

**Ligonier Township Supervisors
Regular Meeting Minutes
April 14, 2020**

The Supervisors of Ligonier Township met in regular session, remotely, using a web-based software (i.e. Zoom) at 7:00 PM and opened with the Pledge of Allegiance. Secretary / Treasurer Stephanie Verna took roll call. Present were Chair, John Beaufort; Vice Chair Paul Knupp; Secretary/Treasurer Stephanie Verna; Supervisor, D. Scott Matson; and Supervisor, Dan Weimer.

Public Comment “A”

1. Mr. Dan Yemick, 113 Hutch Lane commented he has an on-going problem with rain water and looks to the Township for help. He moved here 5 years ago and there is runoff from the adjacent property’s stream: the driveway floods, his mail delivery is affected, the ground is soft.

Mr. Carcella noted Hutch Lane is a private road off Peoples Road.

Supervisor Knupp said there was a grant to clear “it” (?) out, this was several years ago, maybe “it” has filled back up again? Dave Herholtz would own the stormwater maintenance agreement.

Mr. Carcella said staff would investigate and get back to Mr. Yemick.

- A motion was made by Stephanie Verna and seconded by Dan Weimer to approve the minutes from the March 10, 2020 meeting. Motion carried.

Supervisors Comment

Supervisor Knupp – Thanked Giant Eagle for donating supplies to clean and sanitize the offices and workspaces. Appreciates and thanks the first responders, the LVPD, and the LTMA for continuing to work through the Covid-19 pandemic.

Supervisor Weimer – Echoed Supervisor Knupp’s comments and added that he thanks the Township staff.

Manager’s Report

Mr. Carcella went over the Budget to Actual Report, including a 2019-20 first quarter results comparison. First quarter looks normal, but will need to closely monitor the 2nd and 3rd quarters as the pandemic plays out – there may be an earned income tax impact.

Mr. Carcella provided a copy of an email from Adam Mattis, our regional DCNR representative. The email summarized some recent correspondence he had with a resident regarding the Ligonier Beach Park. For now, this project is on hold, but we still

need to make some decision regarding how we proceed. Some folks want to submit an application on behalf of the Township to the DCNR.

Mr. Carcella continues to monitor and separate staff, while the building remains closed to the public. Newly implemented procedures include wiping down common touch points at the beginning and ending of shifts and keeping 6 feet apart. It is difficult to get protective equipment at this time, but we do everything we can to keep people safe.

Supervisor Verna asked if the budget report was current with respect to the LTMA billing? No, the report does not reflect their first quarter rent payment.

- A motion was made by Dan Weimer and seconded by Paul Knupp to re-approve Resolution R-06-20 extending the declaration of disaster another month, until the next Township meeting on May 12. Motion carried.

Public Works Report

The Township received bids through the COG for aggregate materials (attached).

Supervisor Beaufort asked about the type of gravel supplied for chip and road projects, Mr. Carcella said the bidders have to follow PennDOT's standard.

- A motion was made by Stephanie Verna and seconded by Paul Knupp to accept the lowest bids received for each type of material via the COG. Motion carried.

Engineers Report

Supervisor Knupp asked if Mr. Faas was able to contact PennDOT regarding resurfacing Route 30? Not yet, but will do.

Supervisor Beaufort asked if the stormwater ordinance being adopted is the one where we will split the costs with the Borough? Yes, we will split an estimated \$1k in engineering fees as the Borough. Mr. Faas clarified the previous version was written in a more general way to suit many different types of areas and they stripped out stuff that wasn't applicable to our rural area.

Supervisor Knupp asked if the County adopted their stormwater ordinance? Yes, it was approved February 4.

Ligonier Valley Police Department Report – see attached

Supervisor Beaufort reported that they have quarantine accommodations arranged for both the police & first responders with the Camp and Conference Center, if needed. We will have to pay for their food & cleaning, if utilized.

