

**Donegal Township Board of Supervisors
January Business Meeting Minutes
February 6, 2023**

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

Call Meeting to Order: Jim Bauer called the Meeting to order at 7:00 pm

Prayer: Given by Bruce Graff

Pledge of Allegiance

Announcement of Recording: Jim Bauer made announcement

Announcement of Executive Sessions:

An Executive Session was held on December 28, 2022 from 9:30 am to 3:30 pm for Contract Negotiations.

An Executive Session was held on January 3, 2023 7:45 pm to 9:30 pm for Litigation.

An Executive Session was held on January 20, 2023 with Jim Bauer, Randy Polan and the Solicitor on the phone from 10:00 am to 10:30 am for Personnel Issue.

An Executive Session was held on February 2, 2023 from 6:00 pm to 9:40 pm for Personnel, Labor Relations and Litigation.

An Executive Session was held February 6, 2023 from 6:30 am to 6:50 am for Personnel Issue.

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 M. 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

Jim Bauer asked if there were comments on agenda items.

No Comments.

APPROVAL OF MINUTES:

Motion to approve the minutes from the Board of Supervisors Business Meeting on December 19, 2022.
Motion to approve the minutes from the Board of Supervisors Reorganization Meeting on January 3, 2023.

Ed Shingle made the motion to approve both sets of minutes, December 19th and January 3rd. Randy Polan second. Motion Carried 3/0

FINANCIAL BUSINESS:

1. Motion to approve the Township General Fund Bills as presented on the bill list.

Ed Shingle made the motion to approve the General Fund Bills as presented on the bill list. Randy Polan second. Motion Carried 3/0.

Discussion – the Lagonda Machine Invoice is this out of General Fund? Jamie Schaller – No that is being paid out of the Water/Sewer Fund for Galvanize Bars at the Sewage Plant.

Ed Shingle – The Harshman invoices need to be invoiced to the different individuals doing the projects.

2. Motion to approve the Township Water & Sewer Fund Bills as presented on the bill list.

Ed Shingle made the motion to approve the Water & Sewer Bills as presented on the bill list. Jim Bauer second. Motion Carried 3/0.

Discussion – Ed Shingle we need to discuss the John Foris Invoices and the increase. Jamie Schaller I only put on the unpaid bill list the original invoices that has no late fees or the increase in the invoice. Ed Shingle, we need to have a discussion regarding the invoices.

3. Motion to approve the Township Liquid Fuels Fund Bills as presented on the bill list.

Ed Shingle made the motion to approve the Liquid Fuels Fund Bills and presented on the bill list. Randy second. Motion Carried 3/0.

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

Randy Polan made the motion to approve the Act 13 Bills as presented on the bill list. Ed Shingle second. Motion Carried 3/0.

Discussion - Ed Shingle the Stewart Invoice? Jamie Schaller – they are in your packet so you can see what has come in for the Graham Water/Sewage Line. Ed – Not being paid out of ACT 13? Jamie Schaller – No.

Ed Shingle – do we want to discuss the Fire Department Allocation? Jim Bauer not on the agenda, we will need to discuss at the next meeting.

DEPARTMENT REPORTS:

Fire Report – Eric Graham read his report for the Board. – Jim Bauer this was given at the Agenda Meeting.

Annual Fire Report – to be given at the Business Meeting. - Eric Graham gave his annual fire report.

Police Report – Chief John Yancosek read his report - Jim Bauer this was given at the Agenda Meeting.

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

CURRENT RIGHT TO KNOW REPORT:

Ed Shingle we are about one month and a few days into the new year and we received 7 Right to Know Requests.

Tammi Iams	3 RTK Requests
Kathleen Gilmore	2 RTK Request – did withdraw one.
Tammy Martin	1 RTK Request
Simon Campbell	1 RTK Request

They are in various stages of being answered.

JD Martin – can we know what the requests are? Ed Shingle – I didn't bring that information with me. I will make a note that we were asked what they are.

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.

Received Invoice #3684 from Stewart Contracting for the water/sewer line. \$5,980.00

Jim Bauer asked Eric Graham if we were on the same page with this now. Eric Graham yes, we are waiting for Stewart's to come back. Jim Bauer – they are going to put some risers on there and bring everything up.

Eric Graham – I will need some kind of documentation of what I will owe.

Talking about the \$5980.00 invoice and if it was a quote or an invoice?

