

**Ligonier Township Supervisors  
Regular Meeting Minutes**

*June 14, 2022*

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

Also present were Manager, Michael Strelac; Solicitor, Dan Hudock; Engineer Ben Faas; Zoning Officer, Jim Nieuwma, and Finance Officer, Bethany Caldwell.

**Comments from the Public**

1. Bernadette McNicol – said that speeding is a problem on her street, saw a few near misses, there are children on the road so she asked the Board to consider installing “Slow Down” and “Deer Crossing” signs on Mill Road.

**Comments from the Supervisors**

Supervisor Matson – no comment

Supervisor Verna – verified the board was still committed to providing a bounce house at the LVPD’s National Night Out. Chief Berger to secure the rental, while staff work with insurance to secure an event rider. Asked Public Works to address Carey School Road issues; the road is narrow and storm erosion is making it narrower. Kids walk to school on this road, please evaluate repair options.

Supervisor Ross – no comment

- A motion was made by Stephanie Verna and seconded by Erik Ross to approve the minutes from the May 10, 2022 meeting with one correction – change the meeting date. Motion carried.

**Correspondence:**

1. Email from Michael Sulkowski, regarding parking at the Ligonier Beach to fish the Loyalhanna

- A motion was made by Stephanie Verna and seconded by Scott Matson to secure the property and close it off to public access. Motion carried.

2. Voicemail from Shari Davis, regarding Mallard Lane – thanked Public Works for timely response, “lane looks amazing”.

3. Package from Zoning Hearing Board, regarding weaknesses in our zoning code in relation to billboards

- A motion was made by Stephanie Verna and seconded by Erik Ross to send the Zoning Hearing Board's package to the Planning Commission for review. Motion carried.

4. Call from Bernadette McNicol, requesting "slow down" and "deer crossing" signs for Mill Road.

### **Manager's Report**

Mr. Strelie reported that he has been busy taking in as much as he can. He sees some financial / personnel issues on the horizon that will need to be addressed at some point, but for now the township is in good shape without imminent threat.

### **Engineer's Report**

Mr. Faas reported the township has received five more bridge reports: 1) Peters Road, 2) Carey School Road, 3) Horner Hill Road, 4) Zion Church Road, and 5) Austraw Road. The bridges are in good condition. Public Works to determine what work can be done in-house and schedule accordingly.

Supervisor Matson asked if the bridges should be pressure washed. Not all, but the open grate steel bridges would benefit.

### **Solicitor's Report**

Mr. Hudock requested an executive session be held later to discuss pending litigation.

- A motion was made by Scott Matson and seconded by Erik Ross executing the Township's contract with the new manager. Motion carried.

### **Police Report**

Chief Berger went over his monthly report – officers will be repainting white lines on roads to enforce speed limits.

### **Zoning & Code Report**

See attached.

### **Finance Report**

The May budget vs. actual report for the General Fund was presented.

## Treasurer's Report

Supervisor Verna reported the account balances as of June 14:

<b>Account Balances</b>	<b>06/14/22</b>
General Fund	\$ 648,828
General Fund Reserves	\$ 683,802
Liquid Fuels Tax Fund	\$ 330,985
Capital Fund Reserves	\$ 40,067
Ligonier Beach Park Fund	\$ 105,098
American Rescue Fund	\$ 5,490
Developer's Fund*	\$ 79,757
*Escrow	\$ 5,000
*Mill Creek Memorial Park	\$ 28,209
*Hi Acres Waterline	\$ 46,548
<b>Total Funds</b>	<b>\$ 1,894,027</b>
<b>Payroll</b>	<b>06/16/22</b>
Administrative	\$ 8,582
Public Works	\$ 8,666
Elected	\$ 462
Employer Tax	\$ 1,335
Deductions	\$ (264)
Payroll Billing	\$ 81
<b>Total Payroll</b>	<b>\$ 18,861</b>

\*denotes funds are restricted

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

## Old Business

The Friends of Ligonier Beach (FOLB) presented their Ligonier Beach Business Plan. Vice Chair Beaufort asked the board to review the materials presented by FOLB as the board will be considering whether or not move forward with a feasibility study.

