

Ligonier Township Supervisors
Regular Meeting Minutes
September 12, 2023

The Supervisors of Ligonier Township met in regular session at 7:00 p.m. Present were Chair, Dan Resenic; Secretary/Treasurer, Stephanie Verna; Supervisor, D. Scott Matson; and Supervisor, John Beaufort. Vice Chair Erik Ross was absent.

Also present were Manager, Michael Strelac; Solicitor, Dan Hudock; Engineer, Ben Faas; Chief of Police, Michael Matrunics; Public Works Foreman Lance Griffith, and Finance Officer, Bethany Caldwell.

Comments from the Public

1. Debbie Messer – Attended several Planning Commission meetings and sought clarification on the Zoning Ordinance review process.

Comments from the Supervisors

Supervisor Matson – no comment

Supervisor Resenic – Offered the Board's condolences to Sgt. Friscarella, Rob Barron and Glenn Cramer on the recent losses of their respective family members.

Supervisor Verna – Asked staff to review the Ligonier Country Market's number of vendors and ensure the market is compliant with the Township's ordinances and their permit as it is the Township's responsibility to enforce compliance with *all* permits. Finance Committee budget planning meetings were scheduled – the first to occur after the Township Supervisors meeting on Tuesday, September 26 (starting at 4:30) and the second on Wednesday October 4 at 5:30.

Supervisor Beaufort – Reported the Volunteer Fire Departments (combined) had a total of 88 calls last month, for electrical fires, trees down, etc. and there were 15 false alarms at one company alone, 16 at another. The annual fund-raising letter campaign is on-going. There is still a need for volunteers – regular volunteers or social volunteers. If interested, get in touch with the township who can connect you to the Fire Chiefs. The request for volunteers is falling on deaf ears, one day there will be a call and no one will come.

- A motion was made by Stephanie Verna and seconded by John Beaufort to approve the minutes from the August 22, 2023 meeting. Motion carried.

Correspondence List (Note these items are not read aloud.)

1. Diamond Engineering Associates public notice that Coal Loaders, Inc. has applied to have their \$55k bond released for the Lynn Surface Mine. The mine is located along the Ligonier / Fairfield townships (Claycomb Road) and is a notice only (no action required).

2. County Notice of Private Sale – tiny irregular shaped lot valued at \$6k (no action required)

Manager Report

Mr. Strelac reported that our new Public Works foreman started work two weeks ago and the road chip-sealing is done.

Engineer Report

No report.

Solicitor Report

Mr. Hudock said the Sleasman property notice was posted and the complaint will be filed with Common Court of Pleas. He requested an executive session so that he could provide an update on the DEP Act 537 appeal litigation.

Police Report

Chief Matrunic reported since school has started there have been complaints of drivers not stopping for the buses red lights, specifically at 4 way stop intersections. Drivers need to stay stopped and cannot proceed through the intersection while the buses' red lights are actively blinking. There have been two bitcoin scams – he advised the public to use extreme caution when dealing with bitcoin and cyber currency as once the money is exchanged it cannot be traced and is not federally insured.

Public Works

Mr. Griffith reported he is getting to know the crew; he is identifying their strengths and weaknesses so he can apply strengths accordingly and strengthen weaknesses. He is implementing a road evaluation plan – a rating system, ranking roads from worst to best to help him prioritize the work. He is also researching the most cost effective way to asphalt the roads and the best way to reconstruct the roadways. He is ready to assist staff with the further development of the capital road improvement plan – where possible he would like to increase some of the road widths. In the winter, he plans to do snow removal mapping, looking for more efficient routes and setting expectations for how long it takes to clear a route. He has started a list of equipment needs that includes an inventory of current assets and their conditions. He is looking forward to getting to know the team, including the Board.

Supervisor Verna – Asked Mr. Griffith to include a pre- and post-equipment checklist to protect the Township's assets

Supervisor Resenic – Noted that Mr. Griffith has the authority to adjust the workdays' start times as needed.

Supervisor Matson – Clarified that start times in the winter should be based on snow forecasts and make sure crew is not driving with the plows down when there is no snow.

Treasurer's Report

Fund Balances (month end)	August
General Fund	\$ 546,393
General Fund Reserves	\$ 1,038,206
Liquid Fuels Tax Fund	\$ 418,301
Capital Fund Reserves	\$ 143,396
Ligonier Beach Park Fund	\$ 122,213
American Rescue Fund	\$ 168,847
Developer's Fund*	\$ 35,822
*Escrow	\$ 4,000
*Mill Creek Memorial Park	\$ 1,209
*Hi Acres Waterline	\$ 30,614
Total Funds	\$2,473,178

*denotes funds are restricted

- A motion was made by Stephanie Verna and seconded by John Beaufort to approve the bills as presented. Motion carried.

