

Ligonier Township Supervisors
Reorganization Meeting
January 6, 2014

The Supervisors of Ligonier Township met in special session at 8:00 am for the purpose of re-organizing for 2014. Present were Timothy R. Komar, Scott Matson and Paul Knupp.

It was announced that the meeting was being recorded. The media also was recording this media.

1. A Motion was made by Scott Matson and Seconded by Timothy Komar appointing Paul Knupp Chairman for 2014. Motion carried.

2. A Motion was made by Paul Knupp and Seconded by Scott Matson appointing Scott Matson Vice Chairman for 2014. Motion carried.

A motion was made by Timothy Komar and seconded by Scott Matson to table #3 and #4 on the agenda until after the executive session. Motion carried.

3. A Motion was made by Scott Matson and Seconded by Paul Knupp appointing Bruce Robinson Secretary/Treasurer for 2014 at a rate of \$0.00/hr. Motion carried. Timothy Komar opposed.

4. A Motion was made by Timothy Komar and Seconded by Paul Knupp appointing Barbara L. Hollick Assistant Secretary/Treasurer for 2014 at a rate of \$13.00/hr. Motion carried.

5. A Motion was made by Scott Matson and Seconded by Timothy Komar appointing Scott Avolio Solicitor for 2014 at a rate of \$110.00/hour. Komar stated that it should be understood that there is a retainer in the amount of \$500.00/month that covers three meetings a month and unlimited phone calls. Motion carried.

The Supervisors adjourned for executive session to discuss personnel matters.

6. A Motion was made by Timothy Komar and Seconded by Paul Knupp appointing Michael Matrunics Police Chief with a pay increase of 2%, which Komar stated is in line with the police union contract. He also noted that he had taken a two year pay freeze prior to 2014. Motion carried. Scott Matson opposed.

7. A Motion was made by Timothy Komar and Seconded by Paul Knupp appointing Eric Eslary First Lieutenant for the year 2014 with a pay increase of 2%. Komar noted that he had also taken a two year pay freeze. Motion carried. Scott Matson opposed.

8. A motion was made by Timothy Komar and Seconded by Scott Matson appointing Charles Madden Code Enforcement Officer for the year 2014, compensated at the hourly rate established in the Police contract for that employee. Motion carried.

9. A motion was made by Timothy Komar and Seconded by Scott Matson appointing Berkheimer to collect 511 Taxes and Wage and Local Services Taxes if they are able to. Motion carried.

10. A Motion was made by Timothy Komar and Seconded by Scott Matson appointing First Commonwealth the depository for the general fund for 2014. Motion carried.

11. A Motion was made by Timothy Komar and Seconded by Scott Matson appointing Commercial National Bank depository for Liquid Fuels Funds for 2014. The Commonwealth of Pennsylvania is appointed depository for State Liquid Fuels Fund. Komar clarified that the money first goes into the Commonwealth of Pennsylvania account and then is transferred into the checking account at Commercial National Bank. Motion carried.

12. A Motion was made by Timothy Komar and Seconded by Matson designating that Excess General Funds be deposited among local financial institutions or Oppenheimer – whichever provides the best rate of return, while ensuring that all funds are fully insured for 2014. Motion carried.

13. A Motion was made by Scott Matson and Seconded by Timothy Komar appointing PNC Financial depository for Police Pension Funds for 2014. Motion carried.

14 A Motion was made by Timothy Komar and Seconded by Scott Matson appointing Higbee Insurance to obtain the Treasurer's Bond for 2014. Komar noted that anyone with single access to the liquid fuels fund on a single signature needs to be bonded instead of through the state so it is more than just the treasurer. Motion carried.

15. A Motion was made by Timothy Komar and Seconded by Scott Matson designating the 2nd Tuesday of each month, at 7 pm, to be regular meeting night for the Ligonier Township Supervisors for 2014. Work session will be held the Thursday prior to the second Tuesday at 3:30 pm each month. Motion carried.

16. The Supervisors tabled appointing a zoning officer until the Supervisors meeting in February.

17. A Motion was made by Paul Knupp and Seconded by Scott Matson appointing Mike D'Arrigo Sewage Enforcement Officer and appointment of Mesko Engineering Alternate Sewage Enforcement Officer for 2014. Motion carried.

18. A Motion was made by Paul Knupp and Seconded by Timothy Komar appointing Timothy Komar as Roadmaster for District 1 and District 2 for 2014. Motion carried. Scott Matson did not vote.

19. A motion was made by Timothy Komar and Seconded by Scott Matson appointing John Beaufort to a 5 year term the following on the Ligonier Township Municipal Authority beginning in 2014. Motion carried.

John Beaufort 5 years

Other Authority members serving are:

Bruce Kemerer 4 years

Stephen Smithley 3 years

John McInchok 2 years

Glen Kalp 1 year

20. A Motion was made by Scott Matson and Seconded by Timothy Komar appointing Markosky and Associates Township Engineers for 2014 at a contracted rate for individual projects plus \$300 monthly retainer. Motion carried.

21. A Motion was made by Timothy Komar and Seconded by Scott Matson to compensate the Planning Commission members at a rate of \$30.00 per meeting to be paid quarterly for 2014. Motion carried.

22. A Motion was made by Scott Matson and Seconded by Timothy Komar appointing Robert Smithley to a 5 year term on the Planning Commission. Motion carried.

