

Ligonier Township Supervisors
Regular Meeting Minutes
April 28, 2020

The Supervisors of Ligonier Township met in regular session via a Zoom online meeting at 4:30 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” - None

- A motion was made by Stephanie Verna and seconded by Paul Knupp to approve the minutes from the April 14, 2020 meeting. Motion carried.

Supervisors Comment - None

Manager’s Report

On May 1st the Governor will lift the order on construction activities and we will resume issuing building permits. Our staff members will be available to meet by appointment only. All protocols pertaining to contact and the wearing of masks including social distancing will be followed. The Municipal Complex will continue to remain closed, with the exception of staff meeting with those who have appointments and only when permit applications cannot be handled electronically or by drop off at the box in the lobby entrance. Physical inspections of properties by staff and contracted building inspectors such as TKL will comply with all safety precautions once the State Government order is lifted to yellow or caution status.

Financial constraints of our local government and all local governments will be unprecedented in scope when it comes to budget shortfalls. We do not know for certain at this juncture to what level the economic downturn will affect our operations and service to our residents. What we do know is that for the past five years we have been operating very lean fiscally. We have reduced and implemented efficient operations across all levels by controlling our costs for services, reducing taxes and negotiating reasonable contracts with our employee unions. All of which were accomplished in the best interests of Ligonier Township.

We are now faced with declining revenue from all sources that could dramatically affect the delivery of basic services without some future help from the State or Federal Government. We have been very carefully tracking our expenses to forecast our future costs in delivering these services.

One example is a hanging tree branch on Swank Road – this limb is about forty feet high and not within reach of our personnel. A call for emergency tree service could cost between \$500 to \$1,000 on a road that is rarely traveled upon. We are responsible for the right-of-way (ROW) but we cannot incur those costs. Even though the tree sits on private property, we are responsible for the safety in the ROW when we become aware

of a hazard. I closed the road in both directions, it does not affect any homeowners. We are seeking quotes and will open the road when the hazard is removed.

Dumpster Days – unknown at this time we can reschedule?

All maintenance and road projects will be re-evaluated and either reduced or cancelled depending upon the conditions and needs. That includes the chip and seal bids expected at our next meeting.

Data on Real Estate (Property) Taxes – this data thru April when most of our people pay these taxes: 2019 collected \$261,707. As of April 26 this year we are at \$174,819, most income will come in the last few days of the month.

Earned Income Tax – fluctuates throughout the year, with the first quarter being very normal and the same as Q1 2019. Last year, we went from a high in May, \$135,549 to a low in June, \$26,195.

County Recycling Announcement – see attached.

Today's Agenda needs to be amended – add item #5 COG Bids under New Business and installment payment #3 was added to the bill pay list under the Treasurer's Report.

Public Works Report

Mr. Morgan reported that Russell Standard was to begin crack sealing the 10 roads under this year's fiber mat contract, but was delayed due to the rain. These roads also need to be graded. The crew has been busy installing cross pipes & catch basins, and began grading Matson Road.

Engineers Report

Mr. Faas presented the Ligonier Beach walking/biking trail conceptual plan.

Mr. Faas confirmed PennDot does not have any drainage plans regarding the scheduled Route 30 work.

There is a remaining ½ day of field work (surveying stormwater conditions) in Laughlintown to be finished.

Ligonier Valley Police Department Report – No Report

Solicitor's Report:

Mr. Kornis will speak to the Resolutions under New Business and noted that while some things are opening up (e.g. the Governor just lifted some real estate restrictions) at the same time other restrictions are tightening (wearing masks).

Zoning Officer Report – No Report

Code Officer Report – No Report

Correspondence:

1. Forbes Trail Trout Unlimited, DCNR Grant Letter of Support
2. Western PA Conservancy, DCNR Grant Letter of Support
3. Westmoreland County, Requesting the Township adopt the same tax extension to August 31, 2020

Treasurer's Report

Supervisor Verna reported the account balances as of April 28:

General Fund Account	\$314,730
Developers Account	\$844
Liquid Fuels Account	\$398,075
Equipment Fund	\$12,117
Ligonier Beach Account	\$429
Capital Reserves	\$667,631
Act 13 Account	\$29,357
Total Funds Balance:	\$1,423,183

A \$100,000 Capital One CD was purchased at 1.25% interest, due in 2 years.

- A motion was made by Stephanie Verna and seconded by Paul Knupp to approve the April bill pay list amended to include the LVPD's 3rd Installment payment (\$113,542.83). Motion carried.

New Business:

1. Approve Township's PCCD Grant application for body-worn cameras on behalf of the LVPD; \$25k with 50% match
 - A motion was made by Stephanie Verna and seconded by Dan Weimer to approve the grant application. Motion passed.
2. Final approval of the Subdivision / Minor Ladadio, Darlington Road.