Jim Bauer – asked Scott Dorsey if he had a conversation with Mike Stewart to see if the Public Works Department would be able to do this or not. Scott Dorsey not yet, I am going to get with Eric Graham to look at to see if we can do.

Jim Bauer asked Jamie Schaller to get an estimate in writing from Stewart to do the sewage hook up on Fair Lane.

Jim Bauer asked if the bill stated invoice or estimate? Jamie Schaller the \$5980.00 states invoice.

2. A motion needs made to approve the Secretary/Treasurer to pay reoccurring bills prior to the meeting date. (Utilities, benefit payments, communication/internet bills)

Ed Shingle made the motion to approve the Secretary/Treasurer to pay reoccurring bills prior to the meeting date if necessary so we don't incur late fees. Jim Bauer second. Motion Carried 3/0.

5. Motion to approve the 2023 mileage rate as set by the IRS at 65.5 cents per mile.

Ed Shingle made the motion to approve the 2023 mileage rate at 65.5 cents per mile. Randy Polan second. Motion Carried 3/0.

6. Discuss the appointment for Building Code Officials. This was tabled at the reorganization meeting.

Ed Shingle made the motion to appoint Municipal Consulting Services as the BCO with the fees that are on the fee schedule. Randy Polan second. Motion Carried 3/0.

NEW BUSINESS:

1. Harshman LLC has prepared bid documents for Pogue Road and Klages Road for the DGLVR Projects. A motion needs made to put these projects out for bid and to advertise.

Jim Bauer made the motion to approve advertising the bids Pogue Road and Klages Road for the DGLVR Project. 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.

A discussion was held by the board on this application. It was decided that a meeting should be set up with LSSE Civil Engineers and Scott Dorsey, Randy Polan and maybe the Township Engineers to go over and see exactly where they want to put this.

Ed Shingle made the motion to table and set up an onsite meeting with all the principals. Jim Bauer second. Motion Carried 3/0.

3. Debrah Cogar of 25 Noble Ave Claysville has submitted a letter asking the township what needs to be done so she can put up a fence into the paper alley.

Jim Bauer made the motion to table this request until the Supervisors can look at. Ed Shingle second. Motion Carried 3/0.

4. Washington County Joint Municipal Purchasing Program Summer 2023. We need to submit our items for bid by February 10, 2023. Scott Dorsey has supplied the items and quantities the Public Works will need.

Jim Bauer made the motion to approve submitting the list of materials and quantities to Washington County Joint Municipal Purchasing Program. Randy Polan second. Motion Carried 3/0.

5. A Set Back variance is needed for 71 Main Street.

Ed Shingle made the motion to approve the set back variance for 71 Main Street West Alexander. Randy Polan second. Motion Carried 3/0.

6. Approve to participate in the COSTARS Program for Salt Purchasing.

Ed Shingle made the motion to participate in the COSTARS Program for Salt Purchasing. Randy Polan second. Motion Carried 3/0.

7. Motion to approve advertising for Police Officer Applicants.

Ed Shingle made the motion to approve advertising for Police Officer Applicants in the Observer Reporter and other sources. Randy Polan second. Motion Carried 3/0.

Ed Shingle we should advertise in the Observer Reporter but also try to advertise with others like Zip Recruiter, indeed or someplace like that. Jim Bauer, do you want to add other sources to your motion. Ed Shingle yes.

DISCUSSION (ACTION) ITEMS:

1. Paula Jester has requested that a house number be given to the Trailer that is on the same Property at 590 Old National Pike.

At the agenda meeting, we discussed giving this, the address of 590 ½ Old National Pike for the house. The trailer was given 590 Old National Pike.

Board stated to give them the address and to notify 911 and the Post Office.

2. Michael Schumacher – Bush Drive requesting that a house number be given to a trailer that is on the property. The trailer is on the same side as 25 Bush Drive.

Jim Bauer, he stated that he did look at this and we could issue 27 Bush Drive, notify 911 and Post Office.

2. Gymnasium Floor – discussion on the type of floor we want to put back down. Basketball Court Floor or a Regular Floor.

Jim Bauer made the motion to have the Township Engineer to right up Request for Proposals for repairing the gymnasium floor as a basketball court and a general-purpose floor two separate bids. Ed Shingle second. Motion Carried 3/0.

