

**Donegal Township
Supervisors Monthly Meeting Minutes
October 17, 2022**

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

Prayer

Pledge of Allegiance

Announcement of Recording

The meeting was called to order at 7:12 pm.

It was announced that the meeting was being recorded.

It was announced that Executive Sessions were held as follows:

September 12, 2022- Personnel Issues
October 5, 2022 from 1:00 pm to 4:30 pm – Contract Negotiations
October 8, 2022 from 11:00 am to 12:15 pm-Personnel Issues

Supervisors in attendance:

Jim Bauer
Randy Polan
Ed Shingle (arrived 7:20 pm during public comment)

Also in attendance:
James McGraw Solicitor
John Yancosek Chief of Police
Eric Graham Fire Chief
Jamie M. Schaller Secretary/Treasurer

Roll Call:

Jim Bauer
Randy Polan
Edward Shingle

Randy made the motion to adopt the agenda giving the chair the privilege to adjust. The motion was seconded by Jim Bauer.

Roll Call Vote: Bauer Yes Polan Yes
Motion carried.

Public Comment: COMMENTS ON AGENDA ITEMS ONLY

#6 under Old Business

Tony Burlando of Risk Horizons – They purchased property and made a land bridge to the Frances Farm and they have been getting questions as to what will be on the property. He explained what they did in Chartiers Township and he would like to do the same in Donegal Township which is to take a worthless piece of ground and make something valuable out of it. He has been getting questions as to what will be on the property. Right now, he does not know what will be put on the property, he does have veto power as to what will be there. It will be something that will not diminish West Alexander. We are finishing the clearing of the property today, and will be doing stump grinding, environmental controls will be put in around the parameters and the seeding will be done. At this time, they are talking about what infrastructure is there. Tony stated that infrastructure will depend on the use of the property.

CAPRI and the Revitalization Steering Committee

The representatives of CAPRI would like to give an update on the progress and an overview of the plan area.

Rita Melvin President of CAPRI (Claysville Area Preservation and Revitalization Initiative)

Thanked the board for letting them speak. We have made a lot of great progress and we would like to continue to partner to move forward together to revitalize the entire area, and if there are ways we can help you, we are interested in that as well, let us know.

Rick Newton – I am a local business man. I started my business 19 years ago I am the Vice President of the Claysville Area Business Association and a member of the revitalization program. We got turned down for the LSA Grant and so as a result we asked what is it we need to do to get access to these funds. They talked to the Redevelopment Authority and we were told we needed to do three things. 1) we need to mobilize Community Leaders, (giving names of the persons on the committee). We got the group together, then COVID happened. 2) we need to create a revitalization plan, with a plan you get access to County, State, and Federal monies that you wouldn't have if you didn't have a plan, we partnered with Herbert Rollin and Group (HRG) to help us with this plan. 3) Raise money to pay HRG this will cost a little over \$100,000.00 dollars.

There is a lot in the scope of work that we want to do and to date we have raised a little over \$120,000.00.

We have been engaging in the Community and we believe in what I am calling (Highlander Country) which is the McGuffey School District.

We had three public meetings and then a 4th meeting in May to roll out what is the revitalization plan. The plan is made up of eight (8) different projects.

Mr. Newton is now explaining the eight projects will take the next two or three years to complete. Phase 1 Project and the Descriptions. The first four projects in green they already have funding or we anticipate having access to funding to move projects forward. The next four projects start in 2023 they are in red; these still need to have funding raised.

Mr. Newton stated that there are two major themes across these eight projects: 1) infrastructure and 2) Studies.

Mr. Newton is reading and explaining the eight projects from the hand out material he brought.

Thank you to Donegal Township for stepping up, and donating the \$2,500.00 seed money.

The details of the plan are at the following web site: www.hrg-inc.com/claysvillearea/

Rick Newton – we would love to have tighter coordination with what you are doing, Ed, I know you are on the steer but you have had a difficult time getting there, and I don't know if you can make this a topic of conversation, is it still Ed or is there someone else who could participate or even someone designated from the community to continue to participate on the steer. We care about what is happening in Donegal and I think Donegal cares about what we are doing. If there was someone else you could be updated every month instead of every six months.

Jim asked JD Martin if he had anything to say. JD nothing at this time.

APPROVAL OF MINUTES:

1. Ed Shingle made the motion to approve the minutes from the Board of Supervisors regular Monthly Meeting held on September 12, 2022. Randy Polan second the motion. Motion carried 3/0

FINANCIAL BUSINESS:

1. Randy Polan made the motion to approve the Township General Fund Bills as presented on the bill list dated October 17, 2022 from the General Fund Account.

