

**LIGONIER TOWNSHIP SUPERVISORS
ORGANIZATION MEETING**

January 3, 2022

The Supervisors of Ligonier Township met at 3:34 p.m. on the first Monday of the year for the purpose of organizing. Present were Supervisors John Beaufort, Stephanie Verna, D. Scott Matson, Dan Resenic and Erik Ross. The meeting was called to order by the Township's Manager, Terry Carcella and opened with the Pledge of Allegiance.

There were no public comments.

Organization of the Board:

Supervisor Verna nominated Supervisor Beaufort as Chairman.

Supervisor Ross nominated Supervisor Resenic as Chairman.

1. There was a roll call vote with Supervisors Matson, Ross and Resenic voting to appoint Dan Resenic as **Chair of the Board** for 2022. Motion carried, 3:2.
2. A motion was made by Stephanie Verna and seconded by Dan Resenic to appoint John Beaufort as **Vice Chair of the Board** for 2022. Motion carried.

Executive Session:

The Board of Supervisors went into an executive session at 3:36 p.m. and returned to the public meeting at 3:43 p.m. Supervisor Resenic stated that the rules and regulations regarding executive sessions were followed as the session pertained strictly to personnel matters.

Appointments:

3. A motion was made by Scott Matson and seconded by John Beaufort to reappoint Stephanie Verna as **Secretary / Treasurer** and Bethany Caldwell as **Assistant Secretary / Treasurer** for 2022. Motion carried.
4. A motion was made by Stephanie Verna and seconded by John Beaufort to set the **Treasurer's bond** at \$600,000. **Authorized signers** for all Ligonier Township's financial accounts shall include the following: John Beaufort, Stephanie Verna, Erik Ross, Dan Resenic, and Terry Carcella in 2022. Bethany Caldwell to have Finance Office authority to view and discuss accounts. Motion carried.
5. A motion was made by Stephanie Verna and seconded by Scott Matson to reappoint Bethany Caldwell as the **Finance Officer** for 2022. Motion carried.

6. A motion was made by Scott Matson and seconded by Erik Ross to reappoint Berkheimer as the **Act 511 taxes and wages and local services tax collector** in 2022. Motion carried.
7. A motion was made by Scott Matson and seconded by Stephanie Verna to reappoint Bethany Caldwell as **alternate** to the **Act 32 Westmoreland County Wage Tax Committee** in 2022. Motion carried.
8. A motion was made by Scott Matson and seconded by Erik Ross to reappoint Stephanie Verna and Bethany Caldwell as the **Chief Administrative Officers of the Non-Uniformed Pension Plan** for 2022. Motion carried.
9. A motion was made by Stephanie Verna and seconded by Scott Matson to reappoint Jim Nieuwsma and Tracy Legato as the **Open Records Officers** in 2022. Motion carried.
10. A motion was made by Scott Matson and seconded by Erik Ross to reappoint Jim Nieuwsma as the **Code Enforcement Officer** and Tracy Legato as the **Assistant Code Enforcement Officer** for 2022. Motion carried.
11. A motion was made by Erik Ross and seconded by Scott Matson to reappoint Jim Nieuwsma as the **Zoning Officer** and the **Community Development Officer**, for 2022. Motion carried.
12. A motion was made by John Beaufort and seconded by Scott Matson to reappoint Mike D'Arrigio as the **Sewage Enforcement Officer** and Apex Engineering as the **alternate** Sewage Enforcement Officer for 2022. Motion carried.
13. A motion was made by Scott Matson and seconded by Erik Ross to appoint Rick Penrod as the **Chair of the Vacancy Board** in 2022. Motion carried.
14. A motion was made by Scott Matson and seconded by Stephanie Verna to reappoint Wessel & Company as the **Township's Certified Public Accountant** performing the 2022 Township Audit. Motion carried.
15. A motion was made by Dan Resenic and seconded Scott Matson by to appoint Daniel Hudock as the **Township's Legal Counsel** at the hourly rate of \$125 per hour in 2022.

Supervisor Verna asked for clarification – was the appointment for Mr. Hudock alone or did it include his firm? Supervisor Resenic confirmed the motion was for Mr. Hudock only.

Supervisor Beaufort asked why they were not reappointing Michael Korn. Supervisor Matson said, "It's a new year."

A motion was made by Stephanie Verna and seconded by John Beaufort to reappoint MBM Law Firm and Michael Korn.

