

Donegal Township Board of Supervisors
February Business Meeting Minutes
February 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 7:02 pm

Prayer: Randy Polan gave the prayer

Pledge of Allegiance:

Announcement of Recording: Jim Bauer made the announcement

Announcement of Executive Sessions: Jim Bauer read and stated no other Executive Sessions to add.

An Executive Session was held on February 15, 2023 from 4:15 pm to 5:00 pm for Contract Negotiations.

Supervisors Present Roll Call:

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

Also attending the meeting:

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

A motion needs made to adopt the agenda giving the chair the privilege to adjust.

Randy Polan made the motion. Jim Bauer second. Motion Carried 3/0.

Public Comment: COMMENTS ON AGENDA ITEMS ONLY

Kathy Croft – I noticed on the agenda to deposit Act 13 money and to fix the floor in the gym or to get bids. If you deposit the money with the interest rates that the Township potentially could be getting you could patch the floor for now and then next year look at doing again.

Doug Teagarden – The Flashing Beacon Light that you have on the agenda what is all included in this, because up until now from what I hear it does not include PennDot's Engineer Report on the line of site on the right-hand side.

Jim Bauer – We are looking into other options at this time.

Doug Teagarden - I do have correspondence from 2018 that you may want to look at.

Jim Bauer – at this time I am going to let Sarah Boyce from Harshman Group speak about one of the agenda items.

Sarah Boyce – I am here tonight to present the Tunnel Ridge Planning Module for the McAdoo Portal. They are applying for 46 EDU's. I am recommending that the Board pass the resolution for the Tunnel Ridge Planning Module.

Jim Bauer – Can you comment on the Bulk Water Station at this time.

Sarah Boyce – December of 2021 the DEP did an inspection and discovered that we had a Bulk Water Station that was operating and it was not operating to DEP specifications. They issued a notice to upgrade. This included a back flow preventer, hosing and distribution line. We turned in application and there were more items needed and at that time the Board decided to shut down until the repairs were made.

DEP approved the application, they did their final inspection today February 23, 2023. The Township should have the permit in the next two weeks. The last thing needed is new signage to be put up telling how to operate the machine and who to call in an emergency.

Jim Bauer – worst case scenario mid-March.

APPROVAL OF MINUTES:

Ed Shingle made the motion to approve the minutes from the Board of Supervisors Business Meeting on February 6, 2023. Randy Polan second. Motion Carried 3/0.

FINANCIAL BUSINESS:

1. Ed Shingle made the motion to approve the Township General Fund Bills as presented on the bill list. 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. Randy Polan 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. Randy Polan second. Motion Carried 3/0.
4. Motion to approve the Township Act 13 fund Bills as presented on the bill list. – Jim Bauer stated there are not Act 13 bills this month.

DEPARTMENT REPORTS:

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

Police Report – Chief Yancosek gave his report at the Agenda Meeting February 15, 2023

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

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

The Township has received RTK Requests from the following:

- Simon Campbell (1) Requesting eight (8) years of financials.
- Janis Farese (1) Requesting of all employees' full names and gross annual wages.
- Tammy Martin (1) Requesting any and all township GF bills, Water and Sewage Bills, Liquid Fuels Bills, Act 13 Bills from July 1, 2022 Thru December 31, 2022.
- Tammi Iams (3)
 - 1.) Requesting any and all-time cards for any and all Township Public Employees from June 1, 2022 to present day. This includes: any and all Police Chief(s), and Police Officers full/part time Union and/or Non-Union, Road Crew Workers Union or Non - Union, Road Master, Road Foreman, Road Crew Leaders, Secretaries, Assistant Secretaries, Treasurers, Assistant Treasurers, Janitors, Water & Sewage workers and Code Enforcement Officers.
 - 2.) Requesting of any and all Statement of Financial Interests Forms from 2021 and 2022 for any and all Supervisors, Auditors, Secretaries, Assistant Secretaries, Treasurers, and Assistant Treasurers, Police Chief's, Roadmasters, Tax Collector and any and all Solicitors and/or Attorney's serving Donegal Township.
 - 3.) Requesting any and all Financial Bank Statements from January 1, 2022 to December 31, 2022 including all copies of checks within the statements.
- Kathleen Gilmore (5)
 - 1.) Requesting a copy of the Digital Audit done on the Township Computers in 2022 (withdrawn).
 - 2.) Requesting a copy of the Bean Counter Contract and/or pricing that was discussed at the March 10, 2022 Meeting.
 - 3.) Requesting a copy of the Digital Audit performed by BitXBit along with their findings and/or recommendations from the Digital Audit performed in 2022 on the Township Office Computers.
 - 4.) Requesting copies of the Donegal Township Elected Auditors paychecks. Their time sheets and their findings for the audit they did for the township for 2021. Also requesting copies of all checks written to the Elected Auditors from January 1 of 2022 to present.
 - 5.) Requesting a copy of the invoice paid to the Supervisor Randy Polan on 12-30-2022 in the amount of \$301.01 (Closed as request was granted)

