

**Donegal Township Board of Supervisors
Business Meeting - Minutes
February 22, 2024**

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

Call Meeting to Order: Jim Bauer called the meeting to order at 7:05 pm

Prayer: Given by Randy Polan

Pledge of Allegiance: Recited

Announcement of Recording: Jim Bauer announced the meeting was being recorded.

Announcement of Executive Sessions: Jim Bauer Read

An Executive Session was held January 24, 2024 from 7:55 pm to 10:20 pm for Grievances and Personnel.

An Executive Session was held January 30, 2024 from 11:00 am to 1:45 pm for Personnel, Contract and Grievances.

An Executive Session was held February 6, 2024 from 12:45 pm to 2:45 pm for Grievances and Contracts.

An Executive Session was held on February 7, 2024 from 9:00 am to 10:45 am for Personnel.

An Executive Session was held February 13, 2024 from 12:00 pm to 12:30 pm for Grievances.

Jim Bauer announced that they have an Executive Session February 22, 2024 from 6:20 pm to 6:50 pm for Personnel and Grievances

Supervisors Present Roll Call:

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

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

Ed Shingle made the motion to adopt the agenda giving the chairman 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 January 24, 2024

**Ed Shingle made the motion to approve the Minutes from the Business Meeting January 24, 2024.
Randy Polan second. Motion Carried 3/0.**

FINANCIAL BUSINESS:

1. Motion to approve the Township General Fund Bills as presented.
2. Motion to approve the Township Water & Sewer Fund Bills as presented.
3. Motion to approve the Township Liquid Fuels Bills as presented.

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

DEPARTMENT REPORTS:

Police Report - Given at the Agenda Meeting

Fire Report – Eric Graham

For the month of January, we gave aid 5 times received 1 time. Average time for calls is 11:09 minutes.

Jim Bauer when it says you gave aid and received aid does that mean they came and helped us?

Eric Graham – Yes.

SOLICITORS REPORT / RTK REPORT:

Solicitor Report

Jim McGraw – We do have the Pending appeal in the Washington County Court of Common Pleas associated with the grievance arbitration appeal, we confirmed that this will be scheduled for an initial status conference shortly.

Right to Know Report

Jim McGraw – I tracked the RTK requests back to the beginning of the year.

A total of 16 RTK requests have been received by the Township. There were 4 requesters.

12	Tammi Iams
1	Kathleen Miller
2	Kathleen Gilmore
1	Janet Farese

There are 7 active appeals pending before office of open records that are in various stages of responses or waiting determinations.

OLD BUSINESS:

1. Uniform Construction Code Services (UCC)

Ed Shingle made the motion to appoint Harshman CE Group LLC for UCC Services. Randy Polan second. Motion Carried 3/0.

2. Police Contract with Independence Township.

Ed Shingle made the motion to ratify the agreement with the caveat that someone from our side will meet with someone from their side and work out the logistics and start date. Jim Bauer second. Motion Carried 3/0.

NEW BUSINESS:

1. Approve the January 30th transfer of \$100,000.00 from the Act 13 Fund to the General Fund.

Ed Shingle made the motion to transfer \$100,000.00 from Act 13 to the General Fund. Randy Polan second. Motion Carried 3/0.

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2. Received the following quotes to have a CPA perform the 2023 DCED Township Audit:

a) Brian T Kelly CPA	\$8,750.00
b) Cypher & Cypher CPA	\$10,500.00
c) Palermo & Kissinger	\$13,200.00

Jim Bauer - I believe the reason that their number (Brian T Kelly CPA) is less is because we worked with them last year, we have improved the bookkeeping and efficiency of QuickBooks, which should lessen the time to perform the audit.

Ed Shingle made the motion to approve Brian T Kelly CPA for the 2023 Township Audit. Jim Bauer second. Motion Carried 3/0.

3. COSTARS 2024-2025 Salt Bid (due March 15, 2024)

Randy Polan – Four Loads should do.

Jim Bauer – we have to take 60%.

Jim Bauer made the motion to bid 110 tons of salt through CoStars. Randy Polan second. Motion Carried 3/0.

4. A.D.S. Co-Op – Motion needs made to participate with the Co-op on a joint bid for road oil and stone and the Township agrees to pay a portion of the advertisement costs.

Jim Bauer - Do we have any quantities or for this? When is it due?

Jamie Schaller – Due March 15th

Randy Polan – We can do the prep work this year, to tar and chip next year.

Ed Shingle – if we are not going to participate in the bidding part of it, I think we should still be neighborly and send a guy over to help them.

Jim Bauer and Randy Polan agreed.

5. Resolution #2024-1 Adopting Rules of Decorum for Public Meetings

Jim Bauer – did we find anything?

Jamie Schaller – there was nothing in the Resolution Book but there are some Resolutions missing, I did look at the minutes but was not able to find it. I will go back and look again.

Jim Bauer – I am pretty sure that we did do this in 2022, and it just didn't get put in the Resolution Book.

Jim Bauer if we did have the motion then we want to put the old one in the book (Resolution from 2022)

Jim Bauer – this is not the current staff that dropped the ball.

Jim McGraw – we definitely did pass this, I read it at the meeting.

Jim Bauer in case we can't find it in the minute book is there a motion to adopt Resolution 2024-1.

