

**DONEGAL TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION MEETING MINUTES
JANUARY 2, 2024**

Donegal Township
34 North Liberty Street
West Alexander, PA 15376

1. Call Meeting to Order: Jim Bauer called the meeting to order at 7:15 pm
2. Prayer: Given by Jim Bauer
3. Pledge of Allegiance: Recited
4. Announcement of Recording: Jim made the announcement the meeting was being recorded.
5. Election of Board Officers:

Motion to appoint Temporary Chairman

**Jim Bauer made the motion to appoint Ed Shingle the Temporary Chairman. Randy Polan second.
Motion Carried 3/0.**

Motion to appoint Chairman

**Randy Polan made the motion to appoint Jim Bauer as the Chairman of the Board. Ed Shingle second.
Motion Carried 3/0.**

Motion to appoint Vice Chairman

**Ed Shingle made the motion to appoint Randy Polan as Vice Chairman. Jim Bauer second. Motion
carried 3/0.**

6. Public Comments.

Kathy Croft – Did you appoint Mike Curtis to the Planning Commission?

Board - Yes.

Kathy Croft – Can he be on the Planning and the UCC Board?

Ed Shingle – yes, he can I checked on this.

Ed Shingle – The same with Jeri Zwicker

Kathy Prescott – I'm not so sure that an elected auditor can be on another board or position.

Ed Shingle – when I checked on it you could be appointed to a position, you couldn't hold two elected positions.

Jim Bauer – Asked Jim McGraw if Jeri Zwicker could hold two positions?

Jim McGraw – In PA it's a very strict..., every type of municipality has a code that for whatever reason when this issue comes up reads something different, in respect to 2nd Class Township Code.

JD Martin – Would there ever be a situation where an Auditor would have to audit something with Planning, in other words is there a conflict of interest?

Jim McGraw and the Board looking up the 2nd Class Township Code.

Kathy Croft – found in the 2nd Class Code in Section 404 that - no Auditor shall at the same time hold any other elected, appointed Township Office or position or be an employee of the township for which he has been elected or appointed.

Ed Shingle – She is going to have to resign from auditor if she wants to stay on the planning commission. She will have to decide.

Jamie Schaller - #24 is for the reappointment of the planning commission members.

Jim McGraw – when we get to #24 what we can do instead of reappoint planning commission members, you can reappoint the two for now for year 2024, and someone can talk to her about what board/position she would like to stay on.

7. Motion to reappoint Jamie M. Schaller as Secretary/Treasurer.

Ed Shingle made the motion to reappoint Jamie M. Schaller as Secretary/Treasurer. Randy Polan second. Motion Carried 3/0.

8. Motion to set the Secretary/Treasurer Bond.

Jim Bauer – We would like to lower the Treasurer's Bond from \$1,800,000.00 to \$500,000.00.

Discussion on if the bond could be lowered or needs to stay at the \$1,800,00.00. Board looking at the 2nd class township code and how it reads.

Jim Bauer made the motion to keep the Treasurer's Bond at \$1,800,000.00. Randy Polan second. Roll Call Vote: Ed Shingle – No Jim Bauer – Yes Randy Polan – Yes. Motion Carried 2/1.

9. Motion to retain Rhonda Shough as the Township Financial Records Clerk.

Ed Shingle made the motion to retain Rhonda Shough as the Township Financial Records Clerk. Randy Polan second. Motion Carried 3/0.

10. Motion to set the Township Financial Records Clerk Bond.

Discussion on the bond for Rhonda Shough. We also looked into a blanket bond that would cover all employees. Jim Bauer - we would have to revisit the blanket bond, not sure how it worked exactly.

Jim Bauer – How do the bonds run?

Jamie Schaller – Rhonda's is renewed in June 2024 and mine will be in September 2024.

Jim Bauer – then we could address at that time.

Jim McGraw – you could table because the renewal is not until June. You could look at at that time and decide what you want to do.

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

11. Motion to reappoint The Lynch Law Group as Solicitor.

Ed Shingle made the motion to reappoint the Lynch Law Group as Solicitor. Jim Bauer second. Motion Carried 3/0.

12. Motion to reappoint The Lynch Law Group as the Right to Know Officer.

Jim Bauer made the motion to reappoint the Lynch Law Group as the Right to Know Officer. Ed Shingle second. Motion Carried 3/0

13. Motion to retain Chief John Yancosek as Chief of Police.

Ed Shingle made the motion to retain Chief John Yancosek. Randy Polan second. Motion Carried 3/0.

14. Motion to reappoint Eric Graham as Fire Marshal.

Randy Polan made the motion to reappoint Eric Graham as Fire Marshal. Ed Shingle second. Motion Carried 3/0.

