

DONEGAL TOWNSHIP

Washington County, PA

Board of Supervisors Reorganization Meeting

January 05, 2026 at 3:00 PM

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

AGENDA

CALL MEETING TO ORDER:

PRAYER:

PLEDGE OF ALLEGIANCE:

ELECTION OF BOARD OFFICERS:

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

PUBLIC COMMENT: Comments on Agenda items only

AGENDA ITEMS:

1. Motion to appoint Alexandra Rios Lopez as Secretary/Treasurer at a salary of \$58,656.00 per calendar year
2. Motion to appoint Alexandra Rios Lopez as the Right-To-Know Officer
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 \$500,000.00
5. Motion to set the Township Financial Records Clerk Bond at \$500,000.00
6. Motion to appoint a Police Department Supervisor
7. Motion to appoint a Road Department Supervisor
8. Motion to appoint an Office Supervisor
9. Motion to reappoint Vorys Sater Seymour and Pease LLP as the Township Special Labor Council at an hourly rate of \$400.00
10. Motion to reappoint Vorys Sater Seymour and Pease LLP as the Township Solicitor at an hourly rate of \$175.00

11. Motion to reappoint John Yancosek as Chief of Police
12. Motion to reappoint Eric Graham as Fire Marshal
13. Motion to reappoint Harshman Group CE as the Township Engineer at the rate listed in Exhibit 1
14. Motion to reappoint Harshman Group CE as the Township Code Enforcement Officer at the rate listed in Exhibit 1
15. Motion to reappoint Harshman Group CE as the Township Building Code Official at the rate listed in Exhibit 1
16. Motion to reappoint JD Martin as the Vacancy Board
17. Motion to appoint/reappoint the UCC Appeals Board (Previously: James Barr, John Pavalla, and Michael Curtis)
18. Motion to appoint/reappoint the Planning Commission (Previously: Ethan Ward, Jerri Zwicker, and Michael Curtis)
19. Motion to appoint Alexandra Rios Lopez as the Donegal Township Representative to the Washington County Tax Collection District
20. Motion to appoint/reappoint a Deputy Tax Collector (Previously Donna Kelsall)
21. Motion to charge \$2.00 for Tax Duplicates to be collected by the Tax Collector
22. Motion to charge \$45.00 for Tax Certification to be collected by the Tax Collector
23. Motion to retain Keystone Collections Group as the Local Service Tax and Local Wage Tax Collector
24. Motion to reappoint Ryan Deems as the an Emergency Management Coordinator
25. Motion to add the Financial Records Clerk as a check signer
26. Motion to establish that three (3) signatures are required to validate checks. Two (2) Supervisors and the Secretary/Treasurer or Financial Records Clerk
27. Motion to appoint a Voting Delegate for the Pennsylvania State Convention
28. Motion to approve the Board of Supervisors and Secretary/Treasurer to attend the 2026 PSATS Conference
29. Motion to schedule the Agenda Meetings and advertise the same
30. Motion to schedule the Board of Supervisors Monthly Meetings and advertise the same
31. Motion to conduct the meetings per the Robert's Rules of Order
32. 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.

33. Motion to set the mileage reimbursement to 72.5 cents per mile or as updated per the IRS mileage regulations
34. Motion to appoint the Observer Reporter as the official Legal Advertising newspaper for Donegal Township
35. Motion to approve Advertising on an as needed basis for 2026
36. Motion to approve the fee schedule for 2026
37. Motion to approve/reject the Secretary/Treasurer to pay any bill necessary in order to avoid delinquent charges and/or secure discounts
38. Motion to approve the Secretary/Treasurer to pay any reoccurring invoices via check or bill pay prior to the meeting dates
39. Motion to establish depositories of Community Bank, WesBanco, and PLGIT for Township Funds
40. Motion to approve using DCED's Chart of Accounts and adding Accounts on an as needed basis
41. Motion to purchase 200 tons #8 Material from Adam Lewis Trucking LLC at \$32.25/Ton delivered
42. Motion to approve the purchase of #3 and #4 stone from Heidelberg Materials

PUBLIC COMMENT:

ADJOURNMENT OF MEETING: