

Ligonier Township Supervisors  
Regular Meeting  
June 14, 2016

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; Bruce Robinson; Gary Thistlethwaite, and Chairman, Wade Thomas; Vice Chairman, Paul Knupp was absent.

### Public Comment

1. **Ron Nordstorm** – Lives on Weaver Mill road and the trucks for the camp use SR381 and there are accidents, flooding washing out the road and it needs to be fixed
- A motion was made by Bruce Robinson and seconded by Scott Matson to approve the minutes of the May 24, 2016 meeting. Motion carried with Chairman, Wade Thomas abstaining.

### Supervisor Comments

None

### Staff Reports

**Manager's Report** - Terry stated that it is the recommendation that we retain no more than 10 trucks for this coming season. Six one ton's (small) and four larger trucks for the fleet. We would have eight trucks in operation for winter maintenance and two spares.

It is suggested that trucks # 5, 6, and 66 be sold because of condition and operating expense related to the condition and maintenance history of the vehicles. We will evaluate Truck # 4 for the next year in regards to its maintenance history.

We should put in our plans the replacement of Truck # 9 in the next two years or by 2018.

Attached is the boiler plate copy from the Public works study of 2015 for when it is suggested to replace heavy equipment and police vehicles.

We will continue to evaluate our equipment needs and look for less costly options in the near future.

On June 1<sup>st</sup> we entertained a visit by Aqua-Penn for a tour of the LTMA operations. I have enclosed some information about the company and their presence or lack thereof in Southwestern PA.

The recent storm event on June 3<sup>rd</sup> resulted in significant damage to Autumn Leaves road. The crew spent the better part of last week working on this one road. Of course we had numerous requests and complaints concerning storm water damage in other parts of the Township resulting from the 4.2 to 4.7 inches of rainfall. I noted at least two areas of concern that need to be addressed ASAP. The first is at the end of Singer Way, this cul de sac area produced significant runoff from the Everview Estates subdivision. We began to look into this issue last year and asked the LTMA to review the right of way area where the water line was extended into the development. After review by their Engineer it was noted that although the water line easement contributes to the problem, because the top soil was removed and a clay and stone surface causes significant runoff onto the homes at the end of Singer way.

Insufficient storm water controls and retention are in place to prevent this from occurring during even minor storm events. We are reviewing our options and will contact the property owner concerning this development.

The other area of concern is St. Clair Circle in the Oakwood Hills development. The wooded circle area lacks storm water retention and recharge and we are currently having this area reviewed by the Westmoreland County Conservation district for a recommendation. Although we had a small crew out during the storm event we managed to open and clean out a large number of catch basins and roads before the end of shift on Friday.

It should be noted that when you have such a significant storm event, even the most stellar storm water controls cannot account for a large amount of rain in a very short period of time.

I am currently reviewing the street light surveys and will have recommendations at next month's meeting on how we could proceed. We have a total of 22 lights between Laughlinton and Hi-Acres development. All of the lights are antiquated and use a substantial amount of electricity. Surveys to date have the majority of residents who responded want the street lights because they are beneficial. A minority want to see a few lights removed and three streets were noted (Darr, Locust and Weimer Ave.) in the light district for excessive use. About half want the Township has a whole to pay for the costs for hydrant maintenance and street lights.

Finally, as I approach my two-year anniversary with Ligonier Township significant improvements and changes have been made to the Township Operation. We still have a long way to go. We continue to work on our Act 537 plan for Sewage planning and our comprehensive plan preparation. We will hopefully begin work on our SALDO (Subdivision and Land Development Ordinance) after we complete the Comp plan and 537 next spring. Beginning in July we will begin working on our draft budget for 2017. We now have some history from the last two years to work with. This has been quite a challenge for all of us in providing efficient and cost effective local government services for our residents.

- A motion was made by Gary Thistlethwaite and seconded by Bruce Robinson to approve the contract with West Penn Power (First Energy) for the LED street lights.