The RYK Requests are being gathered by Agency Personnel who may have any information pertaining to these requests and a Legal review is being done to determine if information is able to be given. We also have staffing limitations within the office that requires more time to gather the information requested.

Ed Shingle – At this time I would like to add that three RTK's were answered or closed out.

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.

Eric Graham – Today they hooked up the sewer line, we have one water meter installed and the other should be installed tomorrow. Stewart Contracting is to raise the pits, they did put in the risers.

Sarah Boyce – I will follow up on this tomorrow.

John Foris quote for the sewage line not to exceed \$4,200.00. (Sewer Line Tap Installation – Fair Lane)

Jim Bauer made the motion to approve the sewer line hook up not to exceed a total of \$4,200.00. Randy Polan second. Motion Carried 3/0.

- 2. LSSE Civil Engineers and Surveyors** has submitted a Road Opening Permit Application and Construction Drawings on behalf of PA American Water Company for Claysville WWTP 891 Old National Pike and 811 Old National Pike. This was tabled at the February 6th Meeting. This was sent to the Township Engineers for review.

Randy Polan – We had a meeting with them today.

Chief Yancosek – They showed the engineers the road cuts that they are going to do and a description of the work. Chief explained to them that we have a Road Cut Application. They will be submitting new information and we will get them to submit a bond then it will go for review.

Jim Bauer – Was Rich Rush there at the meeting today? Chief – Yes.

Chief Yancosek – I would like to point out that because of what is on the website we may have to accept the fee that they paid.

Jim Bauer – at this time no action is needed, we will wait for them to get to us.

- 3. Gymnasium Floor.**

Randy Polan – Scott Dorsey and I looked at to see if we could do in house and it would be approximately \$3,500.00.

We had one company here looking at it to give us a price.

Ed Shingle – Let's wait and see what they come in with.

Jim Bauer – Let's put this on the next agenda meeting to discuss.

- 4. Flashing Beacon** – US 40 and S.R. 3005

Ed Shingle – The Engineers have the information and they are working on.

Jim Bauer – They are looking at other options? Make sure this is on the next agenda meeting.

5. Received quotes for fixing the water pump at the Public Works Building.

Randy Polan – is this something we want to do in house?

Scott Dorsey – We should be able to do this in house.

Ed Shingle – if it can be done within the \$1500.00 monthly allowance then let's do it that way.

NEW BUSINESS:

1. Bid for the Klages Road DGLVR Project. Table or award the bid.

Randy Polan - we opened the bids today. Rich Rush is reviewing, he recommended that we award to the lowest responsible bidder.

Ed Shingle made the motion to approve the Klages road DGVLVR Project to the lowest responsible bidder subject to a more thorough review by the Township Engineer and Township Solicitor. Randy Second. Motion Carried 3/0.

2. Bid for the Pogue Road DGLVR Project. Table or award the bid.

Ed Shingle made the motion to approve both the base bid and the alternate bid for the Pogue Road DGLVR Project to the lowest responsible bidder subject to a more thorough review by the Township Engineer and the Township Solicitor. Randy Polan second. Motion Carried 3/0.

3. The Washington County Tax Collection Committee has sent correspondence asking us to authorize a standing proxy for the Annual Delegate Meetings.

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

4. Ethan Ward of Thomas Marten Company has submitted two (2) Holding Tank Agreements for Greaves Road. He has submitted two checks for the bonds (\$1,000.00 each).

Jim Bauer made the motion to approve the two holding tanks. Ed Shingle second. Motion Carried 3/0.

5. Received correspondence from the Amwell, Donegal & South Franklin A. D. S. Co-op that the Co-op will be holding a meeting on February 21, 2023 9:00 am to discuss advertising for bids for stone and asphalt road oil.

We need to pass the following motion if we would like to participate.

Ed Shingle made the motion to participate with the Co-op on a joint bid for road oil and stone. The bid should include 2800 gallons of CRS-2 (E-3) road oil, 1500 Tons of #67, 500 Tons of #8, 0 Tons of #57. The Township agrees to pay a portion of the advertisement costs. Randy Polan second. Motion carried 3/0.

