. Slusarczyk Construction awarded the bid – Jim Bauer read.**

**5. The Washington County Tax Collection Committee has sent correspondence asking us to authorize a standing proxy for the Annual Delegate Meetings or approve a representative to attend the meetings.**

Jim Bauer made the motion to appoint Susanne Dorsey to be the representative standing proxy for Donegal Township for the Washington County Tax Collection. Ed Shingle second. Motion Carried 3/0.

**NEW BUSINESS:**

**1. Pass Resolution #2 to authorize the Elected Auditors to audit any Accounts not contracted out to a CPA Firm.**

Jim Bauer - we are going to pass a resolution to authorize the Elected Auditors to audit any of our accounts that are not done by the outside CPA that we contracted with.

Jim McGraw read Resolution #2.

Jim Bauer made the motion to approve Resolution 2023-2. Ed Shingle second. Motion Carried 3/0.

**2. Don McKee – Whiskey Rebellion Gravel Race –** They would like permission to use the public roads in our township for a major bicycle race that they have each year. The event will be held May 20, 2023 from 7:30 am to 7:30 pm. They are asking for a letter granting them permission to use the Township Roads.

Ed Shingle made the motion to approve giving them permission pending us getting the insurance certificate. Randy Polan second. Motion Carried 3/0.



**3. UPMC Renewal**

Jim Bauer there is a 16.6 % increase in cost. This will automatically renew if we take no action. Let's just let it renew for now.

**5. Schedule of Charges for Service Connections and Meter Installations – Schedule B** needs reviewed for accuracy and then pass or adopted.

The Bulk Water Rate will need changed from 0.02 to 0.04 per gallon.

Ed Shingle made the motion to approve the Schedule of Charges for Service Connections and Meter Installations – Schedule B, the original posting fee of \$15.00; shut off fee of \$40.00 and reconnection fee of \$40.00. Randy Polan second. Motion Carried 3/0.

**6. Approve the Final Settlement Agreement with Tamera Martin.**

Jim Bauer, we don't have an option on this? Jim McGraw – no

Jim Bauer made the motion to approve the settlement agreement with Tamera Martin. Randy Polan second. Roll Call vote: Ed Shingle No; Randy Polan Yes; Jim Bauer Yes; Motion Carried 2/1.

**7. Motion to approve the 2023 Police Pension MMO Plan.**

Ed Shingle made the motion to approve the 2023 Police Pension MMO Plan. Jim Bauer second. Motion Carried 3/0.

**8. Motion to approve the 2023 Pension MMO.**

Jim Bauer- this one is for the Non-Uniform MMO.

Ed Shingle made the motion to approve the non-Uniform 2023 Pension MMO. Randy Polan second. Motion Carried 3/0

**9. Tunnel Ridge application for heavy hauling on Shepard Road.**

**10. Tunnel Ridge application for heavy hauling on Waynesburg Road. (renewal)**

**11. Tunnel Ridge application for heavy hauling on Old National Pike. (renewal)**

**12. Tunnel Ridge application for heavy hauling on Ebbert Road. (renewal)**

Ed Shingle made the motion to table items #9 - #12 until the Engineer looks at them and reports on them. Jim Bauer second. Motion Carried 3/0.

These are not going to be renewals; They will be new applications.



Denise Musolino – on the renewals do you have an application? There is no gravel on the road (Shepard). When they fixed Waynesburg why was nothing done to Shepard? Maybe you can ask them if they are using the road, they could put some material down.

#### **DISCUSSION (ACTION) ITEMS:**

##### **1. Received the Bulk Water Station Permit.**

Jim stated that we have a quote for the sign for the Bulk Water Station. It is \$164.00 each, we need to decide if we want one or two signs. They should last 8-10 years.

Randy Polan made the motion to approve one sign at \$164.00 and order. Jim Bauer second. Motion Carried 3/0.

##### **2. Discussion on forming a Planning Commission – the minutes of March 26, 2018 reflect that a motion was made to pass the abolishment of the Planning Commission Ordinance #05-2018.**

Jim Bauer there was a seven-member commission and we would like to cut it down to maybe a three-person board.

Jim McGraw – we need to look at the Ordinance that abolished the Commission to see how it reads and then move forward based on that.

##### **3. The Tractor for the Boom Mower needs Tires.**

Randy Polan, we contacted Briggs for a price.

Jim Bauer how many tires does it need? Randy Polan – two

Discussion on the tread design of the tires and what is needed.

Jim Bauer made the motion to approve up to \$3,000.00 dollars for buying two new tires for the boom mower pending calling around to make sure we got the best price. Ed Shingle second. Motion Carried 3/0.

##### **5. Mike Gadani – Requesting the use of the gymnasium for youth sports.**

Jim stated that the group came to the agenda meeting to discuss using the building for youth sports. They seem to want to use it year-round.

Betty Shingle – we don't want to have this set up that if the Fire Department wants to use it or the Community wants to have a square dance and they won't be able to because this youth group has it.

Randy Polan – they would work around our scheduling here.

Jack Dewar – asked who this person is?

Jim Bauer – he is involved with youth sports and wants to have the kids be able to come here at a low cost to them.

Bill Riggle – Why not try it for 6 months to see how it goes?



Discussion with residents on the Township's fee schedule.

Denise Musolino – is he sure he will have kids' year round

Bill Riggle – look into the Liability Insurance.

Eric Graham – if they are wanting to use the fitness room or room 103 then maybe this could be separate from the gym.

Jim Bauer asked Jamie to contact Mr. Gadani and ask him to come to the next agenda meeting with more of a plan.

**6. Discussion on the purchase of a Safe for the Township Building.**

Jim Bauer stated that we have a small safe right now and I think we need to have something bigger to keep important papers, checks etc. inside.

I am thinking about a gun safe with no guns inside. I will get some pricing and come back to the next meeting with.

Eric Graham – the meter pits are not raised yet. Stewarts have not been back out.

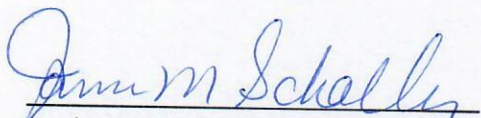
Jim Bauer – I will call Sarah to touch base with them and tell them they need to get it done asap.

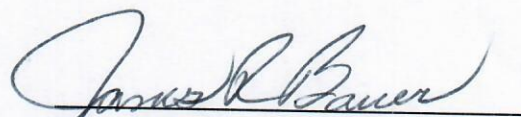
Jim Bauer asked if there was anything else before we go into executive session, if not I will call for a motion to adjourn the meeting.

**7. Executive Session:**

**ADJOURNMENT OF MEETING:**

Ed Shingle made the motion to adjourn the meeting at 8:40 pm. Randy second. Motion Carried 3/0.

  
Jamie M. Schaller Secretary/Treasurer

  
James R. Bauer Chairman

