

**Donegal Township Board of Supervisors
Business Meeting Minutes
June 22, 2023**

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

Call Meeting to Order: Jim Bauer called the meeting to order at 7:15 pm.

Prayer: Given by Jim Bauer

Pledge of Allegiance: Recited

Announcement of Recording: Jim Bauer stated the meeting is being recorded.

Announcement of Executive Sessions:

An Executive Session was held on June 14, 2023 from 9:00 am to 10:30 am for Personnel.

Supervisors Present Roll Call:

Jim Bauer - Present

Randy Polan – Present

Edward Shingle - Present

Motion to adopt the agenda giving the chair the privilege to adjust.

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

None

APPROVAL OF MINUTES:

Motion to approve the minutes from the Business Meeting on May 25, 2023

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

FINANCIAL BUSINESS:

1. Motion to approve the Township General Fund Bills.
 2. Motion to approve the Township Water & Sewer Fund Bills.
 3. Motion to approve the Township Liquid Fuels (State Fund) Bills.
 4. Motion to approve the Township Act 13 Fund Bills.
- (Slusarczyk Excavating & Excavation Construction DGLR Projects)

Randy Polan made the motion to approve all four Funds bill lists. Ed Shingle second.

Jim Bauer at this time stated that he wanted to make a clarification before the vote was taken, what we have listed on the unpaid bill list this month, these were three bills that were included in the Supervisors bills last month that we paid, and to be transparent, we are adding these three bills that have been paid we are going to give approval of them tonight along with the rest of the bills.

Jim McGraw – yes, that is a fair assessment. It was in the bills given to the supervisors it was just left off the bill list, this is to make sure that it is part of the public record.

Jim Bauer – this is already included in the motion this evening I just wanted to clarify that point. **We are now ready for roll call: Ed Shingle yes, Randy Polan yes, Jim Bauer yes. Motion Carried 3/0.**

DEPARTMENT REPORTS: Given at the Agenda Meeting

Fire Report
Police Report
Code Enforcement Report

RIGHT TO KNOW REPORT: Given by Ed Shingle at the Agenda Meeting
RTK UPDATE AS OF JUNE 19, 2023

13 RTK REQUESTS FROM KATHLEEN GILMORE
6 WERE GRANTED

1 PARTIALLY GRANTED/PARTIALLY DENIED
3 DENIED

3 ARE PENDING BEING ANSWERED
3 HAVE BEEN APPEALED

5 RTK REQUESTS FROM TAMERA MARTIN GRANTED
1 DENIED

2 HAVE 30-DAY EXTENSIONS

1 RTK REQUEST BY AURORA WINDSOR
1 WAS GRANTED

1 RTK REQUEST BY JERI ZWICKER HER REQUEST WAS GRANTED.

At this time Jim Bauer stated that he is going to adjust the agenda and go to #4 under New Business.

OLD BUSINESS:

1. Flashing Beacon Signal – US 40 and S.R. 3005

Ed Shingle – let him run with what he has and see what they approve. Jim, do you mean to make a motion to approve what the Engineer has? Ed – yes unless you have something else to review.

Jim Bauer – the information is showing a stop sign with a solar battery charging, warning sign.

Jim Bauer I will entertain a motion to notify Rich Rush to move forward with Stephanie Whitlatch to secure pricing.
Ed Shingle – it wouldn't be just pricing it would also be their approval.

Jim Bauer – we would need to talk to Stephanie Whitlatch find out if they would approve then get pricing.

Jim Bauer - asked Jim McGraw if we need to do a motion or can we instruct him to do this?

Jim McGraw – so there is no purchase per say, Jim Bauer no not yet.

Jim McGraw – then yes this could be a directive from the office.

2. SWN Production Company LLC application for heavy hauling on Greaves Road

Jim Bauer made the motion to table the heavy hauling application for Greaves Road until we can set up a meeting with all parties involved. Ed Shingle second. Motion Carried 3/0.

Jim Bauer – Let's try to set up a meeting with them about Greaves Road.

3. SWN Production Company LLC application for heavy hauling on Main Road (T-322)

Randy Polan made the motion to approve the heavy hauling application for SWN on Main Road. Ed Shingle second. Motion Carried 3/0.

4. Grader – Jenner Township / Hauling Service Fee

Jim Bauer – we are going to sell our grader to Jenner Township for \$220,000.00 plus a grader on trade at the same time and the hauling fee will be split between the two at \$800.00 per person.