Ed Shingle second the motion. Motion carried 3/0

2. Ed Shingle made the motion to approve the Township Water & Sewer bills as presented on the bill list dated October 17, 2022 from the Water Sewer Account.

Randy Polan second. Motion carried 3/0

3. Jim Bauer made the motion to approve the Township Liquid Fuels bills as presented on the bill list dated October 17, 2022 from the Liquid Fuels Account.

Ed Shingle second the motion. Motion carried 3/0

4. Randy Polan made the motion to approve the township ACT 13 bills as presented on the bill list dated October 17, 2022 from the ACT 13 Account.

Ed Shingle second the motion. Motion Carried 3/0

**there were no bills for the Act 13 Account for this meeting.

Jim McGraw stated at this time that we should state that Ed Shingle walked in during the Public Comment Period, so that it is noted.

DEPARTMENT REPORTS

1. CODE ENFORCEMENT – Report given to the Board of Supervisors
2. POLICE DEPARTMENT – Report given to the Board of Supervisors
Chief Yancosek gave his report.
3. FIRE DEPARTMENT – Report given to the Board of Supervisors
Eric Graham gave his report.

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.

Jim Bauer asked Eric Graham to fill the board in on where this is at this time.

Eric Graham – John Foris called Stewart Contracting regarding the location and price on the metered pits. Stewart Contracting asked who they are working for and I told them they are working for the Township. There was a discussion on who is going to be responsible for the bills but that is something between me and the Township.

Eric Graham - we stand ready at any time so that we can get the water line we need and get the water line buried. But I need to know where the pits are going to be.

Jim Bauer stated he had a conversation with John Foris and we need to call John or Stewart Contracting and find out who needs to get things started and get a start date. As far as the cost underneath the road, John told me there are regulations that states whose responsibility that is, I asked him to show me the regulations. When we get that we will deal with that down the road as far as where the financial responsibility lays for coming under the road.

2. Mark West resubmission of their Heavy Haul application.

_____ made the motion to approve Mark West Road Cut Agreement and their heavy haul application for Hicks Road for .60 mile; Cunningham Rd for .67 mile. Bond request letter received in the office, fees, escrow, and agreement have been received. Roads to be videoed by the Township Engineer.

(Last meeting tabled; waiting on proper paperwork to be submitted)

Jim Bauer called to table this item. Ed Shingle stated that we tabled last meeting, and they have not submitted anything new. Ed Shingle let's let it die until they bring in paperwork.

3. The Township has some concrete pipe in the yard. Ray Clark is inquiring if he is able to get this from the Township.

Jim Bauer asked Randy Polan to fill them in on this item. Randy stated that Mr. Clark is interested in this pipe for his own property. The concrete pipe that we have we do not use anymore due to regulations. It is just sitting there taking up space.

He will pick up with his own equipment, there will be no cost or liability to the Township.

Jim Bauer asked Randy Polan how much was there, Randy replied about (four) 4.

Ed Shingle- we should have him sign a liability waiver.

Jim McGraw is asking some questions regarding the pipe and the area where he would be picking the pipe up at. Ed Shingle I am not worried about property damage as much as I am if he rolls his machine over on our property and damages his equipment.

Jim McGraw stated he could prepare a short waiver and email it to the Township.

There is no harm in declaring that it has no value and if he wants to pick it up we will have him sign a waiver that states if there is any property damage occasioned by his obtaining this on township property or once it is gone his utilization of it.... then he could have it.

Jim asked if there was a motion.

Randy made the motion to contact Ray Clark that he can have the pipe after signing the waiver.

Discussion now on what Mr. Clark is going to use the pipe for.

Jim McGraw – have Mr. Clark disclaim what he is using the pipe for, if it goes bad, you put the pipe in and it collapses you can't come back on the Township, we are letting you take it away at no value.

Randy Polan made the motion Ray Clark can have the pipe after signing the waiver. Jim Bauer second the motion. Motion carried 3/0

NEW BUSINESS:

1. The motion to hire Jamie M. Schaller needs amended to include approving her to be bonded and payment of such bond.

Ed Shingle made the motion to approve the bonding and payment of bond. Randy Polan second. Motion carried 3/0

2. CINTAS Rental Service Agreement – they provided a new quote for the cleaning of the matts in the township building. The Cost is \$147.76 / 152.76 per month.

Supervisors are reviewing the quote and discussing the cost. Jim asked if this was a 60-month contract with Cintas, the Secretary/Treasurer stated yes, unless we join Omni Partners and then it would be 36-month contract.

