

**Ligonier Township Supervisors
Regular Meeting Minutes
January 11, 2022**

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

Also present were Manager, Terry Carcella; Solicitor, Dan Hudock; Engineer Ben Faas; Public Works Director, Russ Morgan (via Zoom); Zoning Officer, Jim Nieuwma, and Finance Officer, Bethany Caldwell.

Public Comment – there were no public comments.

- A motion was made by Stephanie Verna and seconded by Scott Matson to approve the minutes from the December 14, 2021 meeting and the January 3, 2022 organization meeting. Motion carried.

Supervisors' Comments

Supervisor Resenic announced his chairman committee appointments for 2022:

Personnel – Stephanie Verna & Dan Resenic
Budget – Stephanie Verna & Erik Ross
Public Works – Scott Matson & Erik Ross
Community Development – John Beaufort & Dan Resenic

Manager's Report

Mr. Carcella handed out a Public Works Department report comparing the 2013 and 2021 actuals in response to Supervisor Matson's budget questions at the last meeting in December and explained the more significant changes. He was hoping to present more on the STMP program, but Grass Roots is behind schedule.

Correspondence

1. Auditor General's Compliance Audit of the VFD No. 1 Relief Association (Waterford), for 2018-2020. Note no issues were found.
2. Proposed 2021-22 Plan for reestablishing the county magisterial districts

Ligonier Valley Police Department Report – see attached

Chief Berger went over the 2021 annual report. Staff have completed their online body-worn camera training; installation is scheduled for January 24-26, with a tentative go live date set for January 27.

Supervisor Resenic asked if the Police Department's security monitor was working yet and said in the interest of safety, Advent needs to come out ASAP. Supervisor Verna stated an email should be sent requesting the service call fee be waived and the solicitor should be copied on the email.

Supervisor Verna gave an update on the Police Department's 2021 budget actuals – they finished the year with a 0.3% favorable variance due to grants & donations, and security contracts working at Idlewild and Ligonier Country Market. The 2022 budget is flat, the Department will be challenged to deliver the current level of operations without sacrificing service.

Supervisor Resenic asked the Chief to explain some of the ways he was able to reduce costs. The Chief said he works the holidays that saves the department from having to pay overtime (which is double time). As a salaried employee, he also works more hours, almost weekly to save overtime.

Engineer's Report – no report

Supervisor Matson asked what is the engineer's meeting rate - \$130 (flat). He then asked if the engineer should attend a meeting when he does not have a report to give.

There was a discussion regarding the Board's past practice of having the engineer attend meetings should any questions arise and to accept work assignments.

Supervisor Resenic then explained that going forward, he has invited the Ligonier Township's Water Authority Manger, Anthony Griffith and his engineer Jake Bolby to attend the monthly meetings to provide an update on the Act 537 Plan. He suggested that the Township not be charged for Mr. Bolby's meeting fee at the next meeting considering the Township was being billed for no report at tonight's meeting.

Supervisor Verna stated she is most interested in the Act 537 Plan's time table and next major milestone(s).

Solicitor's Report

Mr. Hudock introduced himself and stated an executive session was held today from 6-6:34 p.m. so that the Supervisors could discuss personnel and real estate issues. He also met with Mr. Carcella yesterday and was briefed on the current property maintenance issues.

Zoning & Code Report – attached

Mr. Nieuwsma went over his report and said overall it was a slower than average year. He is investigating one new complaint regarding a dog kennel improperly disposing of waste. Supervisor Matson asked for an estimate of how many new homes were finished and how many demo permits were issued in 2021. Mr. Nieuwsma said there were 17 demo permits issued last year, 12 of those were "demo & seed." It is harder to determine how many new homes were build, since the period between the permit being issued and the project's completion varies greatly – there were 7 new building permits issued in 2021, 7 in 2020, and 8 in 2019.

Treasurer's Report

Supervisor Verna reported the account balances as of January 11:

General Fund	\$260,568
General Fund Reserves	688,552
APRA Fund	5,490
Liquid Fuels Tax Fund*	7,089

Capital Fund Reserves*	40,067
Ligonier Beach Park*	116,634
Mill Creek Memorial Park*	1,209
Charlotte Hi Acre Waterline*	46,548
Developers' Account*	3,000
Total Funds Balance:	\$1,167,157

*denotes funds are restricted

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

Old Business

Zoning Map changes – the discussion was tabled as staff needs more time to coordinate with the EADS group to update the GIS zoning map.