Unfinished Business

1. Westmoreland County stormwater grant – no update
2. Zoning Hearing Board appointment, term expiring 12/31/27 – posted until 9/15
3. Auditor RFP – tabled so the agreement's language can be updated with new prices

New Business

1. LSA grant submittal on behalf of the Southern Alleghenies Museum of Art (SAMA)

Supervisor Verna – had questions about the process (i.e. how much staff time would it take to administer the grant, what are the reporting requirements, who pays the vendors, will the Township have to front the money, etc.). Board requested that SAMA's director Kristen Miller work with the Commonwealth Finance Authority and Township staff for clarity on the process and come back to the Board at their next meeting on Tuesday, September 26.

2. Halloween, Trick-or-Treat hours

- A motion was made by Stephanie Verna and seconded by John Beaufort to approve Ligonier Township's Trick-or-treat hours on Wednesday, October 31st from 6-8 p.m. Motion carried.

3. CDBG 2023 Agreement - Deeds Road Phase II

- A motion was made by John Beaufort and seconded by Scott Matson to approve the Deeds Road Phase II Agreement. Motion carried.

4. CDBG 2024 Application - Deeds Road Phase III

- A motion was made by John Beaufort and seconded by Stephanie Verna to authorize staff to submit a Deeds Road Phase III CDBG application. Motion carried.

5. Residential & commercial sewage line inspection testing

LTMA follow-up item

MAWC requiring LTMA to pay for Infiltration & Inflow inspections – the Township would pass an ordinance to defray the costs. Any homes that are sold or transferred would need lines inspected from the house to the main. There are many different ways to test. There is a precedent, when Darlington & Laughlinton received public sewage they had to be tested before they could tap in. No action taken, this is the first discussion at the Supervisor level for what may be recommended in the future.

6. Fire Department Recognition Ordinance – this is a prerequisite for municipal fire department grants

- A motion was made by John Beaufort and seconded by Stephanie Verna authorizing staff to advertise a new Fire Department Recognition Ordinance. Motion carried.

Mr. Strelac noted that at yesterday's meeting (September 11), the Recreation Board moved to change their meeting time from 7 to 5 pm, pending the Township's Supervisors approval. He noted this item was not on the published agenda.

- A motion was made by Stephanie Verna and seconded by Dan Resenic to amend the agenda, adding the "Recreation Board meetings times" as an agenda item. Motion carried.
- A motion was made by Stephanie Verna and seconded by Dan Resenic to change the Recreation Board meeting times from 7 p.m. to 5 p.m. Motion carried, 3:1 with Supervisor Beaufort voting nay.

Supervisor Beaufort said all public meetings should be at 7 p.m. as some folks don't get off work that early.

Mr. Hudock advised the meetings' new start time needs to be re-advertised.

Comments from the Public

1. Charlie Will said he's been to the Planning Commission meetings; he's concerned about Vance McDonald's property for sale (Hidden Meadows Farm) and does not want to see commercial development.

2. Steve Supkas asked about the process and what happened to the information / research they provided.

Mr. Hudock explained what has happened to date; a prospective buyer (The Pittsburgh Retreat) approached the Township about establishing a retreat center. This would require zoning changes to allow that use in the agriculture district. The Pittsburgh Retreat backed out of the pending sale. No application has been made so there was nothing to take action on. If an application is submitted, it must comply with current zoning regulations.

Supervisor Verna – added that the Planning Commission is doing an overall review, their recommendations would be advertised and there would be a public hearing. This is the time for the public to pay attention, when the rules are being made, not after.

3. Emily Pershing asked if the zoning map will be changing? Not at this time

Executive Session

The Supervisors went into executive session at 8:12 p.m. to discuss the DEP Act 537 appeal litigation and resumed the regular meeting at 8:41 p.m.

Comments from the Supervisors

Supervisor Matson – no comment

Supervisor Verna – no comment

Supervisor Beaufort – Thanked the audience for coming, said he'd like to see them at more meetings.

Supervisor Resenic – Thanked for the audience for coming.

- A motion was made by Stephanie Verna and seconded by Dan Resenic to adjourn the meeting at 8:42 p.m. Motion carried.

