

**Donegal Township Board of Supervisors
Business Meeting Minutes
May 25, 2023**

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

Call Meeting to Order: Randy Polan called the meeting to order at 7:02 pm

Prayer: Ed Shingle led the prayer

Pledge of Allegiance:

Announcement of Recording: Randy Polan announced the meeting was being recorded.

Announcement of Executive Sessions: Randy Polan read.

An Executive Session was held on April 28, 2023 from 11:35 am to 1:35 pm for Litigation and Personnel

An Executive Session was held on May 4, 2023 from 10:00 am to 1:10 pm for Litigation, Personnel, Contracts

An Executive Session was held on May 17, 2023 from 1:10 pm to 3:00 pm for Litigation, Personnel, Contracts

An Executive Session was held on May 18, 2023 from 1:00 pm to 3:10 pm for Personnel and Contracts

An Executive Session was held on May 22, 2023 from 10:00 am to 3:30 pm for Contracts

Supervisors Present Roll Call:

Jim Bauer - Absent

Randy Polan - Present

Edward Shingle – Present

Jim McGraw – Solicitor

Jamie M. Schaller Secretary/Treasurer

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 2/0.

Public Comment: COMMENTS ON AGENDA ITEMS ONLY

JD Martin – The RTK Reports, can you say who they are from and what they are.

Ed Shingle – This was given at the Agenda Meeting.

At this time the Supervisors went to New Business #4 Wolf Subdivision

APPROVAL OF MINUTES:

Motion to approve the minutes from the Business Meeting on April 27, 2023

Ed Shingle made the motion to approve the Minutes of the Business Meeting on April 27, 2023. Randy Polan second. Motion Carried 2/0.

FINANCIAL BUSINESS:

1. Motion to approve the Township General Fund Bills as presented on the bill list.
2. Motion to approve the Township Water & Sewer Fund Bills as presented on the bill list.
3. Motion to approve the Township Liquid Fuels (State Fund) Bills as presented on the bill list.
4. Motion to approve the Township Act 13 Fund Bills as presented on the bill list.
5. Motion to approve the Township ARPA Fund Bills as presented on the bill list.

Included in the ARPA Bill List is the cost to tape and stripe the water damaged areas of the basketball court by Adam West Painting.

Ed Shingle made the motion to approve all five (5) bill lists. Randy Polan second. Motion Carried 2/0.

DEPARTMENT REPORTS:

The reports were given at the Agenda Meeting.

Fire Report – by Eric Graham

Police Report – by Chief Yancosek

Code Enforcement Report – Written report given to Supervisors

RIGHT TO KNOW REPORT:

The Report was given at the Agenda Meeting by Ed Shingle

6 RTK'S Were answered and granted.

1 Granted to Paige Main

5 Granted to Kathleen Gilmore

8 more RTK's have been filed

8 RTK's are from Kathleen Gilmore

OLD BUSINESS:**1. Flashing Beacon Signal – US 40 and S.R. 3005**

Rich Rush is working on putting items together for this.

2. Tunnel Ridge application for heavy hauling on Sheperd Road. See below

3. Tunnel Ridge application for heavy hauling on Waynesburg Road. See below

4. Tunnel Ridge application for heavy hauling on Old National Pike. See below

5. Tunnel Ridge application for heavy hauling on Ebbert Road.
(Received email stating they are withdrawing this application.)

23480 Randy Polan – Rich Rush is reviewing the roads.

Ed Shingle – at one point we didn't vote on these. The process was the engineer looked at, the fees were paid, the insurance was good then it was approved.

Ed Shingle and Jim McGraw discussing that this is more like the building permit process, and that it may not need to have the board vote on them at the meetings. As long as all the items have been submitted then it could be approved.

Ed Shingle made the motion to approve the Tunnel Ridge heavy hauling applications pending the sign off from the Township's Engineers. Randy Polan second. Motion Carried 2/0.

NEW BUSINESS:

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

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

Randy Polan stated the above applications are being reviewed.

No action taken at this time.

3. Claysville Zion United Methodist Church Subdivision Approval

Ed Shingle asked Mr. Rick Guy if they were just blocking off the cemetery from the church and about the right of way access, they are discussing the plan.

Ed Shingle, they have the county signatures. The survey is up to date.

Ed Shingle made the motion to approve the Claysville Zion United Methodist Church Subdivision. Randy Polan second. Motion Carried 2/0.

Executive Session:

Ed Shingle made a motion to go into Executive Session. Randy Polan Second. Motion Carried 2/0. for personnel and contracts at 7:29 pm.

Randy Polan stated the meeting resumed at 9:33 pm.

4. Wolfe Subdivision Approval

Jud Wolfe my planning module just got submitted to DEP for approval. I have my sewage permit.

Randy Polan, do we want to tentatively approve this pending DEP approval?

Ed Shingle – I don't think we need to do that, we sign the application to be submitted then we approve when it comes back.

5. Award/Reject bid on the Grader from Municibid.

Ed Shingle made the motion to reject the bid from Municibid. Randy Polan second. Motion Carried 2/0.