New Business

- A motion was made by Erik Ross and seconded by Scott Matson to appoint Terry Carcella as the township's representative to the Act 32 Westmoreland County Wage Tax Committee for 2022. Motion carried.
- A motion was made by Stephanie Verna and seconded by Erik Ross to remove Bethany Caldwell as a Chief Administrative Officer as this would be a conflict with finance office duties; and to appoint Terry Carcella as the second Chief Administrative Officer of the township's Non-Uniformed Pension Plan for 2022. Motion carried.
- A motion was made by Scott Matson and seconded by Erik Ross to appoint Terry Carcella as the Zoning Administrator, serving as back-up Zoning/Code Officer for 2022. Motion carried.
- A motion was made by Stephanie Verna and seconded by Scott Matson to appoint Jim Steward to the Zoning Hearing Board for a five-year term expiring 12/31/2026. Motion carried.
- A motion was made by Stephanie Verna and seconded by Erik Ross to appoint Jim Giesey as a Township Auditor for a six-year term expiring 12/31/2027. Motion carried.
- A motion was made by Erik Ross and seconded by Stephanie Verna designating the second Monday of each month at 7:00 p.m. as the regular meeting day and time, as needed, for the township's Recreation Committee. Motion carried.
- A motion was made by Erik Ross and Scott Matson to amend the meeting appearance rate for Engineer, Ben Faas, from \$125 to \$130. Motion carried.

- A motion was made by Erik Ross and Scott Matson to adopt the 2022 Sewage Enforcement Officer (Apex) Fee Schedule. Motion carried.
- A motion was made by Stephanie Verna and seconded by John Beaufort to adopt the 2022 Township's Schedule of Fees (Resolution 22-01). Motion carried.

There was a discussion about the cyber insurance policy that is offered through the trust (it requires multi-factor authentication). The solicitor noted that while it was not a requirement, it might be helpful to get additional quotes. Supervisor Verna said she wants to understand how the additional policy would work – what does it do above and beyond what our current insurance offers; what is the gap? Staff directed to coordinate with the insurance rep for a presentation and seek additional quotes. Supervisors Resenic & Verna and Chief Berger to form an ad-hoc committee that will meet with both LV Tech and the insurance rep and make a recommendation to the Board.

Mr. Carcella reported the Township Auditors held their annual re-organization meeting as required by law.

Public Comment

Jody Eberhart – stated cyber threats targeting small municipalities are on the rise and cited a few examples. He suggested staff conduct a SWOT analysis. He also recommended staff follow project management best practices (i.e. cost-benefit analysis, quarterly reporting, quantifiable goals, etc.).

Supervisors' Comments

Supervisor Ross – is looking forward to 2022, we're off to a good start, have a long way to go and hopes for more public involvement and feedback.

Supervisor Verna – said there are three destroyed sections of guardrail along route 30 between Laughlintown and Idlewild. She asked staff to contact PennDOT. She also asked what happened with the 2020 Census – where is the information? Can staff obtain the data in a format that can be easily shared?

Supervisor Resenic – asked staff to stress the safety and liability aspects of making the guardrail repairs when contacting PennDOT.

- A motion was made by Erik Ross and seconded by Stephanie Verna to adjourn the meeting at 7:57 PM. Motion carried.