Jim stated that he talked to Richey about him getting plastic runners and having him clean them each week. Ed Shingle stated he was for saving roughly \$1,800.00 a year. Randy Polan stated that residents would probably prefer a carpet style matt over a plastic style.

Discussion on where the matts could be purchased.

Ed Shingle made the motion to pay Cintas what we owe them and cancel the service and purchase the matts ourselves and take care of the maintenance of them ourselves. Randy Polan second. Motion carried 3/0

3. County of Washington Department of Public Safety would like us to update our Call lists for the Road Department. They provided the form for us to fill out and return.

Chief Yancosek stated that what they are looking for is a call out order as to who they should call first.

Chief Yancosek explained that the County will call him then he will notify the Supervisor in charge or Ed if I can't get ahold of someone.

Chief stated he would list Randy Polan first then the next three contacts after that.

4. Diana Patton of StoneHouse Tax, Business & Municipal Accounting has given the Township a quote for support for the QuickBooks Program.

Jim Bauer explained that they have synchronized the accounts with the DCED Chart of Accounts so that when the audits are done it will be less time consuming. They want to make sure we continue to code everything correctly using the new codes. The quote is for \$135.00 an hour or \$650.00 for six months.

Randy Polan made the motion to approve the proposal from Diana Patton of Stonehouse for additional training in QuickBooks at a fee of \$650.00 for 6 months of support. Ed Shingle second the motion. Motion carried 3/0

5. Don Melvin is asking for a setback variance of (+-) 20 feet he is going to need on an upcoming construction project at Route 40 & Interstate 70 for a 28' x 36' x 10' High Post Frame Building.

Chief Yancosek is explaining to the board that Mr. Melvin tore down a structure and wants to build on the same site. The problem he has is the set back there on 40. He needs a variance to put the structure back on the same footprint. He has only one place he can put the structure that is why he needs the variance.

Ed Shingle asked that this is because of our ordinance, it has nothing to do with the state?

Chief Yancosek stated that the state has 60 feet and as long as he is not in those 60 feet.

Ed Shingle made the motion to approve the setback variance request for Don Melvin. Jim Bauer second.

At this time Jim McGraw asked if there was a written submission for this? Board looking at the information given to them for the meeting. It was stated that he has submitted not to scale reference drawings with distances and the actual as-builts from Rte. 40.

Jim McGraw stated that he wanted to make sure we had a written submission on this. There is no formal application submitted the paper work was emailed.

Roll Call Vote: **Bauer Y** **Polan Y** **Shingle Y** **Motion Carried 3/0**

6. (FYI) Risk Horizons (Tony Burlando) is doing land clearing (Trees) on 981 O.B.R. and 29 W. Alex. Loop.

Tony Burlando spoke under Public Comments.

7. Motion to bid anti-skid material #1 and #2.

Ed Shingle stated that we already approved the advertising for this.

Jim McGraw stated that this was on the August 11, 2022 Agenda item #5 and that Randy Motioned, second by Jim Motion carried 3/0.

8. Sprowls Subdivision review and approval.

Ed Shingle made the motion to table the Sprowls Subdivision on Old National Pike. Randy Polan second. Motion carried 3/0

Board stated that the Sprowls need to be at the meeting for approval.

9. (FYI) Arbor Metric Solutions (Scott) would like talk to the Township regarding the exempt property off of Route 40 near the Fish & Game Commission from Lake Drive. Beginning in January 2023 Asplundh or Townsend will be clearing the right of ways for West Penn Power.

Jim Bauer read the above information. He stated to the Secretary/Treasurer that if they call invite them to a meeting to speak to the board.

10. PSATS sent a sample resolution that will need to be passed sometime between October 10, 2022 and January 9, 2023 to implement ACT 57 of 2022 PROPERTY TAX PENALTY WAIVER PROVISION.

A copy was given to the Donegal Tax Collector, Susanne Dorsey.

Motion to approve advertising the Resolution and adoption of the Resolution.

Susanne Dorsey is giving the board the information she received when she called PSAB and PSATS and DCED, which no one is giving her all the information she needs.

There is a request of a waiver of additional charges, and there is a form that they will fill out and return to her. This is for the first-time home buyers.

The waiver reads that the home owner has to give us written verification that they did not receive the tax bill. Susanne is stating some of the other items that will be needed, and what happens once it is turned over to the Tax Collection Bureau as delinquent.

It was discussed that the motion to advertise was not necessary since it was a resolution.