Respectfully submitted,

Bethany Caldwell
Assistant Secretary/Treasurer

Ligonier Township-Liquid Fuels Bill Payments for All Vendors September 12, 2023

<u>Vendor</u>	<u>Type</u>	<u>Num</u>	<u>Amount</u>
Sep 12, 23			
West Penn Power	Bill Pmt -Check	1327	45.08
West Penn Power - Valley Hts	Bill Pmt -Check	1328	125.33
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Sep 12, 23			170.41
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9-12-23

Ligonier Township - Escrow Account
Bill Payments for All Vendors
September 12, 2023

Vendor	Type	Num	Amount
Sep 12, 23			
Adam & Amanda Brown	Bill Pmt -Check	1035	1,611.25
Amanda Friend	Bill Pmt -Check	1036	1,611.25
Andrea Lindsay	Bill Pmt -Check	1037	1,611.25
Fred Haberlen	Bill Pmt -Check	1038	1,611.25
Grant Elliot	Bill Pmt -Check	1039	1,611.25
Jack & Judith Boyd	Bill Pmt -Check	1040	1,611.25
John & Joyce Gera	Bill Pmt -Check	1041	1,611.25
Laurie L. Brownfield	Bill Pmt -Check	1042	1,611.25
Lawrence & Denise Jablonski	Bill Pmt -Check	1043	1,611.25
Leo and Kathleen Cavanaugh	Bill Pmt -Check	1044	1,611.25
Matthew T Graham	Bill Pmt -Check	1045	1,611.25
Melissa & Michael Maust	Bill Pmt -Check	1046	1,611.25
Michael & Melissa Zimmerman	Bill Pmt -Check	1047	1,611.25
Pamela Stablein	Bill Pmt -Check	1048	1,611.25
Richard Spiroff & Deborah Holby	Bill Pmt -Check	1049	1,611.25
Robert S. Kamin	Bill Pmt -Check	1050	1,611.25
Ruth Ann & William Steedle	Bill Pmt -Check	1051	1,611.25
Sandra & Robert Johnson	Bill Pmt -Check	1052	1,611.25
Shari Shannon	Bill Pmt -Check	1053	1,611.29
			30,613.79

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9-12-23

Ligonier Township, Westmoreland County, PA
Bill Payments for All Vendors
September 12, 2023

Vendor	Type	Num	Amount
Sep 12, 23			
Total Service, Inc.	Bill Pmt -Check	ACH	183.24
Comcast	Bill Pmt -Check	ACH	199.89
AA Septic Tank Service	Bill Pmt -Check	25726	562.50
Comcast	Bill Pmt -Check	25727	0.00
Daniel C. Hudock Attorney at Law	Bill Pmt -Check	25728	1,775.00
First Commonwealth Bank	Bill Pmt -Check	25729	383.88
Glassmere Fuel Service	Bill Pmt -Check	25730	4,721.76
Government Leasing & Finance Inc	Bill Pmt -Check	25731	15,687.91
JSB Holding, Inc.	Bill Pmt -Check	25732	422.00
Justifacts Credential Verification, Inc	Bill Pmt -Check	25733	141.80
Laurel Valley Hardware Inc.	Bill Pmt -Check	25734	7.46
Ligonier Agway	Bill Pmt -Check	25735	81.98
Ligonier Giant Eagle	Bill Pmt -Check	25736	35.00
LVTech	Bill Pmt -Check	25737	1,947.12
McInchok Sanitation	Bill Pmt -Check	25738	148.50
New Enterprise Stone & Lime Co., Inc.	Bill Pmt -Check	25739	15,238.81
Northwestern Mutual	Bill Pmt -Check	25740	100.00
Pennsylvania One Call System, Inc.	Bill Pmt -Check	25741	22.97
Russell Standard Corp.	Bill Pmt -Check	25742	2,317.68
Stephenson Equipment, Inc.- Old Walsh	Bill Pmt -Check	25743	1,818.50
SWIF	Bill Pmt -Check	25744	1,019.00
The EADS Group	Bill Pmt -Check	25745	135.00
The Latrobe Bulletin	Bill Pmt -Check	25746	61.20
Tricia Levander	Bill Pmt -Check	25747	700.00
U.S. Municipal	Bill Pmt -Check	25748	723.73
UAW LOCAL 204	Bill Pmt -Check	25749	306.25
ULine	Bill Pmt -Check	25750	115.04
UniFirst Corporation	Bill Pmt -Check	25751	610.71
Unifirst First Aid & Safety	Bill Pmt -Check	25752	157.63
Valley Landscaping & Lawn Care	Bill Pmt -Check	25753	456.00
Washington National Insurance Company	Bill Pmt -Check	25754	165.36
West Penn Power	Bill Pmt -Check	25755	9.91
Western Pennsylvania Teamsters and Employ	Bill Pmt -Check	25756	17,165.90
West Penn Power	Bill Pmt -Check	25757	682.79
Sep 12, 23			68,104.52

*OK
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