

**Donegal Township Board of Supervisors
December Business Meeting Minutes
December 19, 2022**

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 Jim Bauer

Pledge of Allegiance

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

Announcement of Executive Sessions:

Jim Bauer stated the following executive sessions were held.

An Executive Session was held on December 6, 2022 9:00 am to 1:15 pm for Contract Negotiations & Grievance

An Executive Session was held on December 8, 2022 9:30 am to 3:30 pm for Contract Negotiations and Personnel Matters

An Executive Session was held on December 12, 2022 9:00 am to 2:00 pm Contract Negotiations

An Executive Session was held today December 19, 2022 at 9:30 am to 4:30 pm for Contract Negotiations

Supervisors Present Roll Call:

Jim Bauer - Present

Randy Polan - Present

Edward Shingle – Present

Also attending the meeting:

John Yancosek Chief of Police

Jamie M. Schaller Secretary/Treasurer

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

Ed Shingle made the motion. Randy Polan second. Motion Carried 3/0.

Public Comment: COMMENTS ON AGENDA ITEMS ONLY

No Comments

APPROVAL OF MINUTES:

Jim stated there needed to be a change in the minutes on the last page it reads 8:53 am and it should be 8:53 pm.

Motion to approve the minutes from the Board of Supervisors Business Meeting held on November 17, 2022.

Ed Shingle made the motion to approve the minutes of November 17, 2022 Jim Bauer second. Motion Carried 3/0.

Motion to approve the minutes from the Board of Supervisors Business Meeting held on November 28, 2022.

Randy Polan made the motion to approve the minutes of November 28, 2022. Ed Shingle second. Motion Carried 3/0.

FINANCIAL BUSINESS:

1. Motion to approve the Township General Fund Bills as presented on the bill list dated December 19, 2022 from the General Fund Account.

Jim Bauer made the motion to approve the General Fund Bills. Randy Polan second. Motion Carried 3/0.

2. Motion to approve the Township Water & Sewer bills as presented on the bill list dated December 19, 2022 from the Water & Sewer Account.

Ed Shingle made the motion to approve the Water & Sewer Fund Bills. Randy Polan second. Motion Carried 3/0.

3. Motion to approve the Township Liquid Fuels bills as presented on the bill list dated December 19, 2022 from the Liquid Fuels Account.

There were no bills for Liquid Fuels.

4. Motion to approve the Township ACT 13 bills as presented on the bill list dated December 19, 2022 from the ACT 13 Account.

There were no bills for the ACT 13.

5. Motion to approve the Secretary/Treasurer to transfer the Police Department Wages from ACT 13 Fund to the General Fund for 2022 wages that have not been transferred.

Ed Shingel made the motion to approve the transfer of Police wages from ACT 13 Fund to the General Fund for 2022 wages. Randy Polan second. Motion Carried 3/0.

6. Motion to approve the Secretary/Treasurer to transfer the Public Works Wages from Liquid Fuels Fund to the General Fund for 2022 wages that have not be transferred.

Randy Polan made the motion to approve the Public Works Wages from Liquid Fuels Fund to the General Fund 2022 wages. Ed Shingle second. Motion Carried 3/0.

7. Motion to let the Secretary/Treasurer pay 2022 invoices that come in after 12-15-2022 once the Supervisors have reviewed them.

Jim Bauer made the motion to pay the 2022 invoices that come in after 12-15-2022. Ed Shingle second. Motion Carried 3/0.

DEPARTMENT REPORTS GIVEN AT THE 11-21-2022 AGENDA MEETING:

Fire Report – Given by Eric Graham
Police Report - Given by Chief John Yancosek
Code Enforcement Report
Public Works – Randy Polan gave update
Water & Sewer – Ed Shingle gave update

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.

Received Invoice #3684 from Stewart Contracting for the water/sewer line. \$5,980.00.

Jim Bauer we got an estimate of \$4,300.00 dollars for the water and sewer hook up for both of those properties. The Invoice for this came in at \$5,980.00. Eric Graham will owe the difference between the \$5,980.00 and the \$4,300.00.

Jamie Schaller asked if the National Road Invoices that were received, are they a part of this? Jim Bauer stated he didn't think so they were for the Bulk Water Plant.

Jim Bauer stated that we need to ask John Foris if those invoices are part of the water line for Eric Graham.

Ed Shingle stated that the National Road invoice could be for the meter pit for this project. Jim Bauer asked wouldn't that be part of the original cost of tapping in? Jim Bauer we need to ask John Foris both these questions.

Ed Shingle asked didn't we get one for the sewage separately? Jamie Schaller we got the Quote of \$4,300.00 then I got an invoice for the \$5,980.00. Jim Bauer we are going to have to research this.

Ed Shingle asked Eric if he had Water and Sewage now? Eric -I have water to the property, Jim is the stub in the main line there for you to go into yet? Eric No.

2. Mark West Heavy Hauling Application and Agreement for Hicks Road. We have received the completed application and agreement.

Harshman LLC (Rick Rush) sent an email regarding their review.

Jim Bauer stated that this is an example of the Harshman bill that needs to be paid by Mark West.

Jamie Schaller I will take this out of his Escrow Money. Ed Shingle asked if we have their fees? Yes.

Ed Shingle made the motion to approve the Mark West Heavy Hauling Application and Agreement for Hicks Road. Jim Bauer second. Motion Carried 3/0

NEW BUSINESS:

1. Received three quotes for AS1/AS11 Material:

Dan Beadling Trucking	They quoted on AS1 and AS111	\$32.00 ton delivered
Ron Siber	They quoted AS1 & AS11	\$35.80 ton
Don Growden Trucking	They quoted AS1 AS11	\$29.00 ton delivered

Jamie Schaller stated that Ron Siber is delivered.

