

**Ligonier Township Supervisors**  
**Regular Meeting Minutes**  
*June 8, 2020*

The Supervisors of Ligonier Township met in regular session at 7:00 PM and opened with the Pledge of Allegiance and roll call. Present were Chair, John Beaufort; Vice Chair Paul Knupp; Secretary/Treasurer Stephanie Verna; Supervisor, D. Scott Matson; and Supervisor, Dan Weimer.

**Public Comment “A” – None**

- A motion was made by Stephanie Verna and seconded by Scott Matson to approve the minutes from the May 26, 2020 meeting. Motion carried.

**Supervisor’s Comment**

Supervisor Matson – Asked if the paver has been breaking down? How much does it cost to load / unload the equipment and haul it around? Asked about the zipper, how often is it used? He voted for a roller, which is only good when used with a paver. Suggested it might be cheaper to sub out road spot paving. This would allow the crew to focus on other work and if equipment breaks down, it does not cost the Township. Asked about the John Deere mower; it’s a nice unit but only mowing 10-20% of the right-of-way, while vegetation is growing out over the bank. This affects one’s ability to stay in their lane and recommends the Township consider buying the extended arm for the mower, as this is a safety issue.

**Manager’s Report**

Mr. Carcella reported that since the last meeting, 9 of the 10 roads on the Fiber Mat Sealed list have been prepped for work to begin next week. Firehall Road was removed from the list since the scope expanded to include the parking lot and there is not enough time to prep before the contractor begins work. Will add it to the Chip Sealed roads list or sub it out individually this summer. Asked the Supervisors not to take any action on the bids that will be opened tonight and defer until the next meeting on June 23. This allows staff time to review first. Public Works has been dealing with some equipment breakdowns but is close to catching up on projects. First the paver and now the front-end loader. The front-end loader was shipped out to Stephenson Equipment for repair as it was beyond our means. It pulls the zipper so the zipper is out of service too. Will rent another front-end loader to haul stone, but note it will not be capable of pulling the zipper.

The Act 537 plan is expected to be completed soon for resubmission to the DEP and the engineer, LTMA and Township staff are scheduled to review it on June 15 and will bring it to the Board for their consideration on the June 23<sup>rd</sup> meeting.

The Covid-19 shutdown has interrupted work and we have several unfinished plans and business to consider in the coming months: work on Zoning Ordinance amendments was started, Dumpster Day was cancelled, and the 2<sup>nd</sup> Ligonier Beach Meeting for public comments needs to be rescheduled at the Fort, where there is more room to

social distance. With all of this going on the Township has been operating well and maintaining services to all residents when called upon. We have become complacent about this Covid-19 virus. We continue to take all precautions to protect our employees and the public. We will continue to find ways to fund the Township and seek funding if and when it becomes available from the state and federal sources. We have made many changes since March of this year and will continue to adjust our operations while protecting the health, safety and welfare of our residents. Mr. Carcella filed an insurance claim as there is a pandemic clause in the Township's policy covering lost income from Idlewild Park. Will file a similar claim with the county when the funds come available, but we cannot "double dip." We will take both actions to ensure we are covered one way or another.

### **Public Works Report**

Mr. Morgan reported the Township received its 2020-21 Winter Maintenance Agreement renewal with Penn DOT - \$16,768.51 to maintain 3 roads on their behalf. (Springer Road, Owl Hollow Road and Marietta Road)

### **Engineers Report**

Chip Sealed Roads Bid Openings, received 4 in total:

<i>Company</i>	<i>Total Price</i>	<i>Unit Price (per square yard)</i>
Russell Standard	\$ 97,482	\$1.47
Ligonier Construction	\$168,220	\$2.42
Midland Asphalt	\$ 99,660	\$1.46 *includes traffic control \$3,300
Quaker Sales	\$ 79,440	\$1.19

Contract award will be decided at the next meeting on June 23.

Mr. Faas reported the Ligonier Beach master plan and cost estimate were adjusted for the DCNR Grant application. Provided a trail alignment alternative with a connection to Laughlintown. Asbestos investigation field work was completed, pending results.

