

**Donegal Township  
Supervisors Monthly Meeting Corrected Minutes  
Thursday, February 10, 2022  
7:00 P. M.**

The meeting of the Board of Supervisors of Donegal Township was called to order by Chairman, James Bauer Jr at 7:03 p.m. The meeting was held at the West Alexander Fire Department. The meeting was held as an in-person meeting

Board members in attendance by Roll Call; James Bauer Jr., Randy Polan, and Edward Shingle  
Also in attendance: Frank Gustine - Solicitor, Heather Wood - Secretary/Treasurer. Prayer was given by Jeff Dittmer. The Pledge of Allegiance to the Flag was recited. Chairman Bauer announced the meeting was being recorded.

Announced an Executive Session was held January 25, 2022 from 7 am to 11 am to discuss personnel and surcharge case docket # 2020-7053

Announced Agenda Meeting held January 27, 2022 from 7 pm to 9 pm

Announced Executive Session held on February 3, 2022 from 11 am to 2 pm to discuss personnel and surcharge case docket #2020-7052

Announced Emergency meeting on February 5, 2022 from 9 am to 10 am at WVFH

Announced Emergency meeting on February 6, 2022 from 9:30 am to 10:15 am at WVFH

Announced Executive meeting on February 10, 2022 from 5 pm to 6:15 pm to discuss litigation and personal - Wood Federal case docket # 2020-945

Mr. Shingle made a motion to adopt the agenda giving the chair the privilege to adjust. Mr. Polan seconded the motion.

Votes: 3 - YES 0 - NO

Motion carried

**PUBLIC COMMENT:**

Peter from Harshman to discuss the Bulk Water Station and DEP violations in regards to permitting - describe the source of water supply - backflow violations

Julie Graham discussed dye testing requirements

Dave Ealy asked about Lake Rd and how residents will be notified when there is a road closure for a PENNDOT project

Sherri Laird commented on a remark from Secretary/Treasurer on January 13, 2022 meeting when Mr. Shingle asked the Secretary/Treasurer if I had submitted the required forms to the Washington County Election office and the Secretary/Treasurer responded that she sent emails



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FINANCIAL BUSINESS:

Mr. Shingle made a motion to approve the Treasurer's report dated January 1, 2022 through January 31, 2022. Mr. Poland seconded the motion.

Votes: 3 - YES 0 - NO

Motion carried

Mr. Shingle made a motion to approve the bills as listed on the unpaid bills as listed on the unpaid bills list dated January 31, 2022 with amendments of pulling Turturice's bill, Auditors bills, Bassi-Vreeland bill, and Stewarts bills. Mr. Polan seconded the motion accepting the amendments.

Votes: 3 - YES 0 - NO

Motion carried

DEPARTMENT REPORTS

1. Code Enforcement - Report given in packets and Jim Bauer read

2. Fire Department - Reports in packets and Eric Graham read - Mention the winter storm and that the West Alexander was a warmer station from Thursday - Sunday and that their volunteers, supervisors were updated constantly and that the supervisors have the Emergency Declaration as well as PEMA and Public Safety.

3. Fire Marshal - Eric Graham

4. Office - Jim stated there was nothing to report

5. Water - Ed Shingle spoke - he spoke with Wheeling Water solicitor and will be working on standard forms once emails are done

5. Parks and Rec - Nothing submitted

6. Police Department - Reports in packets and Chief Yancosek read

7. Road Department - Randy spoke - talked about the waterline repair - road crew working really well - Possibilities of renting a chipper - gutters on maintenance garage needs different hangers or new gutters, to discuss later

8. Solicitor - No report

OLD BUSINESS:



1. Mr. Bauer made a motion to take off the table the auditors - elected or a firm. Mr. Shingle seconded the motion.

Votes: 3 - YES 0 - NO

Motion carried

1A. Mr. Bauer made a motion that the elected auditors will do the 2021 yearly audit. Mr. Shingle seconded the motion

Votes: 3 - YES 0 - NO

2. Mr. Bauer made a motion to take off the table the PARKS and Rec setting meeting dates for 2022. Mr. Shingle seconded the motion.

Votes: 3 - YES 0 - NO

Motion carried

2A. Mr. Bauer made a motion to set the Parks and Rec meetings to the Second (2nd) Tuesday each month at 6 pm at Dutchfork Church Christian Church and to advertise for such and include letters of interest in the advertisement. Mr. Shingle seconded the motion.

Votes: 3 - YES 0 - NO

Motion carried

3. Wheeling Water - No action

4. Mr. Bauer made a motion to take off the table resolution 1-2022 Fee Schedule. Mr. Shingle seconded the motion.

Votes: 3 - YES 0 - NO

Motion carried

4A. Mr. Bauer made a motion to adopt resolution 1-2022 Fee Schedule. Mr. Polan seconded the motion.

Votes: 3 - YES 0 - NO

Motion carried

#### EXECUTIVE SESSION:

Mr. Bauer made a motion to enter into executive session. Mr. Shingle seconded the motion.

Votes: 3 - YES 0 - NO

Motion carried

Entered into executive at 8:23 pm

Returned from executive at 8:58 pm

#### NEW BUSINESS:

1. Mr. Shingle made a motion to approve the subdivision as presented pertaining to Herb Bolosky and Tunnel Ridge. Mr. Polan seconded the motion.

