

Ligonier Township Supervisors
Regular Meeting Minutes
March 10, 2020

The Supervisors of Ligonier Township met in regular session at 7:00 PM and opened with the Pledge of Allegiance. Secretary/Treasurer Stephanie Verna took 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 Paul Knupp to approve the minutes from the February 25, 2020 meeting. Motion carried.

Supervisors Comment – None

Manager’s Report

The Liquid Fuels 2020 Grant was announced, the township will receive \$403,943. Money has already been deducted from that amount for bridge inspections and anticipate that money will be received in May.

Went over the budget report (Profit & Loss Statement)– improvements have been made in how we track and charge other department for their fuel use and the Township’s usage in this month’s report has been corrected (last month’s report was overstated). Savings in both fuel & salt expenses were realized due to a mild winter. We are contracted to make one more salt purchase, approximately \$7k, bringing the 2019-20 winter season total to \$30k. This means we will start the 2020-21 season off with plenty of material.

There was an error in the Equipment fund that will be fixed next month.

Supervisor Matson asked if there was enough storage for the extra material (i.e. salt). Mr. Carcella answered yes. Supervisor Matson asked if we follow PennDOT’s procedure and Mr. Carcella answered we do not, we prefer to mix salt and anti-skid when we treat the roads.

Supervisor Verna asked how much was funding was set aside for the bridge inspections. Mr. Carcella answered the original amount was approximately \$410k and that PennDOT uses an allocation based on the township’s population and mileage.

Public Works Report

Mr. Morgan shared pictures of the Zipper equipment; they’ve been using it to remove tree stumps at the Beach.

Bituminous Fiber Mat Bids for 2020 Public Works Road Projects were opened:
First bid from Midland Asphalt Materials – total bid \$206,775.43
Second bid from Russell Standards – total bid \$163,875.91

Roads include: (See Appendix A of the RFB)

Barron Road
Country Club Road
Fire Hall Road
Franklin Street Ext.
High Acre Drive
Idlewild Hill
Long Bridge Road
Orchard Lane
Summit Drive
Wild View

- A motion was made by Paul Knupp and seconded by Dan Weimer to accept Russell Standard's bid of \$163,875.91 pending the engineering and legal reviews. Motion carried.

Engineers Report: See attached

Ligonier Valley Police Department Report: See attached

Laurel Highlands DUI task force will be conducting road patrols, looking for impaired drivers and any other violations Friday through St. Patrick's Day. Received \$1750 for aggressive driving (March 16-April 12). The new truck is being outfitted; the Explorer is next, hope to have both vehicles in operation by next month.

Solicitor's Report:

Mr. Korn's reported he is working on an emergency policy that will follow the EOC guidelines should the Coronavirus impact our area. If it is classified as a "pandemic" certain regulations will be suspended or overridden, e.g. employers can send employees home or prevent them from returning to work. Additional measures might need to be taken to protect people (i.e. office closures). Mr. Korn's clarified that an "epidemic" is a geographical term, a "pandemic" means it has spread everywhere and can no longer be contained.

Zoning Officer Report: See attached

Zoning Hearing board cancelled in February & March for lack of agenda. There will be a meeting in April regarding a dimensional variance for a subdivision. The Rec Committee met and put in plans for a kids Garden Club under the Master Gardeners and this will qualify for their required volunteer hours. Elementary age kids.

Code Officer Report – None

Correspondence:

1. PennDOT traffic counts on local roads
Terry summarized the roads that are affected, this information has been shared with Ben. This is for funding.

2. Ligonier Beach Letters:

- A. Wolford
- B. Coulter
- V. Permattie
- Loyalhanna Watershed

Copies were provided to the Supervisors

3. PennDOT SR 30 East Resurfacing Project Announcement 2020

Supervisor Knupp talked to Ben about looking at the culverts before they start the project. Ben to call and coordinate.

Treasurer's Report

Supervisor Verna reported the account balances as of March 10:

General Fund Account	\$258,479
Act 13 Account	37,304
Developers Account	3,844
Liquid Fuels Account	48,561
Equipment Fund	8,466
Ligonier Beach Account	393
Capital Reserves	665,141
Total Funds Balance:	\$1,022,187

- A motion was made by Paul Knupp and seconded by Stephanie Verna to approve the bills for February / March as presented. Motion carried.