**Police Report** – Chief Michael Matrunics reported:

➤ Miles Driven	5,193
➤ Total Street Hours	816
➤ Court Hearings	15
➤ Drug Task Force Hours	0 (Sgt. Friscarella in K9 Training)
➤ Aggressive Driving	68
➤ Driving Under the Influence	3
➤ Vehicle Accidents (Report)	14
➤ Vehicle Accidents (Non-Report)	3
➤ Incident Reports	9
➤ Total Calls Handled	459
➤ Aggressive Assault/Robbery	1
➤ Vehicle Code Citations	81
➤ Criminal Arrests	3
➤ Theft by unlawful taking	3
➤ Assist EMS	4

➤ Assist PSP	1
➤ Assist Latrobe PD	1
➤ Assist Ligonier Borough	4
➤ Child Line	2
➤ Burglary (Alarms Included)	6 (3 Actual Burglary)
➤ Domestic Disturbance	1

Chief Michael Matrunics discussed about the June 3, 2016 Flash Flooding the township showing pictures of some areas that were hit the hardest and stressed that you should not drive through roadways with high waters you are to turn around, Do Not proceed past closure signs or traffic cones blocking roadways even if you see someone stranded just call the Police to let them handle the rescue. When you ignore these signs you just put yourself in jeopardy. New lines painted on the roads for speed enforcement. Led signs near Idlewild park to help aid in park traffic. Official announcement of our new K-9, Kilo that is about four months out of his training and hopefully will be ready for patrol in four more weeks. He is from the Czech Republic and is 15 months old and communicates with Dutch commands.

**Public Works** – As of February 29, 2016, when I took over Public Works, I have found many issues within the department. Specifically, Maintenance:

- Inconsistent Oil Changes
- Tires not properly maintained (Air Pressure)
- Swapping out old tires to pass inspection and putting the same old tires back on the vehicle. (Past Practice).
- Fuel Filters not being changed consistently
- No Daily Inspections done on equipment before Equipment leaves the shop. (Implemented May 2016)

Overall it was determined that running the equipment was more important than the maintenance on the Equipment. Secondly, in most cases, the equipment is over 20 years old. We need to implement an upgrade program which will help us assess the state of the equipment and prevent extraneous spending on outdated equipment. Lastly, we need to focus on scheduling. Planning our work days better and more efficiently will ensure that jobs are started and completed before others begin. Too many jobs are often started without a plan, and the workforce has to scramble from place to place to complete tasks. This is unsafe and must stop.

1995 Ford brakes, Sale of trucks 5, 6, and 66 and will review others after sealing and chipping (See Replacement Guide below).

- A motion was made by Gary Thistlethwaite and seconded by Scott Matson to approve the sale of trucks 5, 6, and 66. Motion carried.

Long Term Goal:

- Maintain equipment so that it is in "ready" status.
- Make sure all Equipment is started, allowed to idle for a few minutes, and operated on a weekly basis.
- Maintain better Detailed Repair Logs and Daily Inspection Sheets.

#### **4 Dodge trucks**

**Truck #1-** 2012 / 39,298 (1 Ton)

**Truck # 2** – 2016 / 1112 (1 Ton)

**Truck # 7** – 2010 / 50,617 (1 Ton)

**Truck # 8** – 2014 / 19,105 (1 Ton)

#### **2 Ford trucks**

**Truck # /1995/57844** (Big)

**Truck # 3** – 2008 / 70,009 (1 Ton)

**Truck #9** – 2006 / 86,828 (1 Ton)

#### **4 Internationals**

**Truck 4-** 2003/ 78,441 (Big)

**Truck 5-** 1992/ 159,016 (Sale)

**Truck 6-** 1997/ 132,045(Sale)

**Truck 66-** 1991/ 131,391 (Sale)

#### **1 Mack**

**Truck #/2001/34,779**(Big)

#### **1 Freightliner**

**Truck # - 1992 (Rebuilt 2010) / 3,549** *miles when purchased*

Police vehicle	1-3 years	85,000 - 100K miles	23
Medium Duty, gas	7-10 years	100,000 - 120K miles	25
Medium Duty, diesel (350,450,550)	10-12years	150,000 - 250K miles	38
Heavy Duty, diesel (1 axle, 2 axle)	12-15 years	150,000 - 250K miles	40
Heavy Equip (loader, backhoe)	7-10 years	6,000 - 10K hours	32
Lawn Tractors, diesel ( >50 hp)	7-10 years	8,000 - 10K hours	34
Lawn Mowers ( <50 hp)	7-10 years	8,000 - 10 K hours	34
Trailer( >5 ton)	15-20 years	N/A	28

Replacement Analysis: Yearly evaluation of vehicles and equipment is conducted using a point system. The system uses a number system of 1-5. One being the highest score and 5 being the lowest score.