Votes: 3 - YES 0 - NO

Motion carried

2. Mr. Shingle made a motion to approve the subdivision as presented pertaining to Jesse Lilley and Carol Williams Estate. Mr. Bauer seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

3. Emergency Management Plan

Eric Graham stated that the errors that were discussed in the previous meeting were not errors and that there were only small changes to page 1 and that was replaced.

4. Mr. Shingle made a motion to pay Graham Construction invoice #1 in the amount of \$16,660.26 per contract from the General Fund account as reviewed by Harshman Engineering and direct the office to request reimbursement from Redevelopment and upon reimbursement the monies deposited into the General Fund account. Mr. Polan seconded the motion.

Votes: 3- YES 0 - NO Motion carried

5. Mr. Polan made a motion for final approval of the Interstate Village Expansion plan. Mr. Shingle seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

6. Mr. Bauer made a motion to cancel former Tax Collector, Tamera Martin's bond. Mr. Shingle seconded the motion.

Votes: 3 - YES 0 - NO

7. Mr. Polan made a motion to solicit bids for tree removal on Buck Run Rd and Ebbert Rd. Mr. Shingle seconded the motion.

Votes: 3 - YES 0 - NO

8. Clean up days - No action

9. Mr. Polan made a motion to approve Markwest heavy haul permits for Old National Pike for 4.55 miles, Shepherd Rd for .25 mile, and Waynesburg Rd for .97 mile; application, fees, insurance, and bond have been submitted, also to include to videoed by the Engineer and said fees deducted from their escrow. Mr. Bauer seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

10. Mr. Shingle made a motion to pay the UPMC bill in the amount of \$6,697.27 and to attempt to recover it. Mr. Polan seconded the motion.

Votes: 3 - YES 0 - NO Motion carried



11. Mr. Polan made a motion to award to Piccolomini Development in the amount of \$48,342.69 subject to solicitor and engineer approval for the Wilhelm Rd Culvert Project. Mr. Bauer seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

12. JMPP - To use the same quantities as we did for 2021

13. Mr. Polan made a motion to purchase a cell phone for the Secretary/Treasurer; same free one as supervisors. Mr. Shingle seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

14. Mr. Polan made a motion to approve a written procedure for assisting Secretary/Treasurer in 2022 retrieve files/documents from the Secretary/Treasurer office located at 34 N. Liberty St. West Alexander, PA 15376 with effective date of 2-10-22 and plan being as follow: A) The Secretary/Treasurer will cooperate with the appointed township supervisor overseeing the office to retrieve required documents. B) The Secretary/Treasurer will provide Township Supervisor a list of all documents requested by Audits, elected or external. Requested documents will be listed on a spreadsheet A. C) Spreadsheets A will identify the document and/or item, date requested, location of document, date retrieved, date returned to filing cabinet or location. Initials of Supervisor and Secretary/Treasurer. a) documents of which supervisor was unable to locate will require additional guidance from Secretary/Treasurer and so noted on spreadsheet. b) the Secretary/Treasurer will provide township supervisors with as much detail as possible when locating documents/items. The expectation is for the written plan to provide a smooth retrieval of documents/items to assist auditors in the 2021 audit. Mr. Shingle seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

15. Mr. Shingle made a motion to contact Comcast to come out and check out the phone system. Mr. Bauer seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

16. Mr. Shingle made a motion to participate in the Co-op bidding and split the cost of advertising, and determine quantities. Mr. Polan seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

17. Mr. Shingle made a motion to name the lane off of West Liberty Rd. (leads to fairgrounds) between 107 and 113 West Liberty Rd. with name to be Fair Lane.

Votes: 3 - YES 0 - NO Motion carried

18. Mr. Shingle made a motion to table hydrant markers and gaskets. Mr. Bauer seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

19. Mr. Shingle made a motion that no agenda items be added to the monthly meetings from the close of day Friday before the meeting and packets to be ready the Monday before the meeting, with the exception of emergency and executive session items. Mr. Polan seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

20. Mr. Bauer made a motion to table a backup engineer. Mr. Shingle seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

21. Mr. Bauer made a motion to reimburse Randy Polan in the amount of \$12.44 (Home Depot) for a breaker he purchased and to be paid out of the General Fund. Mr. Shingle seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

22. Reimburse Jim Bauer and Randy Polan in the amount of \$169.00 each for PSATS Boot Camp to be paid out of the General Fund. Mr. Shingle said this was a previous motion and stated to pay; code also authorizes. - No action

23. Mr. Shingle made a motion to advertise for bids for Municipal water and sewer repair. Mr. Polan seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

24. Mr. Shingle made a motion to bring checks for unpaid bills to the business meeting for signatures. Mr. Bauer seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

25. Mr. Bauer made a motion to elect to spend the ARP money according to the most recent modifications to the ARP after April 1, 2022. Mr. Shingle seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

26. Mr. Shingle made a motion to add to the agenda to solicit bids for payroll, bookkeeping, and bill paying services. Mr. Polan seconded the motion.

Votes: 3 - YES 0 - NO Motion carried

27. Mr. Shingle made a motion to solicit bids for payroll, bookkeeping, and bill paying services.

Mr. Polan seconded the motion.

Votes: 3 - YES 0 - NO

Motion carried

Mr. Bauer stated that Clark and Company resigned; sent the email to him, not the office

Mr. Bauer stated that 2 more companies looked at the building located at 34 N. Liberty St.

Mr. Shingle made a motion to adjourn. Mr. Bauer seconded the motion.

Votes: 3 - YES 0 - NO

Motion carried

9:45 adjourned



Heather Wood, Secretary/Treasurer