Executive Session: none

Old Business:

1. Ordinance 01-2020 Stormwater – Advertise for possible adoption

TABLED

New Business:

1. Advertise 2020 Road Projects List – Chip & Seal

- A motion was made by Paul Knupp and seconded by Dan Weimer to advertise for RFBs to Chip & Seal the township's 2020 road projects.
2. 2002 Ford Van Municibid Auction Results – exceeded the reserve. Insurance has been dropped.
- A motion was made by Paul Knupp and seconded by Stephanie Verna to accept the \$4,101 Municibid offer on the 2002 Ford Van. Motion carried.
3. Resolution from the Westmoreland / Indiana COG on Electronic Government Consortium, approved February 24, 2020

Mr. Carcella is serving as the COG's Executive Director and the resolution they passed is to seek assistance from the DCED to help local governments across the state digitize files and store them on the cloud. This initiative would reduce paper, make it easier to find data and reduce RTK requests.

4. Options / Quotes Planning

Mr. Carcella is looking for direction from the Supervisors on the following:

- a. Ligonier Beach 2020 Opening Cost Estimates & Budget Planning
Keep the park closed? Yes, but keep the grass cut and maintain the property. Who will do this work, sub it out? Yes, get bids. What is the goal? To make it look nice from the road – look decent, not an eyesore. Supervisor Matson prefers the Road Crew not do this work, they have other priorities. The sign will be taken down for preservation & renovation.
- b. Manager's IT/Computer Costs Comparison
Mr. Carcella's system is 6 years old and he is running out of RAM storage and this causes pc functional problems. The cost to upgrade is \$300 vs. a new unit at \$1200. There is money in the budget to replace 1 pc a year, but not 2 and one of the admin assistants pcs is scheduled for replacement this year. The consensus was to upgrade his computer at \$300 and upgrade/replace one of the other admins pcs.
- c. Ford F-550 lease / retrofit plan for 2020-21
Mr. Carcella met with the Public Works committee about upgrading to a new F-550. Truck #3 is a 2008 model with 86k miles – think we can get more use out of it by converting it to a flat bed. We need to upgrade our fleet – we could spend \$70k on a new truck, or save \$15k by rebuilding an existing truck. We could lease a vehicle this fall and then pay it off with Liquid Fuels money in the spring and save the (~6.4%) interest. There is no penalty for early pay off on the commercial lease; but we do need to

get 3 quotes. This is something to think about now, make a decision later down the road.

5. Review of personnel (J. Nieuwma)

The personnel committee met to discuss Mr. Nieuwma's annual review and acknowledged the increased responsibilities Mr. Nieuwma has taken on and the significant training he has completed: he is our right-to-know officer, provides back up code enforcement, and is our flood plain administrator.

- A motion was made by Stephanie Verna and seconded Paul Knupp to increase Jim's pay rate by \$0.50 and add another week of paid vacation. Motion carried.

Mr. Carcella added that Jim, as our community development officer interacts with the Chamber as well as others and is the Manager's right hand. He appreciates the way Jim has stepped up and provides back up to the manager and he does a great job.

Public Comment "B" – None

Supervisor Comments – None

- A motion was made by Stephanie Verna and seconded by Paul Knupp to adjourn the meeting at 7:46 PM. Motion carried.

Respectfully submitted,

Bethany Caldwell
Assistant Secretary/Treasurer

**Ligonier Township
Engineer's Report
March 10, 2020**

1. Ligonier Beach

- a. Field work associated with the site and structural evaluation were completed on January 15th, and the report is currently being drafted. A public meeting was held on February 19th. Cost estimates and exhibits were provided at that time. A committee meeting was held on March 9th. A stakeholder meeting will be held on March 11th, and the next public meeting will be held on March 25th. Additional exhibits depicting versions of some of the potential uses/ideas presented by the public are anticipated to be prepared prior to the public meeting.
- b. A wetland determination and delineation (if necessary) will need to be conducted prior to initiating potential development plans.

2. Laughlintown Area Stormwater Study

- a. We continue to collect field data.
- b. The Supervisors approved the use of an on-line survey to collect information relating to problem areas was approved at the February 25th meeting. It's anticipated the survey will be available within the next week.

3. General

- a. The County's informational Stormwater Act 167 Meeting was attended on March 5th. We have also reviewed the proposed stormwater ordinance and will be proposing revisions prior to adoption.
- b. We attended a meeting with Keystone Purchasing Network regarding alternate means project procurement.

4. Planning

- a. No new land development or subdivision submissions were reviewed since the last meeting.