Jim Bauer made the motion to approve the Resolution and the adoption of the Resolution. Ed Shingle second. Motion Carried 3/0

11. (FYI) Received notice from PA Department of Transportation that our 2023 Liquid Fuels allocation will be \$206,145.20 the turnback amount is \$3,280.00.

Jim Bauer Read

12. (FYI) The Washington County Tourism Promotion Agency has sent out information regarding collecting event information from Township's for the remainder of 2022.

Jim Bauer read and we have no events for 2022.

13. Received a quote from Erie Tec that John Foris requested for a Gear Reducer for the sewer plant.

The Board is discussing the options on the Quote and the time frame it would take to get the part. Jim Bauer stated that we are looking at items: #002 \$1,306.37 and #003 \$2,762.88 and #004 \$5,326.05

The Board is looking at the quote, trying to determine if item #002 and #003 are needed or if it is just item #004 \$5,326.05.

The Secretary/Treasurer stated that she misread the quote and thought the total was \$5,326.05 Jim Bauer stated that he thought this was his understanding of the quote.

Ed Shingle – I think it may me more, but why don't we approve the \$5,326.05 and if need be, we can come back to it. Ed and Jim stated that they were told this was the important piece that we had to have.

Ed Shingle made the motion to approve the \$5,326.05 for the Cone Drive Gear Box. Jim Bauer second. Motion carried 3/0

Randy asked that if this is the same quality to take the capacity of all of it. Ed Shingle and Jim Bauer both started that "he" said it is.

14. A motion needs made to set the date and time for Trick or Treat.

Ed Shingle asked Susanne Dorsey when Claysville is holding theirs? Susanne replied October 31st from 6pm to 7pm. Ed on Halloween?

Ed Shingle made the motion that we match Claysville. Jim Bauer second. Motion carried 3/0

Jim stated on 10-31 from 6pm to 7pm.

15. A motion needs made to approve negotiations with the Public Works for the CBA Contract that expires 12-31-2022.

Jim asking if a motion needs made to do this? Jim McGraw stated no.

Jim Bauer stated that they are going to skip over this item, there is no motion needed.

16. The Township Auditors have asked the Supervisors to approve advertising for dates for the Auditors to meet. Dates to be Determined.

Sherry Laird stated that the motion should be:

The Auditors are seeking approval to advertise two public meetings with the dates to be determined.

Jim asked Jamie is she had this squared away?

Ed Shingle made the motion. Jim Bauer second. Motion carried 3/0

17. Discussion on Crack Sealing and Line Striping the Township Parking Lot.

Randy Polan, we need to get the cracks sealed up to keep the water out and then maybe in 2023 we can seal coat and do the line striping.

Jim Bauer asked if he looked into us buying the gallon of jugs and doing it ourselves? Randy stated that he talked to Richey about getting pricing. Jim Bauer stated that we may want to do this quick because once the weather gets cold the material can't be put down.

18. Discussion on the Core Testing that was done on Old National Pike.

Jim Bauer stated that he had talked to Rich Rush and the Core Testing showed very bad soil underneath, there are a couple of options. Jim if I remember right Option 1 was a band aid with a cost of \$180,000.00 and the option to fix it the right way would be around \$400,000.00 - \$600,000.00 or something.

Jim Bauer said he asked how long the band aid would last and he they could not give him any indication of that.

Randy Polan added that even if we went so far down because the soil is so deep and bad you can fix the whole thing for the \$500,000.00 and within the year it could move again anyways. If we do the minimal of what we need to do. It could last....

Ed Shingle – When I read the report, I was not clear on what area we are talking about.

Randy Polan – the area was the 300-foot stretch right there before the Township Building.

Jim Bauer – we need to get with the Companies that have the Road Bonded and talk about who all has a share in that.

Randy Polan – first step is to get ahold of them to discuss. Ed Shingle stated he agreed.

Jim Bauer – Range and Mark West are they the only ones who have the road bonded?

Chief Yancosek – Tunnel Ridge also.

The Board discussed getting ahold of the Companies and set up a meeting.

Jim Bauer asked the Secretary/Treasurer to pull the bonds to get the contact information to call them and get some dates and times for meeting. Sooner rather than later.

19. Received information from the Western Area Career & Technology Center briefly explaining the Cooperative Education Program they offer.

Jim Bauer read the above. Board discussing some of the details.

20. Columbia Gas Transmission LLC has asked for approval to close PA -3025 Toll Gate Hill and implement a detour. The detour route for this project will use a 1.66- mile portion of T-904 Old National Pike to connect PA-3025 Toll Gate Road to PA-0286. The project will last approximately 14 (fourteen) days.

