

West Finley Township

Board of Supervisors Monthly Meeting Minutes

Monday, July 13, 2026

The Board of Supervisors of West Finley Township held their monthly meeting on Monday, July 13, 2026, at 5:30 p.m. at the West Finley Township Building. Supervisors Melinda Duncan, Mark Adams and Brandon Gray were in attendance. Road Foreman Ian Martin and Secretary/Treasurer, Mary Eileen Dindal were also present.

Also in attendance were Heather Martin, Mark Sibert, Mark and Tracey Smith, Al and Angela Lash, Henrieta and Glenn O'Brien, Rick Davis, Tim Moore, Claire Hagan, State Representative candidate Rebecca MacTaggart and R.C. Cassidy.

CALL TO ORDER by Chairman, Melinda Duncan at 5:30 p.m., followed by pledge and prayer.

PRIOR MEETING MINUTES motion to approve by Melinda Duncan, second by Mark Adams. All in favor, ayes, 3 – motion carried.

PUBLIC COMMENT

Rebecca MacTaggart introduced herself and expressed her position as a state representative candidate and invited any attendees that would like to speak further that she would be available after the meeting to do so.

Tim Moore addressed the board by requesting that the township consider having a solicitor/solicitation ordinance. He has researched other nearby townships, and some require that a photo I.D. be presented and on file with the township. He also shared that he has had several highly suspicious people stop at his house thus far trying to sell different services. Tim Moore will email some of the material he found as a reference. Mark Adams asks about legitimate soliciting such as what would apply to the fire department. Angela Lash also inquired about those for religious outreach. Tim Moore answered by explaining that there are “carve-outs” for appropriate solicitation; still allowing for community participation, which is acceptable but there should be a process for outside solicitors. Mark Adams stated that Claysville has a solicitation ordinance, but no one can enforce it, regardless - it will still occur. Tracey Smith added that certain solicitor credentials are usually required to be presented. Tim Moore indicated that if such an ordinance were in place, that violations could result in a citation.

Melinda Duncan shared that Harshman Engineering will help enforce what we do have in place, such as taking complaint forms on our behalf. She also stated that she has seen several cars parking on right-of-way's. The attendees agreed and some noted that it is the same offenders everyday like those on Gunn Ridge Road. Ian Martin explained that some are just on the edge of our right-of-ways but still close enough to be creating a problem, but that property is more than

likely owned by Columbia Gas. Melinda Duncan believes that if so, they need to at least post a “no parking sign,” but even so, it would probably not be well enforced. Henrietta O’Brien asked if they could install fencing around the area, however Rick Davis said that he tried to have that done last year to no avail. Mark Adams responded by saying that he would make a few calls to see how this can be addressed but more than likely, the cars will start being towed.

Tim Moore conveyed on behalf of a resident not in attendance, that there is a tree on Laidley’s Run Road that is need of attention. Mark Smith asked about all the trees that are hanging on wirelines. Brandon Gray explained that the roadcrew is like that of the fire department – if it’s on a wire, the township does not touch it. Tracey Smith brought up the slip on Good Intent Road and said that PennDOT was out doing some temporary filling – safer than it was but would the township have any sway toward this. Melinda Duncan said that perhaps we may, however Ian Martin knows from experience that even then it’s tough and usually not much can be done to have more of an immediate effect.

UNFINISHED BUSINESS

Tracey Smith asked Henrietta O’Brien if she had gotten any update about college students assisting with the Comprehension Plan, of which she answered no. Tracey Smith asked permission from the board to proceed with Planning Commission outreach and research – permission was granted by the Board of Supervisors.

Angela Lash said that there is a resource that can be utilized for free to gather information. Melinda Duncan explained that Harshman Engineering would be able to assist us with grants or funding opportunities as well.

Motion to table acceptance/denial of Strategic Solutions proposed estimate of services (comprehensive plan construction) made by Melinda Duncan, second by Mark Adams; all in favor – 3 ayes, motion carried.

Those in attendance would also like to table the acceptance of Harshman Engineering rates/fees. There are concerns about cost, terminology and what will be required to have a permit and what does not. Claire Hagan inquired as to why the township cannot do the inspections. It was explained by the supervisors that the person doing so has to be certified, which can take a year. Claire Hagan further asked why David Pritt cannot act as such on an as needed basis. The supervisors responded by indicating that they are unsure of his willingness to do so and that his certification may be expired. Claire Hagan strongly believes that we should not have to use a company to perform inspections and should rather hire a “Jo Schmo” as needed. Many in attendance did not agree; Heather Martin pointed out that no one wants that kind of responsibility, especially not the township. Melinda Duncan explained that it would be a safety issue and homeowner liability, especially if there is a fire; the insurance company will ask to see that permits and inspections were properly done.