The following example references the APWA Vehicle Replacement Guide

Vehicle (ID#)	Year	Purchase price (\$)	Replacement (\$)	M&R (\$)	Age (pt)	Mileage (pt)	Reliability (pt)	Use (pt)	M&R (pt)	Condition (pt)	Total
sedan (10042) 85000	1996	\$14,000	\$16,000	\$2,000	8	8.5	3	1	2	4	26.5

Purchase price: Actual purchase price of item

Age: The number of years old, one point per year

Mileage: 1 point for every 10,000 miles or 2000 hours

**Engineer's Report-** Dorothy reported that the ten-ton weight limit study on Hidden Valley Rd. would cost \$550, Idlewild Hill Rd. would cost \$350, Rose Rd. would cost \$350 and Melville Rd. would cost \$550. The total is \$1,800.00 if the study was completed on all roads.

The Mill Road Bridge super structure will be set on June 28, 2016 and the GP11 permit has been extended again thru July 15, 2016 and should be ready for traffic at the same time.

Zion Church Road Bridge project is moving along with bridge drawings submitted to Penndot along with traffic control. Penndot requested more signs for the traffic control and a construction schedule which Dorothy put together. If the GP11 Permit received in a timely manner the projected completion of the bridge to be opened for traffic is set for September 21, 2016.

**Solicitor's Report** – Michael Korn reported that he will be attending the June 2016 Planning Commission meeting to discuss the Comprehensive Plan and possibility of an update to the Nuisance Ordinance if supervisors elect to proceed in that direction or to do a property ordinance as the Nuisance ordinances you have to make vague and they are hard to enforce.

- A motion was made by Bruce Robinson and seconded by Scott Matson to approve for Michael Korn to proceed in researching and creation of a property ordinance. Motion carried.

**Zoning/Code Enforcement Report** – Richard Bell reported:

▶ Lien Letters Income	\$ 650.00
▶ Zoning Permit Income	\$ 1,520.10
▶ Sign Permit Income	\$ 0.00
▶ Peddler Permit Income	\$ 80.00
▶ Building Permit Income	<u>\$ 6,902.67</u>

**Total Income Generated** **\$ 9,152.77**

### **Nuisance Report**

- ▶ Office received four complaints
- ▶ One complaint regarding dog barking in Borough, homeowner sent a warning notice.
- ▶ One complaint was in reference to citizen possibly building without a permit. Office is investigating.
- ▶ One complaint was involving loose dogs in township and Lt. Wilson answered the call. Complaint was turned over to Humane Society.
- ▶ Last complaint involved tall grass in Borough. Homeowners sent notices.

### **Planning Commission/Zoning Hearing Board**

- ▶ Planning Commission met on May 26, 2016 to discuss Comprehensive Plan. Minutes on back table.
- ▶ There was a Zoning Hearing Board on May 17, 2016. One hearing was cancelled due to petitioners withdrawing their appeal. Mr. Scarrone was granted permission to renovate his non-conforming garage more than 25%.

## Correspondence

1. **Penndot/Winter Maintenance Agreement Update** – Renewal of agreement
2. **Bridge Replacement Notice for SR381 over Linn Run** – Scheduled to be closed
3. **Bridge Replacement Notice for SR711 over Mill Run** – Scheduled to be closed

**Treasurer's Report**-Terry Carcella stated that the General Fund account balance is \$703,589.70 the Act13 account balance is \$94,752.61, the K-9 account balance is \$31,459.99, the Liquid Fuels account balance is \$287,375.67 the Developer's account balance is \$12,550.00, Liquid Fuels Investment Account is \$9,859.82, the Equipment Fund \$16,620.98, and the Capital Reserve CD's \$413,463.28 for a total of \$1,569,972.59. No action required.

- A motion was made by Bruce Robinson and seconded by Gary Thistlethwaite to approve to pay bills of May 25, 2016 and June 13&14, 2016 bill payment lists. Motion carried.

## Old Business

- A motion was made by Scott Matson and seconded by Gary Thistlethwaite to approve GPSTrackIt three-year lease agreement for Public Works on nine trucks. Motion carried.

## New Business

- A motion was made by Bruce Robinson and seconded by Scott Matson to approve Resolution 11-16 for Emergency Declaration from June 3, 2016 Flash Flood. Motion carried

After discussion about Heartland Payroll systems Bruce Robinson stated that mid-year would not be a good time to consider changing payroll systems due to W-2 forms and tax reporting and that this should be revisited toward the end of the year.