15. Motion to reappoint Mark Gordon as Code Enforcement Officer.

Ed Shingle made the motion to appoint Mark Gordon at \$20.00 per hour at 5 hours per week as an employee. Jim Bauer asked if there was a second. No second. Motion Defeated.

16. Motion to reappoint Municipal Consulting as the Building Code Officials.

Jim Bauer asked Randy Polan if he had any input on the matter.

Randy Polan – I don't know of anyone else that would be available.

Jim Bauer – Jamie, is there any problems with working with these guys, every once in a while, I may wait to hear back from them on a question.

Randy Polan – We may need to stay on them about reviews. Sometimes they don't show up for inspections.

Jamie Schaller – I was told once, and I don't know what type of job it was, that when the resident called for an inspection, they were told to take a picture of it and send to them.

Kathy Croft – in 2018 there were discussions on them not being responsive and the office turning information in to them and then it never comes back to the office.

Randy Polan – Why pay an inspector if he does not come out.

Jim Bauer made the motion to appoint Municipal Consulting as the Building Code Officials.

Is there a second? No second. Motion defeated for a lack of a second.

Jim Bauer – We need to look into options.

Eric Graham – I know there are permit applications that may be ready to be turned into the office.

17. Motion to appoint or reappoint the UCC Appeals Board. Current Members: James Barr, John Pavalla, and Michael Curtis.

Ed Shingle made the motion to reappoint James Barr, John Pavalla, and Michael Curtis. Randy Polan second. Motion Carried 3/0.

18. Motion to reappoint Harshman LLC as the Township Engineer.

Randy Polan made the motion to reappoint Harshman LLC as the Township Engineer. Ed Shingle second. Motion Carried.

19. Motion to continue Keystone Collections Group as the Earned Income Tax Collector.

Ed Shingle made the motion to continue Keystone Collections Group as the Earned Income Tax Collector. Jim Bauer second. Motion Carried 3/0.

20. Motion to continue Keystone Collections Group as the Local Services Tax Collector.

Jim Bauer made the motion to continue the Keystone Collections Group as the Local Services Tax Collector. Ed Shingle second. Motion Carried 3/0.

21. Motion to reappoint Susanne Dorsey as the Donegal Township representative to the Washington County Tax Collection District.

Randy Polan made the motion to reappoint Susanne Dorsey as the Donegal Township representative to the Washington County Tax Collection District. Ed Shingle second. Motion Carried 3/0.

22. Motion to reappoint D & B Environmental Services as the Sewage Operator.

Jim Bauer made the motion to reappoint D & B Environmental Services as the Sewage Operator. Ed Shingle second. Motion Carried 3/0.

23. Motion to reappoint Garratt Callahan as the Water Operator.

Ed Shingle made the motion to reappoint Garratt Callahan as the Water Operator. Randy Polan second. Motion Carried 3/0.

24. Motion to reappoint Planning Commission Members.

Ed Shingle made the motion to reappoint Mike Curtis and Ethan Ward to the Planning Commission. Randy Polan second. Motion Carried 3/0.

25. Motion to advertise the date and times for the Planning Commission Meetings.

Jim Bauer made the motion to approve advertising the date and times for the Planning Commission Meetings. Ed Shingle second. Motion Carried 3/0.

26. Motion to reappoint Norman Allan Company for IT Professional Services.

Ed Shingle made the motion to reappoint the Norman Allan Company for IT Professional Services. Randy Polan second. Motion Carried 3/0.

27. Motion to charge \$2.00 for Tax Duplicates to be collected by the Tax Collector.

Ed Shingle made the motion to charge \$2.00 for Tax Duplicates to be collected by the Tax Collector. Randy Polan second. Motion Carried 3/0.

28. Motion to charge \$45.00 for Tax Certification to be collected by the Tax Collector.

Ed Shingle made the motion to charge \$45.00 for Tax Certification to be collected by the Tax Collector. Jim Bauer second. Motion Carried 3/0.

29. Motion to appoint/reappoint a Deputy Tax Collector (Donna Kelsall).

Jim Baer made the motion to reappoint a Deputy Tax Collector (Donna Kelsall). Randy Polan second. Motion Carried 3/0.

30. Motion to appoint an Office Supervisor.

Ed Shingle made the motion to appoint Jim Bauer as the Office Supervisor. Randy Polan second. Motion Carried 3/0.

31. Motion to appoint a Water and Police Department Supervisor.

Jim Bauer made the motion to appoint Ed Shingle as the Water and Police Department Supervisor. Randy Polan second. Motion Carried 3/0.