Ed Shingle made the motion to award to Don Growden Trucking the AS1 and ASII at 29.00 ton delivered. Jim Bauer second. Motion Carried 3/0.

2. The 2023 Millage reporting form needs filed by December 31, 2022 setting the 2023 millage rate and the discount and penalty

Ed Shingle made the motion to set the tax rate at 1.05 Mills and a 2% Discount and 10% Penalty. Randy Polan second. Motion Carried 3/0.

3. A motion needs made regarding the Tax Collector Bond.

Motion to be included on the School District Tax Collector Bond for Susanne Dorsey, Tax Collector in the amount of \$65,000.00

Jim Bauer made the motion to include our Tax Collector Bond to piggy back on the School District Tax Collector Bond for Susanne. Ed Shingle second. Motion Carried 3/0.

4. Mr. Paul Hoge is asking for a sewer credit. He lives at 6 Old National Pike he stated that his water line broke going to the barn and that no sewage was used. The meter read was 48000 and normally it is around 6000.

Jim Bauer made the motion to approve the sewage only credit for the difference between the normal usage of 6000 and the meter read of 48000. Ed Shingle second. Motion Carried 3/0

5. Motion to approve the ordering/purchasing of a police vehicle through Costars.

Ed Shingle made the motion to approve ordering the Police Vehicle through Kenny Ross. Randy Polan second. Motion Carried 3/0.

6. Motion to cancel the agenda meeting for 12-22-2023. (The date should be 12-22-2022)

Jim Bauer made the motion to cancel the agenda meeting for December 22. Ed Shingle second. Motion Carried 3/0.

7. Supervisors to discuss what time they want to start the reorganization meeting that will be held on Tuesday January 3, 2023. and then make a motion to approve advertising the meeting.

Jim Bauer made the motion for January 3 at 7:00 pm for the Reorganization Meeting and to advertise. Ed Shingle second. Motion Carried 3/0.

Kathy Prescott at this time stated to the Board that the Auditors will need to have their reorganization meeting on January 4th. We will need you to approve advertising.

8. Motion to extend the 90-day agreement with Jamie M. Schaller until the reorganization meeting on January 3, 2023.

Jim Bauer made the motion to extend the 90-day agreement with Jamie M. Schaller until the reorganization meeting on January 3, 2023. Ed Shingle second. Motion Carried 3/0.

9. Motion to adopt the proposed 2023 Budget (all funds) as presented.

Ed Shingle made the motion to adopt the 2023 Budget (all funds) as presented. Randy Polan second. Motion Carried 3/0.

10. Motion to amend the agenda to add the advertising for the Auditors Reorganization Meeting.

Ed Shingle made the motion to amend the agenda. Jim Bauer second. Motion Carried 3/0.

11. Motion to approve advertising the Auditors Reorganization Meeting for January 4, 2023 at 7:00 pm

Jim Bauer made the motion to advertise the Auditors Reorganization Meeting on January 4th at 7:00 pm. Randy Polan second. Motion Carried 3/0.

DISCUSSION (ACTION) ITEMS:

Discussion / Motion to approve putting up Winter Road Signs that read "No Winter Maintenance" for Buck Run Road and Young Road.

Discussion on putting up these signs.

Jim Bauer – this would be to let them know that at times we will not be taking care of.

Ed Kraushaar – Both ends should be open for fire trucks. Will this effect Liquid Fuels?

JD Martin – Travel at your Own Risk?

Randy Polan made the motion to put up the signs. Ed Shingle Second. Motion Carried 3/0.

Discussion on whether or not the Township wants to pass a resolution establishing the policies and procedures for purchasing and bill paying. (Example from Chartiers Township attached)

If we do pass the resolution the policy would need to be written for what we would need it to say. We have an example policy from Chartiers Township that they have adopted.

Jamie Schaller – I can probably do the resolution, but I will need help on creating the policy.

A question was asked where is the policy it states it is attached. Jamie Schaller explained this was attached to the Supervisors Packet, not the agenda.

The Supervisors to discuss if they want to hold a Town Hall Meeting.

Jim Bauer stated that we want to do a State of the Township address, more of an informational meeting.

Randy Polan and Ed Shingle agreed.

Jim Bauer made the motion to hold the Town Hall Meeting on Tuesday January 17, 2023 at 7:00 pm. in the meeting room or gymnasium and advertise the same. Randy Polan second. Motion Carried 3/0.

Executive Session:

Ed Shingle made the motion for Executive Session for Contracts, Personnel and Litigation. Jim Bauer second. Motion Carried 3/0. (8:00 pm)

Jim Bauer – Returned from Executive Session at 9:42 pm. The Board has nothing new does anyone have anything else?

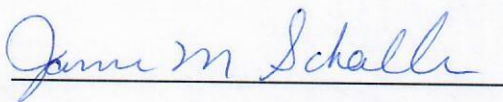
Eric Graham – asked about the Stewart Contracting Invoice. Jim Bauer it is my understanding if I got this right the \$4300.00 comes off the \$5,980.00 and the difference is what you owe.

Eric Graham I paid \$4,800.00.

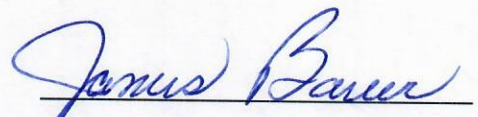
Jim Bauer and Ed Shingle are looking at the quote and the invoice. Jim stated that the \$5,980.00 invoice looks like it is just sewage. Discussed the need to talk to John Foris regarding both.

Adjournment of Meeting:

Jim Bauer made the motion to adjourn the meeting at 10:05 pm. Ed Shingle Second. Motion Carried 3/0.



Jamie M. Schaller Secretary/Treasurer



James Bauer Chairman

