

Ligonier Township Supervisors
Regular Meeting
July 14, 2015

The Ligonier Township Supervisors met in regular session at 7:00 PM with the Pledge of Allegiance opening the meeting. Secretary Bruce Robinson took roll call. Present were D. Scott Matson, Paul Knupp, Bruce Robinson, and Gary Thistlethwaite and Chairman Wade Thomas

Public Comment

1. **Rick Robinson** – Flooding issue by the Darlington fire hall.

Staff Reports

Manager's Report - Terry reported on the press release of the Admin Staff costs over five years (Exhibit A).

The Road Crew has been preparing for seal coating of the roads later this summer. They have been encountering delays because of the significant rainfall from storms over the last month. They have been constantly cleaning catch basins because of the heavy rains. Many residents are calling to say that they have never had this much water on their property before. Over the last six weeks there has been about 10 inches of rain regionally and significant storm events change landscapes and drainage basin paths.

They are working on Red Arrow Road installing drainage improvements and surface improvements with a grant from Westmoreland County. They plan to work on Brailer Drive next month with another Grant from the Dirt and Gravel Road program.

We have begun a realignment of the Administration staff and job duties for the last month. We started interviews for the part time Administrative Assistant position and have postponed making any decisions until we evaluate the position and determine how the position will function between the Police Dept. and public works.

Terry Carcella contacted 4 universities a few months ago offering an internship that was a paid position of \$8 per hour and had zero applicants. We have a big job in cleaning out and re-organizing the file system of the Township. Terry Carcella may have to sit down with the personnel committee to discuss this project.

Terry Carcella will be here a year next month and will continue to evaluate the goals of the Township. This is only the second year of a line item budget, but he is hopeful that we will finish the year with a surplus and will begin meeting with staff and the Supervisors' in the next two months to begin initial preparation of next year's budget.

We are still working on the committee for the joint comprehensive plan and plan a joint meeting between the Planning Commission here and the Borough's Planning Committee along with representatives from Laurel Mt. Boro.

Police Report – Chief Matrunics reported thefts from vehicles and they are investigating them, all vehicles where unlock and at residence. GPS, cash, change were type of items taken. Chief Matrunics asked and stressed that you place calls when you see something suspicious and to not wait until a day or two to call the police. The police are here and available 24 hours a day and 7days a week please do not feel that you are bothering the police that are why they are here.

Solicitor's Report- Deferred.

Engineer's Report – Dorothy had nothing to report.

Zoning Officer's Report- Rich reported first and foremost, he wanted to thank the Board of Supervisors and Mr. Carcella, Township Manager, for giving him the opportunity to become the Zoning/Code Enforcement Officer for Ligonier Township.

Rich will strive every day to ensure that the citizens of Ligonier Township are treated in a professional and equitable manner in reference to Zoning and Code Enforcement. He also thanked the employees at the Ligonier Township Building for welcoming him aboard and working with him in a professional manner.

Following are the June Zoning/Code Enforcement Report. Because Mr. Bell started on June 15, 2015, this report contains all report items from June 15th to present.

Total Income from (16) Lein Letter Requests - \$340.00

<u>Building Permits Issued</u>	<u>Income</u>
12	\$985.80
<u>Peddler Permits issued</u>	
2	\$150.00
<u>Sign Permits Issued</u>	
5	\$0.00 (Non-Profit Organizations)
<u>Driveway Permits Issued</u>	
1	\$25.00

Demolition Permits Issued

1	\$25.00
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Sewage permits Issued

2	\$400.00
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<u>Total Income Generated</u>	\$1,925.80
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The Zoning office received six (6) nuisance complaints during this reporting period. Two individuals were given thirty (30) day notice to conform to the zoning and nuisance ordinances. Three complaints were from a group of citizens on Singer Way that were experiencing the same issue. This issue is being investigated by the Zoning office in conjunction with the Westmoreland Conservation District's office. The last complaint was received on July 13th, 2015 and is currently being investigated by this office.