32. Motion to appoint a Public Works Department Supervisor.

Jim Bauer made the motion to appoint Randy Polan as the Public Works Supervisors. Ed Shingle second. Motion Carried 3/0.

33. Motion to appoint/reappoint a Vacancy Board (JD Martin).

Randy Polan made the motion to reappoint JD Martin to the Vacancy Board. Ed Shingle second. Motion Carried 3/0.

34. Motion to appoint/reappoint an Emergency Management Director (Zack Prescott).

Jim Bauer made the motion to reappoint Zack Prescott as the Emergency Management Director. Ed Shingle second. Motion Carried 3/0.

35. Motion to retain and increase the hourly rate to \$15.00 hour for Rich Lough, Carl Shaner and Kathy Leech.

Randy Polan made the motion to retain and increase the hourly rate to \$15.00 per hour for Rich Lough, Carl Shaner and Kathy Leech. Ed Shingle second. Motion Carried 3/0.

36. Motion to appoint a Voting Delegate for the Pennsylvania State Convention.

Ed Shingle made the motion to appoint Jim Bauer as the Voting Delegate for the Pennsylvania State Convention. Randy Polan second. Motion Carried 3/0.

37. Motion to establish that three (3) signatures are required to validate checks. Two (2) Supervisors and the Secretary/Treasurer.

Randy Polan made the motion to establish three (3) signatures are needed to validate checks. Two (2) Supervisors and the Secretary/Treasurer. Ed Shingle second. Motion Carried 3/0.

38. Motion to schedule the date and times for the agenda meetings for 2024 and advertise the same:

Jim Bauer made the motion to schedule and advertise the Agenda Meeting dates as the third Tuesday unless noted (January and April no Agenda Meeting) at 7:00 pm. Ed Shingle second. Motion Carried 3/0.

39. Motion to schedule the date and times for the Board of Supervisors Monthly Meetings and advertise the same.

Jim Bauer made the motion for the monthly business meetings for the fourth Thursday at 7:00 pm with the exception of January (January 17, 2024), November (November 21, 2024) and December (December 19, 2024). Ed Shingle second. Motion Carried 3/0.

40. Motion to observe the Holidays as set forth in the contracts. Any Holiday falling on Saturday will be Observed on Friday and any Holiday falling on a Sunday will be observed on Monday.

Ed Shingle made the motion to observe the Holiday Schedule as presented. Jim Bauer second. Motion Carried 3/0.

41. Motion to conduct the meetings per the Robert's Rules of Order.

Jim Bauer made the motion to conduct the meetings per the Robert's Rules of Order. Ed Shingle second. Motion Carried 3/0.

42. Motion to set the mileage reimbursement to 0.67 cents per mile or as updated per the IRS mileage regulations.

Ed Shingle made the motion to set the mileage reimbursement to 0.67 cents per mile or as updated per the IRS mileage regulations. Rany Polan second. Motion Carried 3/0.

43. Motion to approve the fee schedule for 2024.

Jim Bauer made the motion to proceed with the existing fee schedule and table the 2024 schedule. Ed Shingle second. Motion Carried 3/0.

44. Motion to appoint the Observer Reporter as the official Legal Advertising newspaper for Donegal Township.

Randy Polan made the motion to approve the Observer Reporter as the official legal advertising newspaper. Ed Shingle second. Motion Carried 3/0.

45. Motion to approve/reject the Secretary/Treasurer to pay any bill necessary in order to avoid delinquent charges and / or secure discounts.

Ed Shingle made the motion to reject the Secretary/Treasurer paying any bill necessary in order to avoid delinquent charges and / or secure discounts. Jim Bauer second. Motion Carried 3/0.

46. Motion to approve the Secretary/Treasurer to pay any reoccurring invoices prior to the meeting dates.

Jim Bauer made the motion to approve the Secretary/Treasurer to pay any reoccurring invoices prior to the meeting dates. Randy Polan second. Motion Carried 3/0.

47. Public Comments

Kathy Prescott – I know you passed raising the taxes and the millage rate. Do you need to reaffirm the millage rate with this meeting?

Kathy Croft – you could make it an FYI.

Jim McGraw – you could make it an informational item that Jamie can document in the minutes.

Jamie Schaller – the millage rate was approved at the November 30, 2023 Meeting and it was set at 3.05 mills.

Kathy Prescott – they are changing the requirements for adding an item to the agenda.

Jim McGraw – This is on an appeal to the Supreme Court and the Township's should watch what they want to add or amend the agenda for until this ruling comes in.

48. Adjournment of meeting.

Randy Polan made the motion to adjourn the meeting at 8:43 pm. Jim Bauer second. Motion Carried 3/0.


Jamie M. Schaller Secretary/Treasurer


James R. Bauer Jr. Chairman