The online stormwater survey (for the Laughlintown area) was posted on the Township's website. Mr. Faas and Mr. Morgan met with a resident today in the same area to document their flooding issues via the GIS tool.

The Mountain Road culvert permit process is underway – survey is complete and completing application.

The Hutch Lane stormwater investigation continues and were able to locate some paperwork.

The McKelvey Road bridge – Mr. Faas and Mr. Morgan did a site visit and Mr. Faas thinks from the municipality's perspective there is a little more life left in the bridge and plan to pull the deck in the future and have it repaired offsite.

There was a discussion about the bridge's weight limit – it will be considered in the O&M plan – see agenda item #3 under New Business.

### **Ligonier Valley Police Department Report**

Chief Berger reported May was a busy month, with 573 incidents and 13 arrests and several more pending as charges haven't been filed yet (will show up next month). \$1,202.64 was collected from aggressive driving activities conducted from May 18-31 that resulted in 48 traffic tickets issued, 7 warnings and 1 DUI arrest. Sunday night 13 marijuana plants were removed from the woods, that arrest is pending. Friendship Park opened today and will be locked up in the evening. As of June 1, the issuance of meter tickets resumed downtown.

### **Solicitor's Report**

Mr. Korn reported that an executive session was held at 6:30 PM prior to this meeting and certified compliance with the Pennsylvania Sunshine Laws as the discussion pertained to personnel matters.

Mr. Korn stated that further in the agenda we will discuss the guidelines for municipal facilities now that we are reopening under the Governor's "green phase." Now that we can meet in person, we will move forward this month with a workshop for the Zoning ordinance amendments.

There is an unlisted agenda item – the Fee Schedule adopted early in the year by resolution needs to be amended as it is missing the Home Business Permit (\$40) and No Impact Home Business Permit (\$25).

- A motion was made by Stephanie Verna and seconded by Scott Matson to amend the 2020 Fee Schedule by adding the Home Business Permit fee at \$40 and the No Impact Business Permit fee at \$25. Motion carried.

### **Zoning Officer Report**

Business is picking up, received a lot of lien letter requests. The Zoning Hearing Board meeting was cancelled last month (due to lack of agenda) and with nothing pending for this month, it will likely be cancelled again, unless we receive an expected residential solar application in the next 3 days. The Recreation Board meeting was cancelled last month, but did meet last night; the community garden has received recognition & lots of good press. The Hillside Avenue new construction job site is fully permitted and in compliance, paid tap-in fees.

### **Code Officer Report**

There was a Planning Commission meeting on May 28, 2020 and they will be scheduling a work session to discuss the definitions needed for the Zoning Ordinance update. There is also a minor subdivision needing approval, a resident would like to join two parcels so he can build a garage in a location that is currently situated on the property line.

## Correspondence

1. Thank You Letter from Larry Shew to the Pieringers for their \$200 donation to the Community Gardens – Kids Club program
2. DCED Loan Quarterly Loan Repayment Notice
3. Westmoreland County Commissioner Letter – the county is reviewing the CARES funding and asks for patience while they set up a procedure

## Treasurer's Report

Supervisor Verna reported the account balances as of June 9, 2020:

General Fund Account	\$ 411,694
Liquid Fuels Account	398,613
Act 13 Account	11,061
Ligonier Beach Account	429
Equipment Fund	12,117
Capital Reserves	683,691

Total Funds Balance: 1,517,605

### \*Developers Account

- A motion was made by Stephanie Verna and seconded by Scott Matson to approve the bills for May / June as presented (note there are three separate bill lists – one from the General Fund, one from the Act 13 Account, and one from the Escrow / Developers Account). Motion carried.
- A motion was made by Stephanie Verna and seconded by Paul Knupp to pay one bill from last month out of the Escrow/ Developers Account. (To clarify, this is *not* the Township's money, this is money the Township is holding on behalf of a Home Owners Association and Beaufort Services fixed a break in their water line this past spring.) Motion carried.