## New Business

- A motion was made by Scott Matson and seconded by Erik Ross approving the Alexander Dick subdivision. Motion carried.
- A motion was made by Scott Matson and seconded by Erik Ross approving the Kale Partners subdivision. Motion carried.
- A motion was made by Scott Matson and seconded by Erik Ross approving the David Piper plan III subdivision. Motion carried.

- A motion was made by Erik Ross and seconded by Scott Matson approving the Wing consolidation. Motion carried.
- A motion was made by Scott Matson and seconded by Erik Ross approving the Graham consolidation. Motion carried.
- A motion was made by Stephanie Verna and seconded by John Beaufort to advertise for a Zoning / Code Enforcement Officer. Staff to ensure the position description is updated as the position's duties have evolved. Motion carried.
- A motion was made by Stephanie Verna and seconded by John Beaufort to advertise for a part time administrative assistant. Motion carried, with Supervisor Matson voting against.
- A motion was made by Stephanie Verna and seconded by Erik Ross to advertise for a Public Works Operator. Motion carried, with Supervisor Matson voting against.
- A motion was made by Stephanie Verna and seconded by Erik Ross appointing Michael Strelic as the township's second pension plan trustee. Motion carried.
- A motion was made by Stephanie Verna and seconded by Erik Ross appointing Michael Strelic as an authorized signer for all Ligonier Township bank accounts at Commonwealth Bank. Motion carried.
- A motion was made by Stephanie Verna and seconded by Erik Ross appointing Michael Strelic as the township's Westmoreland County Tax Collection Committee delegate. Motion carried.
- A motion was made by Erik Ross and seconded by Scott Matson appointing Michael Strelic as the township's Right-to-know (RTK) officer. Motion carried.

There was a discussion about the Police / EMS building – Supervisor Beaufort asked the board to approve the building concept so that staff can explore options (grants, fund raising) to fund the study.

- A motion was made by Stephanie Verna and seconded by Erik Ross adopting Resolution 4 of 2022, setting the Township Office Hours from 8 a.m. to 4:30 p.m., Monday through Friday. Motion carried.
- A motion was made by Stephanie Verna and seconded by Erik Ross adopting Resolution 5 of 2022, approving the reinvestment of General Fund Reserves. Motion carried.

- A motion was made by Stephanie Verna and seconded by Erik Ross to amend the Township's mileage reimbursement rate of \$0.625 per mile (following the IRS rate). Motion carried.

### **Executive Session**

The Supervisors went into executive session at 8:07 p.m. to discuss potential litigation and resumed regular meeting at 8:20 p.m.

### **Comments from the Public**

Debbie Nicely - Since FOLB started working on the Ligonier Beach project, people have commented that they don't want to see their tax dollars go towards the pool. Their proposal would generate revenue – an opportunity that would be lost if the Beach is turned into a passive recreational park. Local residents pay state and federal withholding taxes, securing DCNR and other grants for this project is a way to funnel those taxes back into our community as opposed to allowing those tax dollars to go elsewhere (Pittsburgh, Philadelphia).

### **Comments from the Supervisors**

Supervisor Matson – no comment

Supervisor Verna – no comment

Supervisor Ross – no comment

Supervisor Beaufort– Thanked FOLB for their presentation and all the work they put into it. Thanked Mr. Nieuwma for his time serving as the Township's Zoning / Code Enforcement Officer.

- A motion was made by Scott Matson and seconded by Erik Ross to adjourn the meeting at 8:23 p.m. Motion carried.