- A motion was made by Bruce Robinson and seconded by Scott Matson to defer the Heartland Payroll system until December 2016. Motion carried
- A motion was made by Bruce Robinson and seconded by Gary Thistlethwaite to approve animal control training for Richard Bell/Grant Training for staff and look into the contract for animal control service. Motion carried.
- A motion was made by Wade Thomas and seconded by Gary Thistlethwaite to approve Advent Proposal for security of rear doors. Motion carried.

## Supervisors Comments

**Supervisor Scott Matson** – K-9 Unit looks good. Ten-ton limit, buses and emergency vehicles exempt. Pick up litter before our guys start mowing.

**Supervisor Paul Knupp** – Not Present

**Supervisor Bruce Robinson** – No Comment.

**Supervisor Gary Thistlethwaite** – Digital signs at Idlewild working good.

**Supervisor Wade Thomas** – No Comment.

A motion was made by Gary Thistlethwaite and seconded by Bruce Robinson to adjourn the meeting at 8:22 PM. Motion carried.

Respectfully submitted,

Roxanne Shadron  
Assistant Secretary/Treasurer

Ligonier Township, Westmoreland County, PA

Bill Payments for All Vendors

June 13, 2016

Vendor	Type	Num	Date	Amount
<b>Jun 13, 16</b>				
AA Septic Tank Service	Bill Pmt -Check	1050	06/13/2016	125.00
AA Septic Tank Service	Bill Pmt -Check	20215	06/13/2016	402.75
AFLAC	Bill Pmt -Check	20216	06/13/2016	294.48
Air-Vac Inc.	Bill Pmt -Check	20217	06/13/2016	517.04
Aqua Filter Fresh	Bill Pmt -Check	20218	06/13/2016	17.60
Avolio Law Group, LLC	Bill Pmt -Check	20219	06/13/2016	2,784.00
Black's Specialty Ser...	Bill Pmt -Check	20220	06/13/2016	249.70
Brian Carns	Bill Pmt -Check	20221	06/13/2016	1,382.48
Cash	Bill Pmt -Check	20222	06/13/2016	216.96
Chief Supply Corpora...	Bill Pmt -Check	20223	06/13/2016	354.44
Cintas First Aid & Saf...	Bill Pmt -Check	20224	06/13/2016	17.90
Comcast	Bill Pmt -Check	20225	06/13/2016	292.32
Credit Card Dept-First...	Bill Pmt -Check	1051	06/13/2016	225.00
Credit Card Dept-First...	Bill Pmt -Check	1035	06/13/2016	72.59
Credit Card Dept-First...	Bill Pmt -Check	20226	06/13/2016	4,262.35
Cynthia M. Falo, Cour...	Bill Pmt -Check	20227	06/13/2016	75.00
EDMC, INC.	Bill Pmt -Check	20228	06/13/2016	291.67
Export Fuel Co. Inc	Bill Pmt -Check	20229	06/13/2016	2,004.31
Fayette Parts Service...	Bill Pmt -Check	20230	06/13/2016	460.76
Flynn's Tire Wholesale	Bill Pmt -Check	20231	06/13/2016	106.00
Gary A. Falatovich, At...	Bill Pmt -Check	20232	06/13/2016	605.00
Gazette Printers	Bill Pmt -Check	20233	06/13/2016	773.82
Heather Colt	Bill Pmt -Check	20234	06/13/2016	252.20
Laurel Valley Hardwar...	Bill Pmt -Check	1052	06/13/2016	28.35
Laurel Valley Hardwar...	Bill Pmt -Check	20235	06/13/2016	371.58
Lehigh Hanson Heide...	Bill Pmt -Check	20236	06/13/2016	629.01
Ligonier Borough Pub...	Bill Pmt -Check	20237	06/13/2016	805.13
Luther P. Miller	Bill Pmt -Check	20238	06/13/2016	36.00
LVTech	Bill Pmt -Check	20239	06/13/2016	1,267.30
Markl Supply Company	Bill Pmt -Check	20240	06/13/2016	137.75
McInchok Sanitation	Bill Pmt -Check	20241	06/13/2016	135.00
Michael W Matronics	Bill Pmt -Check	20242	06/13/2016	60.00