John E. Berger
Chief of Police
724-238-5611



Michael W. Matrunic
Assistant Chief
724-238-5105

Police Activity Report
Month of February

Administrative Report

90 Regular Shifts worked = 1,416

9 Total Court Hours

445 Complaints Handled

6 Criminal Arrests

20 Traffic Citations

06 Citations Issued in Ligonier Borough

14 Citations issued in Ligonier Township

110 Calls in Ligonier Borough

335 Calls in Ligonier Township

Respectfully Submitted

A handwritten signature in black ink, appearing to read "J.E.B.", is written over the printed name and title of John E. Berger.

John E. Berger
Chief of Police

March 2020 Zoning Report

	Qty	Amount
Lien Letter Income	13	\$ 375.00
Permits		
Building/UCC	3	\$ 823.36
Zoning	1	\$ 124.00
Demolition	0	\$ -
Driveway	0	\$ -
Fireworks	0	\$ -
No-Impact Home Based Business	0	\$ -
Occupancy	0	\$ -
Peddler	0	\$ -
Right-of-Way	0	\$ -
Sign	1	\$ -
Sewage	1	\$ 75.00
Total: Permits	6	\$ 1,022.36
Total		\$ 1,397.36
Total Income 2020	23/21	\$ 3,668.66
Total Income 2019	171/187	\$ 64,312.32
Total Income 2018	141/200	\$ 67,625.93

New Business

ZHB for February and March cancelled for lack of agenda

Recreation Committee met March 9. Approved plan for kids club at Community Garden Run by Master Gardeners

Respectfully submitted by Jim Nieuwsma
Zoning/Community Development Officer

Ligonier Township, Westmoreland County, PA

Bill Payments for All Vendors

March 9, 2020

Vendor	Num	Date	Amount
Mar 9, 20			
AFLAC	23284	03/09/2020	114.82
Allied Seals, Inc	23285	03/09/2020	17.54
Bullskin Stone & Lime, LLC	23286	03/09/2020	1,696.22
Comcast	23287	03/09/2020	218.51
Credit Card Dept-First Commonwealth Bank	23288	03/09/2020	218.27
Deiss & Halmi Engineering, Inc.	23289	03/09/2020	1,727.75
Excelsa Héalth WORKS Occupational Medicine	23290	03/09/2020	85.00
Fayette Parts Service, Inc.	23291	03/09/2020	41.41
Glassmere Fuel Service	23292	03/09/2020	1,473.36
Greensburg Minuteman Press	23293	03/09/2020	1,749.73
JSB Holding, Inc.	23294	03/09/2020	379.00
Justifacts Credential Verification, Inc	23295	03/09/2020	178.00
Laurel Valley Hardware Inc.	23296	03/09/2020	136.87
Lehigh Hanson Heidelberg Cement Group	23297	03/09/2020	903.85
Level One	23298	03/09/2020	54.00
Ligonier Township	23299	03/09/2020	9,779.77
Ligonier Valley Police Department	23300	03/09/2020	113,542.83
LVTech	23301	03/09/2020	972.30
Mesko & Associates, Inc.	23302	03/09/2020	5,032.50
Moseye Graphics	23303	03/09/2020	176.73
Napotnik Welding Supplies	23304	03/09/2020	147.31
PennPrime	23305	03/09/2020	20,435.00
Pennsylvania Municipal Service Co.	23306	03/09/2020	136.01
Pennsylvania One Call System, Inc.	23307	03/09/2020	74.15
Russ Morgan	23308	03/09/2020	50.00
Sable Kennels	23309	03/09/2020	50.00
SWIF	23310	03/09/2020	1,069.00
The EADS Group	23311	03/09/2020	2,803.09
The Fastner Stop	23312	03/09/2020	45.12
The Latrobe Bulletin	23313	03/09/2020	124.00
Total Service, Inc.	23314	03/09/2020	174.21
Tricia Levander	23315	03/09/2020	1,102.50
UAW LOCAL 204	23316	03/09/2020	224.52
UniFirst Corporation	23317	03/09/2020	70.60
West Penn Power	23318	03/09/2020	359.97
Mar 9, 20			165,363.94

3/10/2020


Ligonier Township - ACT 13
Bill Payments for All Vendors
March 9, 2020

Vendor	Num	Date	Amount
Mar 9, 20 The EADS Group	1007	03/09/2020	10,916.36
Mar 9, 20			<u>10,916.36</u>

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