Randy Polan made the motion to sell the grader for \$220,000.00 plus their grader and the hauling fee will be \$1600.00 which will be split, each will pay \$800.00 for hauling by McAdoo's.

Jim McGraw – this is the piece of equipment that was listed on Muncibid?

Jim Bauer is there a second? Ed Shingle second the motion

JD Martin – you are selling for \$220,000.00 and are you taking a trade off of that?
Board – We are getting \$220,000.00 plus the trade. Jim Bauer, we believe the trade we are getting is worth \$20,000.00. We sent Scott up to look at it and run it. It is in good condition.

Roll call vote: Randy Polan yes Ed Shingle yes Jim Bauer yes. Motion Carried 3/0.

5. Iams - Cossell Lane Master Meter & Water Line Agreement

Jim Bauer turned this over to Jim McGraw.

Jim McGraw – I have had conversations with the property owners, it is a contemplated contractual arrangement. For the time being there is no action to take or agreement that has been hammered out. We are continuing to talk to the property owner.

Jim Bauer made the motion to table the Iams – Cossell Lane Water Line Agreement. Ed Shingle second. Motion Carried 3/0.

6. Columbia Gas Transmission's Well 4137 Cunningham Road – Slip Mitigation Plans

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

NEW BUSINESS:

1. Harshman Group is recommending payment in the amount of \$60,487.35 to be paid to Slusarczyk Excavating LLC for the Pogue Road DGLVR Project. (See below)

2. Harshman Group is recommending payment in the amount of \$111,424.50 to Excalliber Construction for the Klages Road DGLVR Project. (See below)

Randy Polan there is gravel that came in for this, we will pay for, and then get reimbursed for it by the County. Ed Shingle – am I right in saying that these are dirt and gravel projects that we have already received the money for?

Jim/Randy – we pay out then get reimbursed.

Jim Bauer made the motion to approve these payments out of Act 13 and upon receiving payment return to Act 13. Randy Polan second. Motion Carried 3/0.

3. Risk Horizons LLP (Tony Burlando) Subdivision.

Jim Bauer – Tony have you gotten all your approvals?

Tony Burlando – yes, I believe Harshmann Group sent everything to DEP and we got Washington County Planning approval.

Jim Bauer – We need to have DEF approval before we can approve.

Ed Shingle – Tony I am uncomfortable with no right of way to that property that is commercial from I70 back into the back. That paper alley is only 12 feet wide and not designed for high traffic not to mention to get to it you would have to go through the Loop, and honestly the Township is not required to open it.

Tony Burlando – why wouldn't you consider the main entry off the ramp right of way?

Ed Shingle - I do, but if you have like you said what if someone would put a hotel back there, Dollar General told you they only wanted the frontage. You have a lot of land back there that someone is going to need to get to.

Tony Burlando – I think it would be the subject of a future subdivision, as long as it is one parcel, I am treating this as one parcel with one means of right of way in and out. The intention was never to come in through the back. Lot #4 would be treated as one unit and never be subdivided again, that is the reason I turned down Dollar General because they would not give me a right of way to the back. We are never going to land lock that back portion or come in through the twelve foot right of way.

Toney Burlando – Other than the DEF approval what do I need?

Jamie Schaller – The Washington County Planning Commission called me and told me that they did the review and will be sending out their review letter.

Tony Burlando – I have a closing on the 17th that this is needed for.

Jim McGraw – if you have all the paperwork and are okay with the plan and the only thing you are waiting on is the approval letter from DEF then I'm not against you approving.

JD Martin – Can you approve at the next meeting? Board – NO the next meeting is an agenda meeting.

Jim Bauer made the motion to approve the Burlando Subdivision upon receipt of all the proper paper work from the County and DEF, and the plans will be signed subject to the receipt of these items. Randy Polan second. Motion Carried 3/0.

4. Wolfe Subdivision Plan #1

Ed Shingle made the motion to approve the Wolfe Subdivision Plan #1. Randy Polan second. Motion Carried 3/0.

5. PIRMA Insurance renewal \$134,082.00 annual

Jim Bauer made the motion to approve the insurance renewal at \$134,082.00 per year. Randy Polan second. Motion Carried 3/0.