There was a roll call vote on the motion to appoint Daniel Hudock; Supervisors Matson, Ross and Resenic voted aye. Supervisors Verna and Beaufort voted nay. Motion carried, 3:2.

16. A motion was made by Erik Ross and seconded by Scott Matson to reappoint Ben Faas and Jake Bolby as the **Township's Engineers** at a contracted rate of \$123-\$133 per hour and a flat meeting attendance rate of \$125 per meeting in 2022. Motion carried.

17. A motion was made by Scott Matson and seconded by Erik Ross to reappoint Susan McBroom to the **Planning Commission** for a 5-year term expiring 12/31/2026. Motion carried.

18. A motion was made by Erik Ross and seconded by Scott Matson to reappoint Linda McDowell to the **Zoning Hearing Board** for a 4-year term expiring 12/31/2025. (It was noted there is a 5-year term expiring 12/31/2026 that still needs to be filled.) Motion carried.

19. A motion was made by Stephanie Verna and seconded by Scott Matson to reappoint Judy Ridgeway to the **Recreation Board** for a 5-year term expiring 12/31/2026. Motion carried.

20. A motion was made by John Beaufort and seconded by Stephanie Verna to appoint Chris Light to the **Ligonier Township Municipal Authority Board** for a 5-year term expiring 12/31/2026. Motion carried.

21. A motion was made by Stephanie Verna and seconded by Erik Ross to appoint John Beaufort as the **Emergency Management Coordinator** and Steve Kozar as the **Assistant Emergency Management Coordinator** in 2022. Motion carried.

22. A motion was made by Scott Matson and seconded by Erik Ross to appoint John Rhodes as the **Chair of the Agriculture Security Program** in addition to Lewis Thomas and Alan Smith serving on this program in 2022. Motion carried.

Select Depositories:

23. A motion was made by John Beaufort and seconded by Scott Matson to select First Commonwealth Bank as the **depository** for the General Fund, the Developers / Escrow Fund and the Ligonier Beach Park Fund in 2022. Motion carried.

24. A motion was made by John Beaufort and seconded by Scott Matson to select Commercial National Bank as the **depository** for the Liquid Fuels Fund and the Capital Fund in 2022. Motion carried.

Establish Regular Meetings & Pay:

25. A motion was made by Scott Matson and seconded by Stephanie Verna to designate the second Tuesday of each month at 7:00 p.m. and fourth Tuesday of each month at 4:30 p.m. at the Municipal Complex located at 1 Municipal Park Drive, as the **regular meeting location, time and dates** for the Ligonier Township **Supervisors** in 2022. Motion carried. (Note: there is an option for both Supervisors and residents to attend these meetings remotely.)

26. A motion was made by Stephanie Verna and seconded by Scott Matson to establish payment of the **Supervisors' stipends** on a quarterly basis, limited to the maximum amount stipulated by the Second Class Township code and approved by the Township Auditors (\$2,500 annual) in 2022. Motion carried.

27. A motion was made by John Beaufort and seconded by Stephanie Verna to follow the **IRS standard mileage rate** at 58.5 cents per mile in 2022. Motion carried.

28. A motion was made by Scott Matson and seconded by Stephanie Verna to designate the fourth Thursday of each month at 7:00 p.m. at the Municipal Complex located at 1 Municipal Park Drive as the **Planning Commission's regular meeting location, time, and dates** in 2022. The **Planning Commission members** are compensated at a rate of \$30 per meeting to be paid quarterly in 2022. Motion carried.

29. A motion was made by Stephanie Verna and seconded by Erick Ross to designate the third Tuesday of each month at 7:00 p.m. at the Municipal Complex located at 1 Municipal Park Drive as the **Zoning Hearing Board's regular meeting location, time, and dates** in 2022. The **Zoning Hearing Board members** are compensated at a rate of \$30 per meeting paid quarterly in 2022. Motion carried.

The Township's 6-year term Auditor (elected) position remains vacant and will be discussed at the next meeting on January 11, 2022.

Public Comment:

Jody Eberhart suggested that the Township appoint three different auditing firms and rotate audits among them to avoid potential bias.

Supervisors' Comments:

Supervisor Verna commented that the Township appointed Wessel as its certified public accountant. The firm conducts an annual audit of the Township's financial accounts and activities.

Supervisor Resenic said he looked forward to a productive, cooperative and amicable 2022.

Meeting adjourned at 4:00 p.m.

Respectfully submitted,

Bethany Caldwell
Assistant Secretary / Treasurer