3. Flashing Beacon – US 40 and S.R. 3005

Ed Shingle whatever we do has to be approved by PennDOT and submitted by the Engineer. I propose and I have been an advocate for, we have to maintain this thing, a low tech less infrastructure fix. Painted Stop Signs, Solar Signage Stop Here proceed cautiously. Less of a foot print, less maintenance.

Jim Bauer - do you want to call Harshman and discuss with them? Ed yes, I will call them to see what options we have.

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

Randy Polan – this is a shallow well and it is not working properly.

Ed Shingle – I talked to John Foris and it is an on-demand system and it is normal the way it is working.

Randy Polan – when it kicks on there is a clicking that happens. I think this is going to wear out.

Jim Bauer – Lets have a couple of the guys that put in the estimates to come out and put eyes on it and see what they think.

5. Proposal for CPA. Received from Brian T. Kelly CPA

Jim Bauer we only received Brian T. Kelly's quote for the audit his quote was \$7,500.00 to \$9,000.00

Jim Bauer made the motion to approve Brian T. Kelly CPA to do the 2022 Financial Audit at a quote of \$7,500.00 and not to exceed \$9,000.00 and file with the DCED. Ed Shingle second. Motion Carried 3/0

Ed Shingle – does the quote tell us the process that they are going to do, Jim they will pull samples and look at other items, description on page 6 of proposal.

6. PSATS Flagger Training Program- they would like to hold the training for renewals and new certifications at our location. The class will run from 9:00 am until noon. They are looking to hold this in April/May.

Ed Shingle made the motion to approve the use of our facility for the Flagger Program. Randy Polan second. Motion Carried 3/0.

7. Ryan Deems- Property Marker.

Jim Bauer this is an FYI, we did some side mowing and tore out a survey surface marker, there was a buried steel post in the ground and we located that and put back the marker.

8. Discussion on the No Winter Maintenance Signs – approval to purchase / \$45.15 each plus shipping.

Randy Polan made the motion to approve purchasing the No Winter Maintenance Signs (4). Ed Shingle second. Motion Carried 3/0.

9. The 2023 LSA Program grant has been submitted for the Main Street Storm Sewer Project.

Jim Bauer this is just an FYI.

10. (FYI) Received two checks from the Washington County Conservation District: \$53,300.00 for the Wilhelm Road Culvert and \$148,100.00 for the Wilhelm Road Slide Repair Project.

Jim Bauer stated that these checks would be deposited back into the ACT 13 Fund.

11. Discussion on the Bulk Water Station Fees.

Jim Bauer we have to send them a \$50.00 application fee for them to review our permit application.

Ed Shingle – John's recommendation is to move it to .04 cents. Jim Bauer we moved once already from .01 to .02 and now we want to go from .02 to .04. Ed Shingle this is still below everybody else. We have put a lot of money into it. Randy Polan – do we have a total as to how much this has cost us so far? No not a total.

Jim Bauer this will be .04 cents per...Ed we will set the timer for the gallons. We will have to state approximate gallons.

Ed Shingle made the motion that when the state gives us the permit to open we charge the equivalent of .04 cents a gallon. Jim Bauer second. Motion Carried 3/0.

Ed Shingle made the motion to go into Executive session at 8:24 pm. Randy Polan second. Motion Carried 3/0.

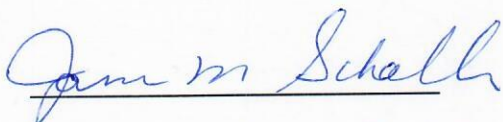
The Board returned from Executive Session at 8:58 pm. This was held to discuss litigation and personnel issue.

Ed Shingle made the motion to amend the agenda. Jim Bauer second. Motion Carried 3/0.

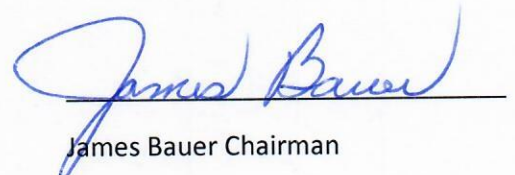
Randy Polan made the motion to terminate the employment of Ed Kraushaar. Ed Shingle second. Motion Carried 3/0.

ADJOURNMENT OF MEETING:

Ed Shingle made the motion to adjourn the meeting at 9:00 pm. Jim Bauer second. Motion Carried 3/0.



Jamie M. Schaller Secretary/Treasurer



James Bauer Chairman