6. Tunnel Ridge Planning Module will need approved.

Jim Bauer stated that Sarah Boyce gave a report on this earlier and gave a recommendation to approve.

Jim Bauer made the motion to approve the Tunnel Ridge Planning Module as per the Engineers recommendation. Ed Shingle second. Motion carried 3/0.

DISCUSSION (ACTION) ITEMS:

1. Eric Musolino – 155 Main Street West Alexander, there are outstanding water invoices for this property, he is asking if this is considered a lien and is he responsible for the amount.

Jim Bauer explained to Jim McGraw that Eric Musolino is the new owner of the property, there are outstanding bills on the property that the township never liened.

Jim McGraw – He is the new owner of the property, then yes, he would owe. Jim Bauer then the position of the township is that he owes the amount.

2. Discussion/Action – the 2022 Volunteer Fire Department Donations did not get made in 2022. Motion to approve making the 2022 Donations to West Alexander Volunteer Fire Dept. \$25,000.00 and to Claysville Borough Volunteer Fire Dept. \$25,000.00

Ed Shingle made the motion to approve the donations to the West Alexander Volunteer Fire Dept. and the Claysville Borough Volunteer Fire Dept. Randy Polan second. Motion Carried 3/0.

3. Set the date(s) for Clean Up Day.

Jim Bauer stated that he checked and Claysville's is the first Saturday in May (5-6-2023)

Ed Shingle what we usually do is Friday afternoon and Saturday. We should get quotes on dumpsters.

4. Street Sweeping.

Ed Shingle/Jim Bauer – Call and get quotes on.

5. Investing ACT 13 Money. We have received rates from PLGIT.

Ed Shingle made the motion to approve \$400,000.00 in PLGIT Prime. Randy Polan second.

Jim Bauer – Any discussion on this.

Jim Bauer any reason you don't want to put more than that?

Ed Shingle wasn't sure if we wanted to put all our eggs in one basket so to speak. But I am for putting it all in.

Ed Shingle revised motion to approve \$600,000.00 from Act 13 Funds to be put into PLGIT Prime. Randy Polan second. Motion Carried 3/0.

6. Discussion on looking into getting a Credit Card for the Township.

Ed Shingle not much to discuss the Auditors recommended that we do this, it is safer.

Jim Bauer asked Jamie Schaller what do we currently have?

Jamie Schaller - we have a debit card through the bank.

Jim Bauer made the motion to have Jamie Schaller make the application for the credit card at Community Bank to eliminate the debit card. Ed Shingle second. Motion Carried 3/0.

7. Discussion on selling the Grader.

Ed Shingle made the motion to get the specifications on the grader and advertise for bids for selling it on Municibid and the Observer Reporter.

Randy Polan, do we want to discuss getting a smaller one. Jim Bauer, Ed Shingle we should wait to see what happens with this one.

Jim stated there's been a motion is there a second?
Randy Polan second. Motion Carried 3/0

8. Discussion on forming a Planning Commission.

Jim Bauer did we disband last Commission and how many members should there be.

Jim McGraw – You need to see if the Planning Commission was disbanded first, then go forward from there.

Discussed that it might be a seven-member board. Jim Bauer we are going to check the minutes to see what has been done with the commission.

9. Nathan Boyle – 2605 E. Finley Drive Claysville.

He would like to set up a meeting to discuss what would be needed to put in a Mountain Biking Park at 2605 E. Finley Drive Claysville.

Board – have him come to the next agenda meeting.

10. Adobe Acrobat – the office would like to purchase this for a few months to update the forms we use. The cost is \$14.99 a month / per license or \$179.88 year / per license.

Jim Bauer made the motion to approve the Adobe Acrobat at \$14.99 month for a period of six months. Ed Shingle second. Motion Carried 3/0.

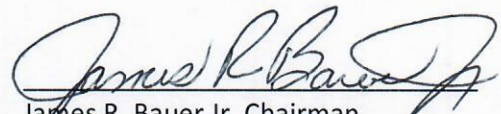
Jim Bauer asked if there was any other public comments at this time?

None.

ADJOURNMENT OF MEETING:

Ed Shingle made the motion to adjourn the meeting at 7:58 pm. Randy Polan second. Motion Carried 3/0. Meeting adjourned.


Jamie M. Schaller Secretary/Treasurer


James R. Bauer Jr. Chairman