Ed Shingle made the motion to adopt Resolution 2024-1. Randy Polan second. Motion Carried 3/0.

6. Proposal from Harshman Group LLC for the completion of the Lead & Copper Water Service Line Inventory that needs to be completed by October 2024 total cost \$5,247.50 (some work has been started and invoiced)

Jim Bauer made the motion to approve the fees that go along with the completion of the lead and copper water line with Harshman. Ed Shingle second. Motion Carried 3/0.

7. RTK Officer

Ed Shingle made the motion to name Jamie Schaller the RTK Officer effective March 15, 2024. Randy Polan second. Motion Carried 3/0.

8. Changing the Department Supervisors

Jim Bauer made the motion that Ed Shingle be in charge of the Road Department and Police Department and Randy Polan will be in charge of the Water & Sewer Department. Randy Polan second. Motion Carried 3/0.

9. Approval for Clean-up Days on May 3rd (Friday) and May 4th (Saturday)

Jim Bauer – do we need two days? Can we just do on Friday?

Ed Shingle – Saturday is the biggest day and we will need to have someone there.

Ed Shingle – The times could be Friday 11:00 am to 2:00 pm on and Saturday from 7:00 am to 2:00 pm

Jim Bauer made the motion to approve the clean-up days for May 3, 2024 from 11:00 am to 2:00 pm and May 4, 2024 from 7:00 am to 2:00 pm. Randy second. Motion Carried 3/0.

10. Approve the purchasing of Police Vests not to exceed the cost of \$7,000.00

Jim Bauer – noted that we did receive a grant in the amount of \$5,000.00 to help with the costs.

Ed Shingle made the motion to approve purchasing police vests not to exceed \$7,000.00 Jim Bauer second. Motion Carried 3/0.

11. Motion to approve advertising for a public hearing to form a Water and Sewer Authority. This will need advertised in the Observer Reporter and with the County Legal Journal.

Ed Shingle – didn't know that the two advertisements were required.

Jim McGraw – You need to have the advertisement done in both the Observer Reporter and the County Legal Journal for a public hearing thirty days (30) in advance of the hearing date.

Ed Shingle – it needs to be at least thirty (30) days after the ad?

Jim McGraw – Yes

Ed Shingle made the motion to approve advertising for a Public Hearing for the Water and Sewer Authority on April 4, 2024 at 6:00 pm. Jim Bauer second. Motion Carried 3/0.

12. Claysville Police Services Contract

No action.

13. Motion to approve having a meeting with Local 66 Union for the discussion of reducing the Public Works (Road Crew) hours.

Ed Shingle made the motion to approve having a meeting with Local 66 Union for the discussion of reducing the Public Works (Road Crew) hours. Randy Polan second. Motion Carried 3/0.

DISCUSSION/ACTION ITEMS:

1. Purchase of 2A Modified Stone through the 2023 Washington County Joint Municipal Purchasing Program from Heidelberg Materials at a cost of \$29.63 per ton.

Jim Bauer – How much material are we talking? I think Heath Malson stated five (5) loads?

Jim Bauer – is that a good amount?

Jim Bauer made the motion to authorize the purchase of five (5) loads of 2A Modified Stone from the Washington County Joint Municipal Purchasing Program. Randy Polan second. Motion Carried 3/0.

2. Purchase of 15" Corrugated Smooth Wall Pike through the 2023 Washington County Joint Municipal Purchasing Program from One Nation Distribution at a cost of 10.89

Jim Bauer made the motion to purchase ten (10) twenty-foot (20) foot sticks of 15" Corrugated Smooth Wall Pipe through the Washington County Joint Municipal Purchasing Program from One Nation Distribution at a cost of \$10.89 per foot. Ed Shingle second. Motion Carried 3/0.

3. Approval for the purchase of two (2) grinder pumps from Trembold at a cost of \$7,400.00 (this invoice is included in the unpaid bills packet)

Randy Polan made the motion to purchase (2) grinder pumps from Trembold at a cost of \$7,400.00. Ed Shingle second. Motion Carried 3/0.

4. Heavy Haul Permit Applications from GAI Consultants for Columbia Gas Transmission for the following roads: Delshann Road, Old National Pike and Waynesburg Road.

Jim Bauer asked Jim McGraw if he had a chance to look at the Road Use Bond Agreement?

Jim McGraw – yes, I looked at the applications and the Heavy Haul Agreements.

Jim McGraw – so one of the conditions of approving the Heavy Haul Application is that they need to submit a Road Use Bond Agreement?

Yes.

Jamie Schaller – What we don't have is the Road Use Bond Agreement.

Ed Shingle made the motion to approve the Heavy Haul Permit Applications as long as they sign the Road Use Bond Agreement as soon as the Solicitor reviews it. Randy Polan second. Motion Carried 3/0.

EXECUTIVE SESSION:

None.

PUBLIC COMMENTS:

Eric Graham – the Fire Department would like to thank you for the use of the Building for Comedy Night.

ADJOURNMENT OF MEETING:

Randy Polan made the motion to adjourn the meeting at 7:45 pm. Ed Shingle second. Motion Carried
3/0 Meeting Adjourned.


Jamie M. Schaller Secretary/Treasurer


James R. Bauer Chairman