## New Business

1. Constellation Energy / APPI Report  
Exploring other electricity options to ensure the best possible price – APPI Energy is a consultant that reviewed 12 months of billing and recommends Constellation for a 36 month contract, includes 100% swing (swing allows more / less energy usage than the 12 month average without penalty). Current contract is with Dynergy for 3 years expiring December 2021. Also working on energy efficiency options such as LED retrofit lighting.

## 2. Guidelines for the Municipal Complex – Memo June 5, 2020

For members of the public, during normal business hours the lobby will be open. The public are asked to wear a mask as recommended, but not required. If not wearing a mask notify staff so other accommodations can be made. During public meetings, the meeting room will be open to the public, but the number of meeting attendees will be limited based on the needs of social distancing. Attendance is first come, first serve, and will continue to broadcast meeting on Zoom so they can attend if they have personal health concerns or if there is not enough room.

- A motion was made by Stephanie Verna and seconded by Scott Matson to adopt the municipal complex policy as outlined. Motion carried.

## 3. Public Works Committee – Bridge Inspection Report

The total estimated cost for repairs is in the packets provided. Note not all, but most of these repairs are required. Four bridges are in very good condition, two in good condition, one in fair condition and one in poor condition – McKelvey Bridge. We had three new bridges installed over the last 6 years. Bridges are expensive; we need a maintenance plan to keep our bridges in good condition and make them last.

There was a discussion about the newly installed guide rails - they were installed to the current specifications, but the federal specs changed recently and now they are out of spec. Realistically, the bridge is safe and sound and there is nothing wrong with the newly installed guide rails; they are quite expensive (\$18-24k) and we don't plan on taking out a perfectly good guide rail.

Supervisor Knupp said the Public Works Committee will meet with our engineer and develop a plan to address the Township's biggest concern, McKelvey Bridge.

Mr. Carcella said that despite the equipment breakdown, the Public Works crew are doing a good job with the paving and get better with experience.

Supervisor Verna commented that good paving work was done on Barron Road and she has received compliments from the public as well regarding the road work and the grass planting.

## 4. Township Budget 18 Month Projections

- a) Current Budget to Actual (through May), collected over 85% of the real estate tax, collected a third of the real estate transfer tax, 45% of earned income tax has been collected. Revenue is down 13.9% compared to this time last year, as expected due to the coronavirus pandemic.
- b) 2020 thru 2021 Projected Budget off by 9%, need to watch what we spend, as will have some deficits. How bad those deficits are depend upon if and what amount of assistance we receive. We have a pandemic clause in our

insurance police and we have filed a claim. Last year we finished with a \$200k surplus and were able to pay the first police department installment payment for 2020 at the end of 2019. We are basing projections on a review of our history. We have a \$2.3M budget this year with increased expenses and project a \$75k deficit. If we do not receive some assistance and assume expenses stay at the 2020 level, we will need a 2 ½ mill increase. The biggest projected loss is in amusement tax with Idlewild shut down and they will be honoring season pass tickets sold in 2020 again in 2021, so we will not collect as much tax revenue next year, an estimated \$45-50k loss. Hopefully, this will be offset by our insurance settlement.

- c) Public Works history from 2016 to 2019, spending \$85k less in wages, \$33k less in snow removal due to 3 mild winters – which is a benefit as we don't have to put as much money into the roads as they are less damaged. The concern is we are putting \$473k less into the roads this year than compared to the work done in 2016. We will probably need a tax rate increase or may need to use reserves to do more...

The biggest unknown is whether or not we get some assistance...  
We anticipated some Dirt & Gravel Road grants.

5. Fettermen Lease Rental Agreement – expires July 3. Tabled to next month.

### **Supervisor Comments**

Supervisor Weimer – Said he's been approached by residents who would like to know when Dumpster Day will be rescheduled. Staff to propose a new date at the next meeting. What is the process to reduce the Hotel Road speed limit to 25 mph? No sidewalks, houses very close to the road, and many kids playing nearby, 25 mph is too fast. Mr. Korn to research ordinance requirements.

Supervisor Verna – Would like to remind residents as we move into the "green phase," the Township does *not* have restrictions on tents or structures to accommodate more service outdoors. The LVPD Commission met and is operating with a balanced budget.