Jim Bauer - asked if we have resolved the issues on this.

Chief Yancosek – basically what they want to do is from the cut, they have to run traffic from the cut, run down Toll Gate, run down Old National Claysville down to Beham Ridge up Beham Ridge and Toll Gate the other way. They are not going to use the Village at all, they are not going to bring any traffic out to Old National.

Ed Bauer - I saw the map.

Ed Shingle – do they have to bond our road?

Chief Yancosek – no but they know that they have to come in from the State side and they know if they use our roads they will have to bond.

Jim Bauer made the motion to approve the detour as per agreement. Ed Shingle second. Motion carried 3/0.

21. Tunnel Ridge LLC has dropped off a Heavy Hauling Permit Application and Agreement for approval, this is for Highland Avenue (T-328). They have included the Application Fee and the Escrow Fee and the Performance Bond.

Chief Yancosek – Explaining to the board the route they will be taking traffic.

Ed Shingle – at the end of the packet is this the maintenance agreement? Chief it is a modify agreement from our site.

Chief Yancosek – this should be sent to the engineer and let him review and look at road.

Jim McGraw asked if it was a completed permit application. The response was yes, they have given us everything, other than the engineers review and video tape.

Jim Bauer stated that no action was needed other than getting it to the engineer for their review.

22. The Board to hold a discussion on having all water payments be mailed to Wheeling Water and not brought to the Township Building until further notice.

Jim Bauer – what this is about is right now when someone does not pay their water bill, Wheeling Water sends us a list and we have to post a shut off notice on the residence and they have 10 days to pay the bill before the shut off, we have people coming in all the time to pay their late bills and we take them and we mail to Wheeling Water and they accept them and then they mail us back a check later.

Jim Bauer – I would like to see us make a policy to when we post those properties they have (10) ten days to pay their bill, but they pay it at Wheeling Water and not the Township Office.

Jim Bauer – when we post with the shut off notice, if shut off, we get the fee that we charge. This would have to be paid at the Township Office.

Jim Bauer asked the Board if they have any thoughts on this.

Ed Shingle – I agree, but did we contact Wheeling Water to see.... Jim Bauer, I spoke with them last week and they are okay with, the only thing is that they (Wheeling Water) can't accept the shut off fee.

Discussion on checking with Wheeling Water to see if payment has been made first, before we would post property about shut off.

Someone asked about Seniors and people with issues, do we shut off.

Jim McGraw – there are restrictions as to who you can turn off, but if a property has not paid its bill for a duration of time it can be shut off.

Ed Shingle - work up a policy and put on our website. See if something could be put on the bill.

23. Motion to hold an Executive Session at this time.

Ed Shingle made the motion to go into and Executive Session at this time, Ed stated for Personnel and Contracts and Litigation, Jim Bauer second. Jim stated the time is 8:55 pm

Jim Bauer stated that they returned from the Executive Session and reconvene the meeting at 10:25 pm.

Jim Bauer made the motion to amend the agenda to seek (3) three additional motions concerning personnel issues. Randy Polan second. Motion carried 3/0

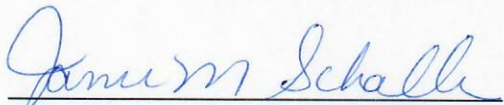
Jim Bauer made the motion to increase the Secretary/Treasurer working hours from part time of 32 hours a week to full time status of 40 hours per week effectively immediately for the remainder of the probationary period. Ed Shingle second the motion. Motion carried 3/0.

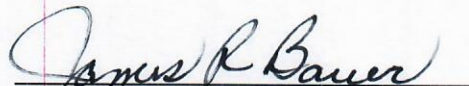
Ed Shingle made the motion to amend the road foreman Group leader crew leader job description under the category of certifications to read: Group Leader is to obtain, possess and maintain throughout employment a Pennsylvania Class A Commercial Drivers License with the appropriate endorsements and valid medical certificate and any costs associated with obtaining these license requirements will be the responsibility of the employee. Randy Polan second. Motion carried 3/0.

Randy Polan made a motion to hire Scott Dorsey as Road Crew Group Leader effective October 31, 2022, as per article eight section 4 of the CBA. Jim Bauer second. Motion carried 3/0.

24. Motion to adjourn the meeting.

Randy Polan made the motion to adjourn Ed Shingle second. Motion carried 3/0. Meeting adjourned at 10:28 pm


Jamie M. Schaller Secretary/Treasurer


James R. Bauer Chairman