Moyer's Tanks, Inc.	Bill Pmt -Check	20243	06/13/2016	225.00
Napotnik Welding Su...	Bill Pmt -Check	20244	06/13/2016	40.68
New Enterprise Stone...	Bill Pmt -Check	20245	06/13/2016	3,342.38
ODB Company	Bill Pmt -Check	20246	06/13/2016	97.32
PennPrime	Bill Pmt -Check	20247	06/13/2016	8,872.00
Pennsylvania Municip...	Bill Pmt -Check	20248	06/13/2016	5.85
Pennsylvania One Ca...	Bill Pmt -Check	20249	06/13/2016	71.12
Pleasant Unity Supply	Bill Pmt -Check	20250	06/13/2016	1,500.00
Rampart Security Sys...	Bill Pmt -Check	20251	06/13/2016	81.00
Royal Oak Retriever, ...	Bill Pmt -Check	20252	06/13/2016	51.77
S & D Calibration	Bill Pmt -Check	20253	06/13/2016	219.00
Selective Insurance C...	Bill Pmt -Check	20254	06/13/2016	3,619.00
Springer Communicat...	Bill Pmt -Check	20255	06/13/2016	239.85
Standard Insurance C...	Bill Pmt -Check	20256	06/13/2016	587.21
Stewart, McArdle, Sor...	Bill Pmt -Check	20257	06/13/2016	247.50
SWIF	Bill Pmt -Check	20258	06/13/2016	1,176.00
TENWILS	Bill Pmt -Check	20259	06/13/2016	225.00
Terry Carcella	Bill Pmt -Check	20260	06/13/2016	549.58
The EADS Group	Bill Pmt -Check	20261	06/13/2016	243.18
The Latrobe Bulletin	Bill Pmt -Check	20262	06/13/2016	174.09
The Markosky Engine...	Bill Pmt -Check	61993	06/13/2016	6,214.80
The Markosky Engine...	Bill Pmt -Check	1053	06/13/2016	5,110.70
The Markosky Engine...	Bill Pmt -Check	20263	06/13/2016	15,985.47
The Nut House	Bill Pmt -Check	20264	06/13/2016	38.42
Total Service, Inc.	Bill Pmt -Check	20265	06/13/2016	102.20
Town & Country Motors	Bill Pmt -Check	20266	06/13/2016	155.86
U.S. Municipal	Bill Pmt -Check	20267	06/13/2016	50.81
ULine	Bill Pmt -Check	20268	06/13/2016	487.95
UniFirst Corporation	Bill Pmt -Check	20269	06/13/2016	263.20
Unity Printing Co., Inc.	Bill Pmt -Check	20270	06/13/2016	213.28
Verizon Wireless	Bill Pmt -Check	20271	06/13/2016	63.06
Watt's Truck Center, I...	Bill Pmt -Check	20272	06/13/2016	473.59
Wells Fargo	Bill Pmt -Check	20273	06/13/2016	175.85
Wessel & Company	Bill Pmt -Check	20274	06/13/2016	500.00
West Penn Power	Bill Pmt -Check	20275	06/13/2016	481.33
Western Pennsylvani...	Bill Pmt -Check	20276	06/13/2016	13,674.82
<b>Jun 13, 16</b>				<b>84,812.36</b>

*OK to PM*  
*PM*

1:29 PM  
06/14/16

Ligonier Township, Westmoreland County, PA  
Bill Payments for All Vendors  
June 14, 2016

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Vendor	Type	Num	Date	Amount
Jun 14, 16 East Buffalo Township	Bill Pmt -Check	20277	06/14/2016	3,900.00
Jun 14, 16				<u>3,900.00</u>

*OK TO PAY  
AM*

Ligonier Township, Westmoreland County, PA  
All Transactions for PA Department of Transportation  
All Transactions

Type	Num	Date	Account	Amount
Bill	2001 ...	05/25/2016	Accounts Payable (A/P)	-51.00
Bill Pmt -Check	20213	05/25/2016	100.101 - GF - First C...	-51.00
<b>Total</b>				

ONE TO PA07  
RML

8:40 AM  
06/14/16

Ligonier Township, Westmoreland County, PA  
All Transactions for Penn Township  
All Transactions

Type	Num	Date	Account	Amount
Bill	2001 ...	05/25/2016	Accounts Payable (A/P)	-28,800.00
Bill Pmt - Check	20214	05/25/2016	100.111 · GF - Equip...	-28,800.00
Total				

*OK to PMY*  
*PM*