Supervisor Matson – Commented, nice job on Country Club Road.

Supervisor Beaufort – Requested an executive session after the close of meeting.

- A motion was made by Paul Knupp and seconded by Dan Weimer to adjourn the meeting at 8:14 PM. Motion carried.

Respectfully submitted,

Bethany Caldwell  
Assistant Secretary/Treasurer

**Ligonier Township, Westmoreland County, PA**  
**Bill Payments for All Vendors**  
 June 8, 2020

Vendor	Type	Num	Amount
<b>Jun 8, 20</b>			
AA Septic Tank Service	Bill Pmt -Check	23460	200.00
Aqua Filter Fresh	Bill Pmt -Check	23461	75.60
Comcast	Bill Pmt -Check	23462	267.95
Credit Card Dept-First Commonwealth Bank	Bill Pmt -Check	23463	878.94
Cumberland Truck Equipment	Bill Pmt -Check	23464	3.16
Fayette Parts Service, Inc.	Bill Pmt -Check	23465	77.72
Feaster Pension Consulting, Inc.	Bill Pmt -Check	23466	750.00
Glassmere Fuel Service	Bill Pmt -Check	23467	958.46
Greensburg Minuteman Press	Bill Pmt -Check	23468	1,749.73
JSB Holding, Inc.	Bill Pmt -Check	23469	379.00
Laurel Valley Hardware Inc.	Bill Pmt -Check	23470	26.97
Lehigh Hanson Heidelberg Cement Group	Bill Pmt -Check	23471	1,219.46
Ligonier Giant Eagle	Bill Pmt -Check	23472	10.49
Ligonier Township	Bill Pmt -Check	23473	6.00
Ligonier Valley Police Department	Bill Pmt -Check	23474	356.26
LVTech	Bill Pmt -Check	23475	1,349.80
ODB Company	Bill Pmt -Check	23476	878.65
PennPrime	Bill Pmt -Check	23477	20,434.00
Sable Kennels	Bill Pmt -Check	23478	50.00
Smith Propane & Oil	Bill Pmt -Check	23479	2,714.46
Stephenson Equipment, Inc.- Old Walsh	Bill Pmt -Check	23480	715.06
SWIF	Bill Pmt -Check	23481	1,069.00
The EADS Group	Bill Pmt -Check	23482	3,069.48
The Latrobe Bulletin	Bill Pmt -Check	23483	128.60
Total Service, Inc.	Bill Pmt -Check	23484	174.21
Travelers	Bill Pmt -Check	23485	725.00
Tricia Levander	Bill Pmt -Check	23486	1,224.00
UAW LOCAL 204	Bill Pmt -Check	23487	314.52
UniFirst Corporation	Bill Pmt -Check	23488	142.10
Valley Landscaping & Lawn Care	Bill Pmt -Check	23489	695.00
Washington National Insurance Company	Bill Pmt -Check	23490	303.40
West Penn Power	Bill Pmt -Check	23491	223.12
Western Pennsylvania Teamsters and Employ	Bill Pmt -Check	23492	25,461.51
<b>Jun 8, 20</b>			<b>66,631.65</b>

*OK  
 Sav  
 6-9-2020*

3:07 PM

06/08/20

Ligonier Township - ACT 13  
Bill Payments for All Vendors  
June 8, 2020

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Vendor	Type	Num	Amount
Jun 8, 20 The EADS Group	Bill Pmt -Check	1010	3,995.10
Jun 8, 20			<u>3,995.10</u>

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3:15 PM

06/08/20

Ligonier Township - Escrow Account  
Bill Payments for All Vendors  
June 8, 2020

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Vendor	Type	Num	Amount
Jun 8, 20 Bethlen Communities	Bill Pmt -Check	1011	50.00
Jun 8, 20			<u>50.00</u>

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SAV  
6-9-2020

Ligonier Township - Escrow Account  
Bill Payments for All Vendors  
May 26, 2020

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Vendor	Type	Num	Amount
May 26, 20 Beaufort Services, Inc.	Bill Pmt -Check	1010	1,531.66
May 26, 20			<u>1,531.66</u>

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6-9-2020