

DONEGAL TOWNSHIP

Washington County, PA

Donegal Township Board of Supervisors Reorganization Meeting

January 06, 2025 at 7:00 PM

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

AGENDA

1. CALL MEETING TO ORDER:

2. PRAYER:

3. PLEDGE OF ALLEGIANCE:

4. ELECTION OF BOARD OFFICERS:

1. Motion to appoint Temporary Chairman
2. Motion to appoint Chairman
3. Motion to appoint Vice Chairman

5. PUBLIC COMMENT: Comments on Agenda items only

6. REORGANIZATION BUSINESS:

1. Motion to appoint Alexandra Rios Lopez as Secretary/Treasurer at a salary of \$58,656.00 per calendar year effective January 1, 2025
2. Motion to reappoint Jamie Schaller as Assistant Secretary/Treasurer at an hourly rate of \$22.12
3. Motion to retain Rhonda Shough as the Township Financial Records Clerk/Police Secretary at an hourly rate of \$40.00
4. Motion to set the Secretary/Treasurer Bond at \$250,000.00
5. Motion to set the Assistant Secretary/Treasurer Bond at \$250,000.00
6. Motion to set the Township Financial Records Clerk Bond at \$250,000.00
7. Motion to appoint a Police Department Supervisor
8. Motion to appoint a Road Department Supervisor
9. Motion to appoint an Office Supervisor
10. Motion to appoint a Water & Sewage Department Supervisor

11. Motion to reappoint The Lynch Law Group as the Township Solicitor at an hourly rate of \$175.00
12. Motion to reappoint Vorys Sater Seymour and Pease LLP as the Township Special Labor Council at an hourly rate of \$400.00
13. Motion to reappoint Jamie Schaller as the Right to Know Officer
14. Motion to reappoint John Yancosek as Chief of Police
15. Motion to reappoint Eric Graham as Fire Marshal
16. Motion to reappoint Harshman Group CE as the Township Engineer at the rate listed in Exhibit 1
17. Motion to reappoint Harshman Group CE as the Township Code Enforcement Officer at the rate listed in Exhibit 1
18. Motion to reappoint Harshman Group CE as the Township Building Code Official at the rate listed in Exhibit 1
19. Motion to appoint/reappoint a Vacancy Board (Previously JD Martin)
20. Motion to appoint/reappoint the UCC Appeals Board (Previously: James Barr, John Pavalla, and Michael Curtis)
21. Motion to appoint/reappoint the Planning Commission (Previously: Ethan Ward, Jerri Zwicker, and Michael Curtis)
22. Motion to reappoint Susanne Dorsey as the Donegal Township representative to the Washington County Tax Collection District
23. Motion to appoint/reappoint a Deputy Tax Collector (Previously Donna Kelsall)
24. Motion to charge \$2.00 for Tax Duplicates to be collected by the Tax Collector
25. Motion to charge \$45.00 for Tax Certification to be collected by the Tax Collector
26. Motion to retain Keystone Collections Group as the Local Service Tax and Local Wage Tax Collector
27. Motion to reappoint Norman Allan Company for IT Professional Services at a rate of \$1,159.00 per month
28. Motion to reappoint D & B Environmental Services as the Sewage Operator
29. Motion to approve the D & B Environmental Services contract at the rate provided in Exhibit 2
30. Motion to reappoint Garratt Callahan as the Water Operator
31. Motion to approve Garratt Callahan contract at \$1,100 per month which is a \$100 per month increase

32. Motion to appoint an Emergency Management Director
33. Motion to establish that three (3) signatures are required to validate checks. Two (2) Supervisors and the Secretary/Treasurer or Assistant Secretary/Treasurer
34. Motion to appoint a Voting Delegate for the Pennsylvania State Convention
35. Motion for the Board of Supervisors, Secretary/Treasurer and Assistant Secretary/Treasurer to attend the 2025 PSATS Conference
36. Motion to schedule the date and times for the agenda meetings for 2025 and advertise the same
37. Motion to schedule the date and times for the Board of Supervisors Monthly Meetings and advertise the same
38. Motion to conduct the meetings per the Robert's Rules of Order
39. 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.
40. Motion to set the mileage reimbursement to 0.70 cents per mile or as updated per the IRS mileage regulations
41. Motion to appoint the Observer Reporter as the official Legal Advertising newspaper for Donegal Township
42. Motion to approve the fee schedule for 2025
43. Motion to approve/reject the Secretary/Treasurer to pay any bill necessary in order to avoid delinquent charges and/or secure discounts
44. Motion to approve the Secretary/Treasurer to pay any reoccurring invoices prior to the meeting dates
45. Motion to establish depositories of Community Bank, WesBanco, and PLGIT for Township Funds

7. PUBLIC COMMENTS:

8. ADJOURNMENT OF MEETING: