

**Donegal Township Board of Supervisors  
Agenda Legislative Meeting (Revised)  
Monday, October 17, 2022**

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

**Call Meeting to Order**

**Prayer**

**Pledge of Allegiance**

**Announcement of Recording**

**Announcement of Executive Session held on:**

Executive Session was held on September 12, 2022  
Subject: Personnel

Executive Session was held on October 5, 2022 from 1:00 pm to 4:30 pm  
Subject: Contract Negotiations.

Executive Session was held on October 8, 2022 from 11:00 am to 12:15 pm  
Subject: Personnel

**Roll Call:**

Jim Bauer  
Randy Polan  
Edward Shingle

A motion need made to adopt the agenda giving the chair the privilege to adjust.

\_\_\_\_\_made the motion to adopt the agenda giving the chair the privilege to adjust.  
Second by\_\_\_\_\_.

Roll Call Vote: Bauer\_\_\_\_ Polan\_\_\_\_ Shingle\_\_\_\_\_

**Public Comment: COMMENTS ON AGENDA ITEMS ONLY**

**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.

**APPROVAL OF MINUTES:**

1. Motion to approve the minutes from the Board of Supervisors regular Monthly Meeting held on September 12, 2022.

\_\_\_\_\_ made the motion to approve the minutes of the Board of Supervisors Meeting September 12, 2022

Seconded \_\_\_\_\_.

Roll Call Vote: Bauer\_\_\_\_ Polan\_\_\_\_ Shingle\_\_\_\_

**FINANCIAL BUSINESS:**

1. \_\_\_\_\_ 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.

Seconded by \_\_\_\_\_.

Roll Call Vote: Bauer\_\_\_\_ Polan\_\_\_\_ Shingle\_\_\_\_

2. \_\_\_\_\_ 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.

Seconded by \_\_\_\_\_.

Roll Call Vote: Bauer\_\_\_\_ Polan\_\_\_\_ Shingle\_\_\_\_

3. \_\_\_\_\_ 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.

Seconded by \_\_\_\_\_.

Roll Call Vote: Bauer\_\_\_\_ Polan\_\_\_\_ Shingle\_\_\_\_

4. \_\_\_\_\_ 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.

Seconded by \_\_\_\_\_.

Roll Call Vote: Bauer\_\_\_\_ Polan\_\_\_\_ Shingle\_\_\_\_

**DEPARTMENT REPORTS**

- 1. CODE ENFORCEMENT – Report given to the Board of Supervisors
- 2. POLICE DEPARTMENT – Report given to the Board of Supervisors

**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.

- 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)

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

**NEW BUSINESS:**

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

\_\_\_\_\_ made the motion to approve bonding and payment of bond.

Seconded by \_\_\_\_\_.

Roll Call Vote: Bauer \_\_\_\_ Polan \_\_\_\_ Shingle \_\_\_\_

- 2. CINTAS Rental Service Agreement – they provided a new quote for the cleaning of the mats in the township building. The cost is \$\_\_\_\_\_pe month.
- 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.

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

\_\_\_\_\_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 or \$135.00/hr.

Seconded by\_\_\_\_\_.

Roll Call Vote: Bauer\_\_\_\_ Polan\_\_\_\_ Shingle\_\_\_\_\_

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.

\_\_\_\_\_made the motion to approve the setback variance request for Don Melvin

Seconded by\_\_\_\_\_.

Roll Call Vote: Bauer\_\_\_\_ Polan\_\_\_\_ Shingle\_\_\_\_\_

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

7. \_\_\_\_\_made the motion to bid anti-skid material #1 and #2.

Seconded by\_\_\_\_\_.

Roll Call Vote: Bauer\_\_\_\_ Polan\_\_\_\_ Shingle\_\_\_\_\_

8. Sprowls Subdivision review and approval.

\_\_\_\_\_made the motion to approve the Sprowls Subdivision on Old National Pike.

Seconded by\_\_\_\_\_.

Roll Call Vote: Bauer\_\_\_\_ Polan\_\_\_\_ Shingle\_\_\_\_\_

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.

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.

\_\_\_\_\_ made the motion to approve advertising the Resolution and the adoption of the Resolution.

Seconded by\_\_\_\_\_.

Roll Call Vote: Bauer\_\_\_\_ Polan\_\_\_\_ Shingle\_\_\_\_\_

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.

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

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

\_\_\_\_\_ made the motion to approve the quote from Erie Tec in the amount of \$5,326.05

Seconded by\_\_\_\_\_.

Roll Call Vote: Bauer\_\_\_\_ Polan\_\_\_\_ Shingle\_\_\_\_\_

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

\_\_\_\_\_ made the motion to hold Trick or Treat on (date)\_\_\_\_\_ From\_\_\_\_\_ to\_\_\_\_\_.

Seconded by\_\_\_\_\_.

Roll Call Vote: Bauer\_\_\_\_ Polan\_\_\_\_ Shingle\_\_\_\_\_

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

\_\_\_\_\_ made the motion to approve negotiations with the Public Works Department.

Seconded by\_\_\_\_\_.

Roll Call Vote: Bauer\_\_\_\_ Polan\_\_\_\_ Shingle\_\_\_\_\_

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

\_\_\_\_\_ made the motion to approve advertising for the Auditors Meetings once the dates are determined.

Seconded by\_\_\_\_\_.

Roll Call Vote: Bauer\_\_\_\_ Polan\_\_\_\_ Shingle\_\_\_\_

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

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

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

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.

\_\_\_\_\_ made the motion to approve the detour as presented.

Seconded by\_\_\_\_\_.

Roll Call Vote: Bauer\_\_\_\_ Polan\_\_\_\_ Shingle\_\_\_\_

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.

\_\_\_\_\_ made the motion to approve the Heavy Hauling Permit Application.

Seconded by\_\_\_\_\_.

Roll Call Vote: Bauer\_\_\_\_ Polan\_\_\_\_ Shingle\_\_\_\_

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.

23 Motion to hold an Executive Session at this time.

\_\_\_\_\_ made the motion to go into and Executives Session at (time)\_\_\_\_\_

Seconded by\_\_\_\_\_.

Roll Call Vote: Bauer\_\_\_\_ Polan\_\_\_\_ Shingle\_\_\_\_\_

24. Motion to amend the Township Agenda to include three additional motions to include personnel issues.

25. Motion to increase the hours of the Secretary/Treasurer from part time 32 hours to full time 40 hours per week effective immediately.

26. 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 cost associated with obtaining these license requirements will be the responsibility of the employee.

27. Motion to approve hiring of Scott Dorsey for the Road Crew as Road Crew Group Leader effective October 31, 2022 as per article eight section four of the CBA.

28. Motion to adjourn the meeting.

\_\_\_\_\_ made the motion to adjourn

Seconded by\_\_\_\_\_

Roll call Vote: Bauer\_\_\_\_ Polan\_\_\_\_ Shingle\_\_\_\_\_