Respectfully submitted,

Bethany Caldwell  
Assistant Secretary/Treasurer

**Ligonier Township, Westmoreland County, PA**  
**Bill Payments for All Vendors**  
**June 14, 2022**

Vendor	Type	Num	Amount
<b>Jun 14, 22</b>			
AA Septic Tank Service	Bill Pmt -Check	24940	625.00
Andrews Sales & Service	Bill Pmt -Check	24941	141.40
Comcast	Bill Pmt -Check	24942	194.89
Credit Card Dept-First Commonwealth Bank	Bill Pmt -Check	24943	147.42
Fayette Parts Service, Inc.	Bill Pmt -Check	24944	3.54
FirstNet	Bill Pmt -Check	24945	45.64
Glassmere Fuel Service	Bill Pmt -Check	24946	4,233.26
Hampton Office Products	Bill Pmt -Check	24947	25.18
James Nieuwma	Bill Pmt -Check	24948	269.46
JSB Holding, Inc.	Bill Pmt -Check	24949	402.00
Laurel Valley Motors	Bill Pmt -Check	24950	1,718.24
Lehigh Hanson Heidelberg Cement Group	Bill Pmt -Check	24951	777.77
Ligonier Giant Eagle	Bill Pmt -Check	24952	29.90
Ligonier Valley Police Department	Bill Pmt -Check	24953	503.59
LVTech	Bill Pmt -Check	24954	3,130.00
Mason Reed	Bill Pmt -Check	24955	0.00
McInchok Sanitation	Bill Pmt -Check	24956	135.00
PennPrime	Bill Pmt -Check	24957	13,240.00
Pennsylvania Municipal Service Co.	Bill Pmt -Check	24958	18.98
Royal Oak Retriever, LLC	Bill Pmt -Check	24959	60.00
Spectrum Medical Corporation LLC	Bill Pmt -Check	24960	156.00
Stephenson Equipment, Inc.- Old Walsh	Bill Pmt -Check	24961	1,004.75
Stewart, McArdle, Sorice, Whalen, Farrell	Bill Pmt -Check	24962	480.00
The EADS Group	Bill Pmt -Check	24963	1,106.80
The Latrobe Bulletin	Bill Pmt -Check	24964	342.80
Total Service, Inc.	Bill Pmt -Check	24965	177.99
Tricia Levander	Bill Pmt -Check	24966	700.00
U.S. Municipal	Bill Pmt -Check	24967	205.94
UAW LOCAL 204	Bill Pmt -Check	24968	269.31
UniFirst Corporation	Bill Pmt -Check	24969	268.26
Unity Printing Co., Inc.	Bill Pmt -Check	24970	57.33
Valley Landscaping & Lawn Care	Bill Pmt -Check	24971	845.00
West Penn Power	Bill Pmt -Check	24972	322.57
Western Pennsylvania Teamsters and Employ	Bill Pmt -Check	24973	13,387.96
Westmoreland Cleanways and Recycling	Bill Pmt -Check	24974	220.00
Westmoreland County Treasurer	Bill Pmt -Check	24975	146.28
PennPrime	Bill Pmt -Check	24976	5,153.00
Washington National Insurance Company	Bill Pmt -Check	24977	268.14
Westmoreland County Treasurer	Bill Pmt -Check	24978	108.10
Westmoreland County Treasurer	Bill Pmt -Check	24979	185.21
<b>Jun 14, 22</b>			<b>51,106.71</b>

  
6.14.22

5:01 PM  
05/25/2022

# Ligonier Township, Westmoreland County, PA Bill Payments for All Vendors

May 24, 2022

<u>Vendor</u>	<u>Num</u>	<u>Amount</u>
AA Septic Tank Service	24921	187.50
AFLAC	24922	102.92
Apex Companies LLC	24923	285.00
Feaster Pension Consulting, Inc.	24924	750.00
FirstNet	24925	42.99
Glassmere Fuel Service	24926	3,175.99
Laurel Valley Hardware Inc.	24927	27.81
Ligonier Giant Eagle	24928	28.00
Ligonier Township Municipal Authority	24929	240.00
Ligonier Valley Police Department	24930	247.73
Megan Senuta	24931	100.00
ODB Company	24932	778.38
Royal Oak Retriever, LLC	24933	60.00
Standard Insurance Company	24934	0.00
Standard Insurance Company	24939	482.40
Sweeper Services LLC	24935	649.33
UniFirst Corporation	24936	104.84
Wessel & Company	24937	11,750.00
West Penn Power	24938	558.75
		<u>19,571.64</u>

  
6.14.22