DISCUSSION (ACTION) ITEMS:

1. Municipal Office Hours:

OPEN – Monday Tuesday and Friday: 9:00 am to 3:00 pm

CLOSED – Wednesday and Thursday

Ed Shingle made the motion for the foreseeable future the office will be open to the Public Monday Tuesday and Friday 9am to 3pm and closed Wednesday and Thursday. Randy Polan second. Motion Carried 3/0

2. Copier – Quotes

- Reach Technologies
- Precision Copy Products Inc
- Amcom

Jamie Schaller – Reach Technologies is my recommendation for what we need. We can buy it out right or lease it. To lease it for 36 month \$297.85 per month; the 48-month lease is \$261.26 per month. To buy out right \$7965.78.

Ed Shingle – what is the cost per copy?

Jamie Schaller - \$0.008 per copy (5000 Black/White copies)
\$0.35 per copy (500 Color Copies)

Jim Bauer- (called Mark Ebbert – Reach Technologies) if we purchase out right can we get a warranty/maintenance agreement on it?

Jim Bauer – Mark, if we purchase it and not lease it can we buy a warranty on it?

Mark Ebbert – if you purchase out right you can still get the cost per copy at the same price, you will pay for the copies, and it would include ink and service. Pay for what you print each month.

Jim Bauer – we would not pay for the copies if we would lease? Is that correct?

Mark Ebbert – Yes that is correct with a lease you would only pay if you went over the number of copies.

Jim McGraw – is this the lowest bid?

Jamie Schaller – the other two quotes where more of a desktop model.

Ed Shingle – what about Costars?

Discussion on if there would be a warranty if you buy from Costars.

Kathy Croft / Jamie Schaller – I am not finding an Epson on Costars.

Randy Polan made the motion to purchase the Epson Workforce Copier with the maintenance agreement package which is based on usage from Reach Technologies. Jim Bauer second. Motion Carried 3/0.

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3. Parking Lot – Quotes

- Greene Valley Seal Coat \$3,400.64
- Police Seal Coating LLC \$4,240.00
- JR Paving & Construction \$8,990.00

Randy Polan – We have the three quotes but I was thinking, have we tar & chip the parking lot before? Because now that we are working with the A.D.S. Co-Op we could do the parking lot and then we would have to put the lines on it.

Ed Shingle – I talked to Scott Dorsey and he said that they could fill the cracks.

Jim Bauer – I just went out to look at, and there are three cracks, most of the lot is in good shape.

Ed Shingle – Fill the cracks and spread sand on it.

Randy Polan – I would like to still put lines on the lot, since the gym is open up, I think the lines would be a good thing.

Randy Polan – So we are going to fix the cracks and not worrying about sealing it?

Jim Bauer – I think we can go another year without sealing the entire parking lot.

Ed Shingle – Rich Lough could fill cracks and paint lines.

Jim Bauer asked for a motion to do any work on the parking lot by the quotes given here.

No second Motion dies.

4. Website Proposal

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

5. PA Rural Water – Offering training for proper line locating techniques. (PA One Calls) \$100.00/per person

Jim Bauer made the motion to approve Rich Lough, Scott Dorsey and Kathy Leech to attend the locator training. Randy Polan second.

JD Martin – isn't this done by the Utility Companies?

Ed Shingle – We are the Utility.

Roll Call Vote: Jim Bauer Yes; Randy Polan Yes; Ed Shingle Yes. Motion Carried

JIM BAUER MADE THE MOTION TO AMEND THE AGENDA. RANDY POLAN SECOND. MOTION CARRIED 3/0.

6. Act 13 Funds to be transferred to PLGIT once received.

Ed Shingle made the motion to move the Act 13 money to the PLGIT Account. Jim Bauer second. Motion Carried 3/

EXECUTIVE SESSION:

At this time Jim Bauer stated we are going to adjourn the meeting then go to Executive Session, there will be no business to take care of.

PUBLIC COMMENTS:

Jim Bauer asked if there are any other public comments?

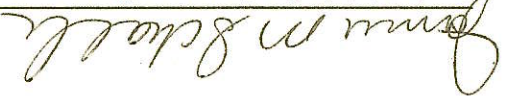
None

ADJOURNMENT OF MEETING:

Randy Polan made the motion to adjourn the meeting. Ed Shingle second. Motion Carried 3/0.

Meeting adjourned at 8:50 pm

James M. Schaller Secretary/Treasurer



James R. Bauer Jr. Chairman