Solicitor's Report:

Mr. Korn reported that all his activity has been related to the Coronavirus – putting policies in place for staff. He is hopeful that he will be able to return his focus to the issues he was working on – Ligonier Beach Park, correspondence with MAWC and

DEP regarding the Act 537 Plan, and updating on the zoning ordinance. Legislation formally legalizing these types of online government meetings was passed recently in the senate and looks promising for the house; it also puts a temporary stay on MPC related activities, freezing timelines in place.

Zoning Officer Report:

Mr. Nieusma issued 6 permits and 13 lien letters in March. The only activity on hold at this time are UCC permits, as inspections are not considered a life-sustaining activity. The Rec Board met (online) and will be expanding the Community Garden programs with a kids club.

Code Officer Report:

Mr. Ashley has been working with Mr. Johnstonbaugh from a Penn State extension to put together a proposal to be presented at the next Supervisors meeting since there is still grant money available for solar panels. In addition, he continues work on a County grant application for money to cover demolitions at the Ligonier Beach. He needs an asbestos report, but that is on hold as it is not a “life-sustaining” activity.

Correspondence:

Mr. Carcella shared the following correspondence with the Board:

1. Marcia Gallo Stoner letter
2. CDBG Letter on County program renewal

Treasurer’s Report

Supervisor Verna reported the account balances as of April 13:

General Fund Account	\$ 270,556
Act 13 Account	29,357
Developers Account	844
Liquid Fuels Account	398,057
Equipment Fund	12,117
Ligonier Beach Account	429
Capital Reserves	667,631

Total Funds Balance: \$1,379,909

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

Old Business:

1. Storm Water Ordinance

- A motion was made by Stephanie Verna and seconded by Dan Weimer to advertise the adoption of the Stormwater Ordinance pending the solicitor's review. Motion carried.

New Business:

Supervisor Verna requested Agenda item #10 – Wesel Audit Draft report be discussed first:

1. 2019 Audit (Draft Report) Wessel & Company
Meghan Freidhof from Wessel reported that the DCED report was submitted by March 31 to meet the deadline. Still waiting on the Real Estate Assessment report, but it was a clean audit, with a few recommendations including timely posting of the approved meeting minutes and billing on a more frequent and regular schedule. Mrs. Freidhof then summarized at high level changes in finances and the drivers behind them.

2. Standard Insurance renewal
Life Insurance & Long Term Disability Insurance + Employee Assistance Program, for 2020-2023 time period.

- A motion was made by Stephanie Verna and seconded by Dan Weimer to approve the Standards Insurance contract renewal. Motion approved.

3. Review quotes for Wilpen Playground, Community Gardens, & Ligonier Beach brush removal / mowing service

Only one lawn care quote was received from Ricky Roberts.

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

Supervisor Knupp asked staff to get a certificate of insurance

4. Review phone service and equipment quotes - LV Tech and others
See handout – \$132 per phone if purchased, need 6 phones and 2 fax lines \$1200 one time charge, switching from Vitality & Comcast to LV Tech. We received a second quote, but it was much higher. These new phones have the video feed into them, so it will make it easier for staff to assist the public at the door.

- A motion was made by Stephanie Verna and seconded by Scott Matson to approve the purchase of the new phone system. Motion carried.

5. Advertise Road Chip Seal Projects for 2020
The bid package has been reviewed by the engineer. Mr. Carcella cautioned that some of the roads might have to be cut depending on how the year goes.
 - A motion was made by Stephanie Verna and seconded by Paul Knupp to advertise for RFB. Motion carried.

6. Resolution 07-20, Authorizing DCNR Grant Application for Ligonier Beach Phase II Accessibility Prep Plan Funding: address parking lot drainage and repairs, repairing walkway, extending it to the creek, and building ADA compliant restrooms. \$270k
 - A motion was made by Stephanie Verna and seconded by Dan Weimer to submit a grant application and if awarded use the funds from McKenna as our match. Motion carried.

7. Resolution 05-20, Authorizing Township Manager and Administrative Assistants to act as liaison between the Township and Berkheimer
 - A motion was made by Paul Knupp and seconded by Stephanie Verna to approve R-05-20. Motion carried.

8. West Penn Power Amended Lease Agreement
This is lease agreement to use the property by Memorial Park, it renews year-to-year and has been reviewed by legal.
 - A motion was made by Stephanie Verna and seconded by Scott Matson to approve the lease renewal. Motion carried.