Respectfully submitted,

Bethany Caldwell
Assistant Secretary/Treasurer

Ligonier Township, Westmoreland County, PA

Bill Payments for All Vendors

January 11, 2022

Vendor	Type	Num	Date	Amount
Jan 11, 22				
AA Septic Tank Service	Bill Pmt -Check	24637	01/11/2022	150.00
AFLAC	Bill Pmt -Check	24638	01/11/2022	102.92
Aqua Filter Fresh	Bill Pmt -Check	24639	01/11/2022	26.10
Comcast	Bill Pmt -Check	24640	01/11/2022	143.35
Fayette Parts Service, Inc.	Bill Pmt -Check	24641	01/11/2022	295.18
Greensburg Minuteman Press	Bill Pmt -Check	24642	01/11/2022	152.72
JSB Holding, Inc.	Bill Pmt -Check	24643	01/11/2022	394.15
Laurel Valley Hardware Inc.	Bill Pmt -Check	24644	01/11/2022	10.68
Laurel Valley Motors	Bill Pmt -Check	24645	01/11/2022	0.00
LVTech	Bill Pmt -Check	24646	01/11/2022	1,395.00
Municipal Authority of Westmoreland Count	Bill Pmt -Check	24647	01/11/2022	638.50
Napotnik Welding Supplies	Bill Pmt -Check	24648	01/11/2022	101.81
Northwestern Mutual	Bill Pmt -Check	24649	01/11/2022	11,863.40
PA Municipal League	Bill Pmt -Check	24650	01/11/2022	738.64
PennPrime	Bill Pmt -Check	24651	01/11/2022	1,971.00
Pennsylvania Municipal Service Co.	Bill Pmt -Check	24652	01/11/2022	51.54
Pennsylvania One Call System, Inc.	Bill Pmt -Check	24653	01/11/2022	41.03
Stephenson Equipment, Inc.- Old Walsh	Bill Pmt -Check	24654	01/11/2022	9,686.70
The EADS Group	Bill Pmt -Check	24655	01/11/2022	1,065.00
Total Service, Inc.	Bill Pmt -Check	24656	01/11/2022	177.99
U.S. Municipal	Bill Pmt -Check	24657	01/11/2022	67,588.00
UAW LOCAL 204	Bill Pmt -Check	24658	01/11/2022	210.76
UniFirst Corporation	Bill Pmt -Check	24659	01/11/2022	120.77
West Penn Power	Bill Pmt -Check	24660	01/11/2022	201.40
Western Pennsylvania Teamsters and Employ	Bill Pmt -Check	24661	01/11/2022	22,773.15
Westmoreland County Assoc. of Twp Spv	Bill Pmt -Check	24662	01/11/2022	400.00
Napotnik Welding Supplies	Bill Pmt -Check	24663	01/11/2022	146.00
PennPrime	Bill Pmt -Check	24664	01/11/2022	10,220.00
Daniel Weimer	Bill Pmt -Check	24665	01/11/2022	30.00
James Darr	Bill Pmt -Check	24666	01/11/2022	60.00
Michael W. McCaplin	Bill Pmt -Check	24667	01/11/2022	30.00
Mickey Corb	Bill Pmt -Check	24668	01/11/2022	60.00
Sheila Grimm	Bill Pmt -Check	24669	01/11/2022	60.00
Susan McBroom	Bill Pmt -Check	24670	01/11/2022	30.00
FirstNet	Bill Pmt -Check	24671	01/11/2022	129.17
Stephenson Equipment, Inc.- Old Walsh	Bill Pmt -Check	24672	01/11/2022	106.21
Washington National Insurance Company	Bill Pmt -Check	24673	01/11/2022	268.14
Barbara Nalle	Bill Pmt -Check	24674	01/11/2022	60.00
Laurel Valley Motors	Bill Pmt -Check	24675	01/11/2022	6,079.36
Credit Card Dept-First Commonwealth Bank	Bill Pmt -Check	24676	01/11/2022	562.75
SWIF	Bill Pmt -Check	24677	01/11/2022	1,056.00
Jan 11, 22				139,197.42

1-11-2022

10:51 AM

01/11/22

Ligonier Township - Escrow Account

Bill Payments for All Vendors

January 11, 2022

<u>Vendor</u>	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Amount</u>
Jan 11, 22 Judy Ridgeway	Bill Pmt -Check	1025	01/11/2022	490.52
Jan 11, 22				<u>490.52</u>

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Ligonier Township, Westmoreland County, PA
Bill Payments for All Vendors
December 28, 2021

Vendor	Type	Num	Amount
Dec 28, 21			
AA Septic Tank Service	Bill Pmt -Check	24608	150.00
Atlas Chiropractic of Ligonier - V	Bill Pmt -Check	24609	80.00
CME Engineering	Bill Pmt -Check	24610	975.00
Fayette Parts Service, Inc.	Bill Pmt -Check	24611	512.07
Glassmere Fuel Service	Bill Pmt -Check	24612	2,380.21
Hampton Office Products	Bill Pmt -Check	24613	12.59
Indiana-Westmoreland COG	Bill Pmt -Check	24614	100.00
Laurel Valley Hardware Inc.	Bill Pmt -Check	24615	91.53
Ligonier Agway	Bill Pmt -Check	24616	159.90
Ligonier Giant Eagle	Bill Pmt -Check	24617	25.40
Ligonier Township Municipal Authority	Bill Pmt -Check	24618	209.26
Ligonier Valley Police Department	Bill Pmt -Check	24619	486.01
Maiello, Brungo & Maiello, LLP	Bill Pmt -Check	24620	3,087.50
Merle Knupp - V	Bill Pmt -Check	24621	89.12
Royal Oak Retriever, LLC	Bill Pmt -Check	24622	60.00
Smith Propane & Oil	Bill Pmt -Check	24623	1,196.65
Standard Insurance Company	Bill Pmt -Check	24624	779.49
The Latrobe Bulletin	Bill Pmt -Check	24625	130.00
Travelers	Bill Pmt -Check	24626	1,225.00
U.S. Municipal	Bill Pmt -Check	24627	1,033.00
UniFirst Corporation	Bill Pmt -Check	24628	51.42
Washington National Insurance Company	Bill Pmt -Check	24629	268.14
West Penn Power	Bill Pmt -Check	24630	715.43
Wex Bank-Sunoco Universal	Bill Pmt -Check	24631	110.97
White Rose Services LLC	Bill Pmt -Check	24632	115.23
Ligonier Township Municipal Authority	Bill Pmt -Check	24633	120.00
Ligonier Valley Police Department	Bill Pmt -Check	24634	113,542.83
The Latrobe Bulletin	Bill Pmt -Check	24635	329.43
TKL Code Inspection Service, Inc.	Bill Pmt -Check	24636	3,896.27
Dec 28, 21			131,932.45

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