Mr. Nieuwsma said to subdivide the parcel into two parcels, each conforming to the minimum size requirements of the Village zoning designation, with the exception of one side yard setback between the two homes. The houses are over 100 years old, which predates any zoning ordinance in the township. The variance was the minimum accommodation to be made that would permit the owner to develop the property.

- A motion was made by Stephanie Verna and seconded by Paul Knupp to approve the subdivision. Motion approved.
3. Resolution 08-2020 Covid-19 Policy for Ligonier Township Municipal Complex employees and visitors for safe work practices.

Mr. Kornis said this Resolution affirms several things the Township is already doing (wearing masks, social distancing, staggered schedules) and references the Governor's April 15th order.

Supervisor Verna asked how about the tenants working in the Complex? Mr. Carcella responded that they will follow our lead. She asked about protocols for confirmed Coronavirus cases, policies for taking staff temperatures? Mr. Carcella said temps will be taken at the beginning and end of shifts and documented. Staff will be sent home with 100.4 or above temperature. Supervisor Verna stressed the importance of consistency when applying new protocols.

- A motion was made by Stephanie Verna and seconded by Paul Knupp to adopt Resolution 08-20 with the added clarification that we will be following the temperature guidelines. Motion carried.
4. Resolution 09-2020 to Extend Real Estate Property tax discount period to August 31, 2020 for Ligonier Township.

Mr. Kornis clarified this Resolution aligns with the county's recent extension and waives late fees.

- A motion was made by Stephanie Verna and seconded by Scott Matson to approve Resolution 09-20. Motion carried.
5. Bids for Fuel via COG

Mr. Carcella reported the winning bid was submitted by Glassmere:

Diesel: \$1.11 per gallon + \$0.119 delivery = \$1.23 per gallon
Octane 87 \$0.525 per gallon + \$0.119 delivery = \$0.645 per gallon

- A motion was made by Paul Knupp and seconded by Scott Matson to approve Glassmere's Fuel bid via the COG. Motion carried.

Public Comment "B" - None

Supervisor Comments

1. Stephanie Verna – During this time, it is evident that students and people working from home need internet service expanded within the Township – keep working on this issue. Glad to hear construction opened up and encourages the Township to do everything possible to help residents move forward, with permits and plans; don't be a barrier.
 2. John Beaufort – Sprayed the conference room down with disinfectant. Wants to see information in the Newsletter regarding the LTMA and LVPD still open for business.
- A motion was made by Paul Knupp and seconded by Dan Weimer to adjourn the meeting at 5:09 PM. Motion carried.

Respectfully submitted,


Bethany Caldwell
Assistant Secretary/Treasurer

Ligonier Township, Westmoreland County, PA

Bill Payments for All Vendors

April 24, 2020

Vendor	Type	Num	Amount
Apr 24, 20			
AA Septic Tank Service	Bill Pmt -Check	23386	200.00
AFLAC	Bill Pmt -Check	23387	114.82
Aqua Filter Fresh	Bill Pmt -Check	23388	39.35
Beaufort Services, Inc.	Bill Pmt -Check	23389	71.42
Deiss & Halmi Engineering, Inc.	Bill Pmt -Check	23390	747.50
Excelsa Health WORKS Occupational Medicine	Bill Pmt -Check	23391	170.00
Fayette Parts Service, Inc.	Bill Pmt -Check	23392	873.30
Glassmere Fuel Service	Bill Pmt -Check	23393	596.49
Laurel Valley Hardware Inc.	Bill Pmt -Check	23394	58.20
LVTech	Bill Pmt -Check	23395	1,876.25
Maiello, Brungo & Maiello, LLP	Bill Pmt -Check	23396	3,587.50
Royal Oak Retriever, LLC	Bill Pmt -Check	23397	60.00
Standard Insurance Company	Bill Pmt -Check	23398	844.38
SWIF	Bill Pmt -Check	23399	1,069.00
Total Service, Inc.	Bill Pmt -Check	23400	174.21
UniFirst Corporation	Bill Pmt -Check	23401	61.20
Unity Printing Co., Inc.	Bill Pmt -Check	23402	59.00
West Penn Power	Bill Pmt -Check	23403	1,448.19
Apr 24, 20			<u>12,050.81</u>



4-28-2020

Ligonier Township, Westmoreland County, PA

Bills for All Vendors

April 26 - 28, 2020

<u>Vendor</u>	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Due Date</u>	<u>Aging</u>	<u>Amount</u>	<u>Open Balance</u>
Apr 26 - 28, 20 Ligonier Valley Polic...	Bill	2020 I...	04/27/2020	05/07/2020		113,542.83	
Apr 26 - 28, 20						<u>113,542.83</u>	<u>0.00</u>

SL
4-28-2020