9. Release of ADM Bond (CD) for Clifford Woods Bridge upon pending inspection
 - A motion was made by Paul Knpp and seconded by Scott Matson to release the ADM bond pending inspection. Motion carried.

10. Coal Loaders request for 2 month extension of Myers School Road Closure – until August 1, 2020 due to COVID-19 shutdown.
 - A motion was made by Scott Matson and seconded by Stephanie Verna to extend the road closure until August 1, 2020. Motion carried.

Supervisor Comments

Supervisor Verna commented the finance committee has been reviewing the Janney Investment accounts as one of the Township's CDs had been called in and deposited into sweep account.

- A motion was made by Stephanie Verna and seconded by Scott Matson to invest \$100k into an Allied Bank CD at 1.2% interest for 2 years. Motion carried.
- A motion was made by Stephanie Verna and seconded by Dan Weimer to adjourn the meeting at 8:35 PM. Motion carried.

Respectfully submitted,

Bethany Caldwell
Assistant Secretary/Treasurer

2020 SPRING BID RESULTS

Item	Bullskin Stone	Derry Stone	Hanson Aggregates	Homer Sleek	Russell Standard	Suite Kote	Tresco	Hei-Way
Dust								
#1 (#4)	FOB 12.70 Del 19.70		Del 19.33					
2RC (#2A modified)	FOB 10.20 Del 17.20		Del 16.65	Del 15.25				
#3A	FOB 11.20 Del 18.20		Del 19.33					
#R4 Rip-Rap Stand Stone	FOB 13.35 Del 20.85	FOB 13.35 Del 20.25	Del 21.00					
#R5 Rip-Rap Stand Stone	FOB 15.60 Del 23.60	FOB 15.35 Del 22.83	Del 24.00					
#R6 Rip-Rap Stand Stone	FOB 15.80 Del 24.30	FOB 15.35 Del 22.83	Del 25.60					
AS2 Type A (anti-skid)								
#R7 Rip-Rap Stand Stone								
#8 (washed #1B)								
#10			Del 16.75	Del 20.35				
#57 (2B)	FOB 12.15 Del 19.15		Del 19.33					
#67 (#2)	FOB 13.15 Del 20.15		Del 20.50					
9.5mm, Superpave			FOB 62.00				FOB 54.00 Del 64.00	
19.0mm, Superpave			FOB 56.00				FOB 48.00 Del 58.00	
Gen Purpose Cold Patch								
Special Bituminous Cold Patch					FOB 74.95 Del 86.75	FOB 102.00 Del 102.00	FOB 75.00 Del 85.00	FOB 82.00 Del 89.00
Anti-Skid		FOB 15.30 Del 21.63		Del 22.50				
CRS-2 (E-3)								
CRS-2 PM (E3m)								
E-1 Prime								
CMS-2S (E-12)								
CMS-2 (E-5)								

*All asphalt is purchased FOB, and Ligonier Township reserves the right to dismiss the lowest bid because the cost differential of hauling is greater than the price difference

John E. Berger
Chief of Police
724-238-5611



Michael W. Matrunic
Assistant Chief
724-238-5105

Police Activity Report
Month of March

Administrative Report

191 Regular Shifts Worked = 904
6 Total Court Hours

512 Complaints Handled

4 Criminal Arrests

53 Traffic Citations

33 Citations Issued in Ligonier Borough

20 Citations issued in Ligonier Township

140 Calls in Ligonier Borough

372 Calls in Ligonier Township

Respectfully Submitted

A handwritten signature in black ink that reads "J. E. Berger". The signature is stylized and written over the printed name.