6. Approve/Reject changing health care providers from UPMC to Highmark

Ed Shingle made the motion to approve changing health care providers from UPMC to Highmark. Randy Polan second. Motion Carried 2/0.

7. Approve/Reject hiring of an Administrative Assistant

Randy Polan turned this over to Jim McGraw.

Jim McGraw – What we are looking for in here is either for a motion to approve hiring or reject the hiring. The applicant is Rhonda Shough to be hired as Township Financial Records Clerk, subject to her agreeing to the terms and the conditions of employment that she was presented with those include but not limited to that this position is a part time position to work between 16 hours and not to exceed 30 hours per week. There are no benefits. The position requires that the individual occupying it be a Certified Public Accountant which Ms. Shough will provide that proof to the Township. The position will be an "at will" position and a confidential employee who reports directly to the Township Board of Supervisors.

Ed Shingle made the motion to approve Rhonda Shough at the Township Financial Records Clerks. Randy Polan second. Motion Carried 2/0.

8. Accept the resignation of John Foris

Ed Shingle made the motion to accept the resignation of John Foris. Randy Polan second. Motion Carried 2/0.

9. Approve/Reject hiring of D&B Environmental Services LLC (sewage Plant)

Ed Shingle made the motion to approve hiring of D&B Environmental Services LLC. Randy Polan second. Motion Carried 2/0.

10. Approve to discontinue IT services with CamCO

Ed Shingle made the motion to terminate IT services with CamCo. Randy Polan second. Motion Carried 2/0.

11. Approve/Reject hiring of GM Enterprises Computer Services for IT Services

Ed Shingle made the motion to approve hiring GM Enterprises Computer Services for IT service. Randy Polan second. Motion Carried 2/0.

12. Approve/Reject purchasing a Township phone for the Public Works Crew Leader

Ed Shingle made the motion to approve purchasing a phone for the Public Works Crew Leader not to exceed \$45.00 per month. Randy Poland second. Motion Carried 2/0.

DISCUSSION (ACTION) ITEMS:

1. Discussion/Action on forming a Planning Commission

This item is being looked into.

2. Discussion/Action of purchasing Township Road/Street Signs (pricing for the signs is being worked on).

This item is being looked into.

3. Discussion/Action on amending Sewer/Water Regulations – see below

4. Discussion/Action on the Grinder Pumps in the Township – see below

Ed Shingle item 3 & 4 these items are regarding the electric bill(s) and the grinder pumps, in the current regulations we are to repair the pumps and divide the bill up so there shouldn't be any changes there.

When they wrote the regulations they did not deal with the electric bill, we should contact the people and work it out with Wheeling Water Department, that we would take the bill and divide it amongst whoever is on it and there would be a charge on the resident's water bill that would include their portion of the electric bill for the grinder pump.

Ed Shingle we will have to work out the details on this, so let's try to keep moving forward on this.

5. Darren & Tammi Iams – Rental Properties and the Master Meter (Cossell Lane)

Ed Shingle, I talked to Sarah Boyce and she recommended that we have a written agreement so that all parties are on the page.

The property owner would be responsible for anything after the master meter which includes the line, the four meters to the homes, everything and move them up to a commercial grade.

Randy Polan -are we going to lose money on this?

Ed Shingle – they will be moved up to the commercial rate, then the minimum charges at least for sewage should be kicked back to them. We will need to get the Solicitor involved.

Ed Shingle – it will be making the four meters there now inactive and then bill the master meter with the commercial rates with the sewage minimums applied.

JD Martin – one meter and four tenants how does that work? Ed Shingle that is between the landlord and the tenants.

Kathy Croft – who pays to write up the contract?

Jim McGraw – we would need to see all what needs to go into the agreement. I could put a cost together and then it would up to the township to decide who would pay.

Ed Shingle – We could see if they would pay for half of the cost of the agreement. There is a little bit of benefit to the township that we will not be responsible for the line from that point on and B) all of that property water and sewer bill will be in the property owners name so ultimately if someone doesn't pay then we will lien the property we can't do anything with tenants.

Ed Shingle – how do we proceed?

Jim McGraw – we can reach out to them first to see if they are in agreement with what was discussed and if they are have something drawn up and possibly ready for the next meeting.

6. FYI – Plum Contracting will be doing slide repair work on SR 3001 Lake Road. This repair work will require full closure between Shaler Road and Dutch Fork Church Road beginning June 8, 2023 (Weather Permitting).

Randy Polan read. This will be until July 2023.

7. FYI – The Washington County Association of Township Officials is holding National Incident Management System (NIMS) Training on Wednesday June 14, 2023. The Training is for the Supervisors and Secretary/Treasurer if Board would want. This training is required for FEMA funding eligibility.

Randy Polan read.

PUBLIC COMMENTS:

None

ADJOURNMENT OF MEETING:

Ed Shingle made the motion to adjourn the meeting. Randy Polan second. Motion Carried 2/0. Meeting Adjourned at 9:57 pm.


Jamie M. Schaller Secretary/Treasurer


Randy Polan Vice Chairman