Mr. Bell personally witnessed a sign on Route 711 near the Oakview Estates that was posted illegally and had the owner remove the sign on July 3rd, 2015.

On old business Richard Bell reported The Bethlen Home Phase II project has addressed all prior issues. The post construction storm water plan has been reviewed and approved by the Department of Environmental Protection.

The sedimentation pond issue has been addressed by Bethlen Home and the township will continue to monitor this issue.

The Bethlen Home Wellness Center expanded hours has been approved by the Planning Commission and we have recommended approval as submitted by the applicant. Further, the as built plans have been submitted and reviewed and Bethlen are addressing the additional comments by the township engineer.

Mr. Bell also met with the Ligonier Township Recreation Board on July 14, 2015 from 7 PM until 830 PM. This was his first meeting with the board and he was brought up to date with what the board is attempting to accomplish and also future endeavors.

Correspondence

LIGONIER VALLEY HISTORICAL SOCIETY made a request for funding of \$1,500 for Cemetery maintenance. No Action Taken.

TED MUDGE letter letting Terry know that he was thrilled with the response of the road crew and thanked Terry and especially the road crew for the prompt courteous and extremely well executed response. No Action Taken.

LIGONIER VALLEY FIRE COMPANIES letter regarding Fund Drive. No Action Taken.

LIGONIER TOWNSHIP MUNICIPAL AUTHORITY request for agreement on fine revenue funds (from workshop). Michael Korn stated this is an ordinance of the township and if you choose an agreement to turn over the funds or just keep the funds.

A motion was made by Paul Knupp to do agreement with LTMA on fine revenue funds. The motion died for a lack of a second.

Treasurer's Report-Terry Carcella stated that the General Fund account balance is \$349,598.85, the Act13 account balance is \$151,752.80, the K-9 account balance is \$74,576.77, the Liquid Fuels account balance is \$2,084.91, the Developer's account balance is \$12,550.00, and the Liquid Fuels Investment Account is 389,815.67 for a total of \$980,379.00. No action required.

- A motion was made by Bruce Robinson and seconded by Paul Knupp to pay bills of July 3, 2015 bill pay list and bills of July 14, 2015 bill pay list with the addition of a check in the amount of \$1383.75 for transcript bill. Motion carried.

Old Business

Verizon PCL at Ligonier Valley Cemetery Conditional Use Hearing cont.

- A motion was made by Paul Knupp and seconded by Scott Matson to close the hearing. Motion carried

Ligonier Township Employee Handbook

Policy 114 gifts verse donations per our recent event do we need to clarify. The policy covers employees and not the township. If for a township it is considered a donation, review on case by case. No action taken as leave it as is.

- A motion was made by Gary Thistlethwaite and seconded by Bruce Robinson to leave the Jury Duty 10 Day pay and that they notify the board of supervisors if going over the 10 days for approval of continuation of pay. Motion carried
- A motion was made by Paul Knupp and seconded by Scott Matson add under 30 hours for part-time. Motion carried
- A motion was made by Scott Matson and seconded by Wade Thomas to permit chewing tobacco on the township premise and vehicles and exempt all other tobacco products. Roll Call vote 3-2. Motion carried
- A motion was made by Bruce Robinson and seconded by Paul Knupp to approve the Employee Handbook with the changes stated. Motion carried

Bethlen Home Conditional Use request to modify hours of operation for wellness center.

- A motion was made by Bruce Robinson and seconded by Scott Matson to approve the modified hours of operation for the wellness center. Motion carried.