Regarding K2 Engineering, it was discussed that during the transition, they are to finish any outstanding projects and/or permits; anything new is to be deferred to Harshman Engineering.

Motion to table acceptance of Harshman Engineering rates/fees made by Melinda Duncan, seconded by Brandon Gray; all in favor – 3 ayes, motion carried.

Motion to table termination of K2 Engineering made by Melinda Duncan, seconded by Mark Adams; all in favor – 3 ayes, motioned carried.

PERSONNEL:

Motion to table the approval of potentially hiring cleaning personnel made by Melinda Duncan, second by Brandon Gray; all in favor – 2 ayes, motion carried. Brandon Gray refrained from vote.

Motion to approve resolution for the township pension policy to allow working supervisors to participate by Melinda Duncan, seconded by Mark Adams; all in favor – 3 ayes, motion carried.

NEW BUSINESS:

R.C. Cassidy from Washington County Sewage Council was asked by Mark Sibert about subdividing land and perk tests. R.C. Cassidy answered by saying that any property being subdivided must be inspected, which is a visual inspection only; they are not actively looking for problems but rather just making sure that sewage cannot be seen on the ground surface. R.C. Cassidy reminded those in attendance that the DEP is an arm that also governs the Washington County Sewage Council, which the DEP are more strict but still allows townships to have their own ordinances about sewage.

Melinda Duncan invited Brandon Gray and Ian Martin to explain the circumstances of the township considering on purchases new vehicles. They expressed that our current equipment is becoming obsolete and that smaller trucks may be more reasonable. Brandon Gray also answered questions about the costs, specifications and the process of using the COSTARS program. He also explained that these trucks would run on regular fuel as opposed to diesel and that operating smaller trucks would allow for a safer, lower profile. Al Lash asked what would be done with our current trucks, whereby Brandon Gray answered that at some point the township would intend to sell equipment no longer being used. Motion to permit the township to purchase 3 (three) new F-600 trucks by Brandon Gray, seconded by Mark Adams; all in favor – 3 ayes, motion carried.

Melinda Duncan explained the MTF (Multimodal Transportation Fund); what is used for, the purpose and the goal of receiving such grant and how Harshman Engineering is facilitating the application process on the townships' behalf. Melinda Duncan made motion to approve participation in the MTF, second by Mark Adams; all in favor – 3 ayes, motion carried.

VFC REPORT: Mark Sibert read and reviewed the report, there were several bad storms that caused low hanging wires, which not much can be done about. He reminded residents that there

is an identification number on the bottom of each pole and to call 911. Tim Moore asked if there was a program to dispose of old fire extinguishers. Mark Sibert is not aware of any at this time. Tracey Smith wondered if the township would accept those on clean-up days. Mark Adams said no, especially not if the fire extinguishers are still full and Brandon Gray agreed that would not be a safe means of disposal.

Mark Sibert also provided an update on the township Hazardous Mitigation Plan; all paperwork has been submitted and that we can sign on with the flooding plan that Washington County currently has in place, granted it is approved by the township. Should there be any homes that are in a floodplain, the township must be in compliance; otherwise should there be a need to receive compensation for damages, or an emergency response, the Federal government will not provide such.

STATE POLICE REPORT – Read and reviewed by Melinda Duncan; noticed the number of police calls seem higher and increased in the months of May and June.

K-2 ENGINEERING REPORT: Provided by K-2 Engineering, read and reviewed by Melinda Duncan; she also shared that K2 had been informed of upcoming termination.

ROAD FOREMAN REPORT: Presented/reviewed by Ian Martin; shared with those in attendance the progress made with tar and chipping, in addition to mowing maintenance; which roads were completed and those that are yet to be done. Tim Moore expressed his appreciation for the work done, especially for that of Erskine Road. Melinda Duncan agreed in gratitude and also extended appreciation toward all the efforts of the road crew.

SECRETARY REPORT: Bank statements reviewed by Melinda Duncan and made motion to approve, second by Brandon Gray; all in favor – 3 ayes, motion carried.

ADMINISTRATIVE ITEMS: Motion made by Melinda Duncan to approve/pay outstanding bills, second by Brandon Gray; all in favor – 3 ayes, motion carried.

Melinda Duncan explained the circumstances regarding CDs, FDIC and PSATS regulation and how that impacts township funds; such funds must be guaranteed as public money. Motion made by Melinda Duncan to have permission to research PGLIT rates for township CDs currently held by Community Bank, second by Mark Adams; all in favor – 3 ayes, motion carried.

ADJOURNMENT: Motion to adjourn by Melinda Duncan, second by Mark Adams; all in favor – 3 ayes, motion carried.