John E. Berger
Chief of Police

Ligonier Township, Westmoreland County, PA

Bill Payments for All Vendors

April 10, 2020

Vendor	Type	Num	Amount
Apr 10, 20			
AA Septic Tank Service	Bill Pmt -Check	23338	400.00
AFLAC	Bill Pmt -Check	23339	114.82
Barbara Nalle	Bill Pmt -Check	23340	60.00
Comcast	Bill Pmt -Check	23341	268.11
Credit Card Dept-First Commonwealth Bank	Bill Pmt -Check	23342	1,302.63
Daniel Weimer	Bill Pmt -Check	23343	60.00
Diamond Communications Solutions	Bill Pmt -Check	23344	1,223.45
Douglas Kurtz	Bill Pmt -Check	23345	30.00
Ed Oles1	Bill Pmt -Check	23346	30.00
Fayette Parts Service, Inc.	Bill Pmt -Check	23347	361.18
Flynn's Tire Wholesale	Bill Pmt -Check	23348	210.00
Glassmere Fuel Service	Bill Pmt -Check	23349	1,435.48
Good Year	Bill Pmt -Check	23350	447.78
Hampton Office Products	Bill Pmt -Check	23351	30.25
James Darr	Bill Pmt -Check	23352	60.00
JSB Holding, Inc.	Bill Pmt -Check	23353	379.00
Laurel Valley Hardware Inc.	Bill Pmt -Check	23354	225.09
Ligonier Township Municipal Authority	Bill Pmt -Check	23355	117.05
Linda McDowell	Bill Pmt -Check	23356	30.00
LVTech	Bill Pmt -Check	23357	1,216.80
Maiello, Brungo & Maiello, LLP	Bill Pmt -Check	23358	3,725.00
Michael W. McCaplin	Bill Pmt -Check	23359	60.00
Mickey Corb	Bill Pmt -Check	23360	60.00
Mullen Auto Repair	Bill Pmt -Check	23361	514.49
Municipal Authority of Westmoreland Count	Bill Pmt -Check	23362	656.98
Northwestern Mutual	Bill Pmt -Check	23363	10,902.12
Northwestern Mutual	Bill Pmt -Check	23385	129.60
ODB Company	Bill Pmt -Check	23364	599.88
Pennsylvania One Call System, Inc.	Bill Pmt -Check	23365	42.30
Robert Smithley	Bill Pmt -Check	23366	30.00
Ross Surveying, Inc.	Bill Pmt -Check	23367	895.00
Royal Oak Retriever, LLC	Bill Pmt -Check	23368	60.00
Russ Morgan	Bill Pmt -Check	23369	50.00
Russell Standard Corp.	Bill Pmt -Check	23370	2,048.19
Spectrum Medical Corporation LLC	Bill Pmt -Check	23371	168.00
Standard Insurance Company	Bill Pmt -Check	23372	698.66
Susan McBroom	Bill Pmt -Check	23373	60.00
TENWILS	Bill Pmt -Check	23374	70.00
The EADS Group	Bill Pmt -Check	23375	11,447.54
The Latrobe Bulletin	Bill Pmt -Check	23376	133.00
Tricia Levander	Bill Pmt -Check	23377	1,050.75
UAW LOCAL 204	Bill Pmt -Check	23378	254.52
Uline	Bill Pmt -Check	23379	1,016.92
UniFirst Corporation	Bill Pmt -Check	23380	234.45
Verizon Wireless	Bill Pmt -Check	23381	389.51
Washington National Insuracne Company	Bill Pmt -Check	23382	303.40
West Penn Power	Bill Pmt -Check	23383	355.56
Western Pennsylvania Teamsters and Employ	Bill Pmt -Check	23384	28,438.65
Apr 10, 20			72,396.16

JA
4-14-2020

2:02 PM

04/10/20

Ligonier Township - ACT 13
Bill Payments for All Vendors
April 10, 2020

Vendor	Type	Num	Amount
Apr 10, 20 The EADS Group	Bill Pmt -Check	1008	7,946.90
Apr 10, 20			<u>7,946.90</u>


SA
4-14-2020

1:42 PM

04/10/20

Ligonier Township-Liquid Fuels
Bill Payments for All Vendors
April 10, 2020

Vendor	Type	Num	Amount
Apr 10, 20			
American Rock Salt Company	Bill Pmt -Check	1283	6,208.84
Groff Tractor and Equipment	Bill Pmt -Check	1284	58,000.00
Apr 10, 20			<u>64,208.84</u>


4-14-2020