Robert Smithley 5 years

Other members serving are:

Mark Spitzer 4 years

Ben Faas 3 years

Eric Schreiber 2 years

Robert Angelo 1 year

23. A Motion was made by Scott Matson and Seconded by Timothy Komar appointing Scott Avolio as Solicitor for the Planning Commission. Motion carried.

24. A Motion was made by Timothy Komar and Seconded by Scott Matson to compensate the Zoning Hearing Board members at a rate of \$30 per meeting. Motion carried.

25. A Motion was made by Scott Matson and Seconded by Paul Knupp to appoint Rick Penrod to a 3 year term on the Zoning Hearing Board. Motion carried. Timothy Komar abstained because he is a relative.

Rick Penrod 3 years

Other members serving are:

Linda McDowell 2 years

Robert Ramsey 1 year

A motion is not needed to appoint Recreation Board members.

Recreation Board members for 2014 are as follows:

Larry Shew 4 years

Sharon Detar 2 years

Elizabeth McCall 1 year

26. A Motion was made by Paul Knupp and Seconded by Scott Matson appointing Timothy R. Komar and Albert H. Shadron as Chief Administrative Officers of the Non-Uniformed Pension Plan for 2014. Motion carried. Timothy Komar abstained.

27. A Motion was made by Timothy Komar and Seconded by Scott Matson accepting a waiver of Paul Knupp and Scott Matson of the Supervisor stipend be paid Quarterly for 2014 and limited in amount to the rate stipulated by the Second Class Township Code. Motion carried.

28. A Motion was made by Paul Knupp and Seconded by Timothy Komar that Timothy Komar will to be paid the Supervisor stipend quarterly for 2014 and limited in amount to the rate stipulated by the Second Class Township Code. Motion carried.

29. A Motion was made by Timothy Komar and Seconded by Scott Matson appointing John Rhoades as Chairman of the Agricultural Security Program for 2014. Motion carried.

30. A Motion was made by Timothy Komar and Seconded by Paul Knupp to maintain policy for the Township to pay ½ of premium cost to employees with spousal insurance coverage, in cash, to a maximum of \$1,000 quarterly for 2014. Employees may choose to opt in or out of this program at any time. Motion carried.

31. A Motion was made by Paul Knupp and Seconded by Scott Matson to appoint Wade Thomas as Chairman of the Vacancy Board for 2014. Motion carried.

32. A Motion was made by Timothy Komar and Seconded by Paul Knupp establishing holidays for non-union employees to coincide with that of union employees for 2014. Motion carried.

33. The Supervisors tabled appointing a CPA for the 2013 fiscal year until January's meeting.

34. A Motion was made by Timothy Komar and Seconded by Scott Matson establishing \$2,500.00 as the bond amount required for maintenance contracts on small flow treatment facilities for 2014. Motion carried.

35. A Motion was made by Timothy Komar and Seconded by Scott Matson establishing the annual fee for holding tank inspections for new contracts for 2014 at \$45.00. Motion carried.

36. A Motion was made by Timothy Komar and Seconded by Scott Matson establishing the fee for public hearings before the Supervisors at \$300.00 and Zoning Hearing Board hearings at \$350.00. Cost includes advertisement and court reporter for 2014. Motion carried.

37. A Motion was made by Timothy Komar and Seconded by Paul Knupp approving a Tax Anticipation Note for 2014. Komar stated that it needs to be in the documents that it takes two signatures to draw on that money. Motion carried. Scott Matson opposed.

38. A Motion was made by Timothy Komar and Seconded by Paul Knupp establishing the fees for Township services for 2014 with no changes. A copy is to be attached to these minutes. Motion carried.

39. A Motion was made by Scott Matson and Seconded by Timothy Komar establishing monthly bill paying procedures as follows for 2014. All bills will be paid bi-weekly on Fridays during non-payroll weeks, unless otherwise required to prevent late fees. Motion carried.

40. A Motion was made by Paul Knupp and Seconded by Timothy Komar appointing Vita-Charge of Latrobe to service all office equipment for the year 2014, except the copy machines, which will be serviced by Total Service of Latrobe. Motion carried.

41. A Motion was made by Timothy Komar and Seconded by Paul Knupp appointing Barbara Hollick Open Records Officer for 2014. Motion carried.

42. The Supervisors tabled addressing the continued suspension of the collection of Street Light Taxes for 2014 until the February meeting.

43. A Motion was made by Scott Matson and seconded by Timothy Komar to appoint Kim Thomas, as representative to the Act 32 Westmoreland County Wage Tax Committee. Motion carried.

44. A Motion was made by Scott Matson and seconded by Timothy Komar to appoint Paul Fry as the alternate representative to the Act 32 Westmoreland County Wage Tax Committee. Motion carried.

45. The Supervisors tabled addressing a request by Chief Michael Matrunic to receive meeting pay for someone from his department to attend the Supervisors monthly meeting until further review.

46. A Motion was made by Timothy Komar and seconded by Scott Matson to appoint Mark Hamilton as special council for matters of conflict with our current solicitor at a rate of \$115.00/hr. Motion carried.

47. A Motion was made by Scott Matson and Seconded by Timothy Komar adjourning the meeting at 9:20 am. Motion carried.

Respectfully submitted,

Barbara L. Hollick
Assistant Secretary