New Business

No committee reports

- A motion was made by Paul Knupp and seconded by Scott Matson to accept the “Joshua Reese Plan”. Motion carried
- A motion was made by Gary Thistlethwaite and seconded by Bruce Robinson to accept Scott Gongaware’s resignation letter from the Planning Commission. Motion carried
- A motion was made by Paul Knupp and seconded by Gary Thistlethwaite to approve the Omnibus Amendments to the 2015 Zoning Ordinance. Motion carried
- A motion was made by Bruce Robinson and seconded by Paul Knupp to approve the 2015 UAW 4 Year Agreement. Motion carried with Gary Thistlethwaite Abstain. Roll call vote 3-1, Scott Matson with a No vote.
- A motion was made by Paul Knupp and seconded by Bruce Robinson to approve sending the proposed Recycling ordinance to the Planning Commission. Motion carried
- Not action taken on the adoption of the proposed ordinance for Grease Trap Maintenance.
- No action taken to approve the proposed ordinance for Mandatory Water Tap for Municipal Authority.
- A motion was made by Paul Knupp and seconded by Bruce Robinson to approve resolution assigning the Central Westmoreland C.O.G for review of UCC Appeals. Motion carried.
- A motion was made by Bruce Robinson and seconded by Gary Thistlethwaite to appoint Sheila Grimm to the vacancy on the Ligonier Township Planning Commission. Motion carried.
- A motion was made by Paul Knupp and seconded by Gary Thistlethwaite to approve the purchase of the 2016 Dodge dump truck through co-stars replacing the F350 that was sold with the Liquid Fuel funds. Motion carried.
- A motion was made by Bruce Robinson and seconded by Paul Knupp to purchase the 2016 vehicle though co-stars with insurance funds for K-9 program around \$28,000.00. Motion carried

- A motion was made by Scott Matson and seconded by Gary Thistlethwaite to accept the Municibid bid of \$12,600 for the F350 truck, \$252.44 for the Sewer Auger, and \$2,000.00 for the Ingram roller. Motion carried.
- A motion was made by Scott Matson and seconded by Gary Thistlethwaite to approve relisting the Grader and roller on Municibid. Motion carried.

Commercial Herbicide spraying training and license for Public Works 50 manual/30 test total of \$80 and 32 manual/10 test total of \$42 for a grand total of \$122 would like more research done on this before making a decision.

- A motion was made by Paul Knupp and seconded by Scott Matson to approve resolution #2015-07 Bethlen Home finance option for IRS regulatory approval. Motion carried
- A motion was made by Scott Matson and seconded by Gary Thistlethwaite to approve a special consultant for the Act 537 plan update to be consistent with zoning ordinance. Motion carried
- A motion was made by Scott Matson and seconded by Bruce Robinson to approve to advertise for 2 part-time winter maintenance equipment operators. Motion carried.
- A motion was made by Paul Knupp and seconded by Scott Matson to approve minutes from the June 9, 2015 meeting. Motion carried with Wade Thomas Abstain.

Executive Session

The Supervisors went into executive session at 7:50 PM and returned at 8:02 PM. Solicitor Michael Korns stated that he was in attendance and items discussed were in compliance with the Pennsylvania Sunshine Law.

Supervisors Comments

Supervisor Scott Matson – No comment.

Supervisor Paul Knupp – Thanked the road crew for their work on Robb Rd. on the tree trimming and cutting the bank; please support the Fireman’s Fund Drive; reminders of the Waterford Fireman’s carnival, Wilpen Fireman’s cash bash August 15, and Darlington Fireman’s wind night August 15; welcome Laurel Valley Hardware and asked to stop and do the same; Laurel Mountain Ski Slopes moving forward; American Red Cross Blood Drive at Municipal Building possibly on August 14th; Bethlen Home pond checked out; thank Rick, Terry, Roxanne, Chief Matronics, Wes and crew for all your hard work.

Supervisor Bruce Robinson – Echo Paul’s comment.

Supervisor Gary Thistlethwaite – Brake Training for Public Works and Police the 3rd week of September and then maybe other municipalities.

Supervisor Wade Thomas – asked Terry Carcella when checks are written to the local fire departments.

A motion was made by Scott Matson and seconded by Wade Thomas to adjourn the meeting at 8:28 PM. Motion carried.

Respectfully submitted,

Roxanne Shadron
Assistant Secretary/Treasurer