

**Ligonier Township Supervisors**  
**Regular Meeting Minutes**  
*July 12, 2022*

The Supervisors of Ligonier Township met in regular session at 7:00 p.m. 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, Michael Strelac (via telephone); Solicitor, Dan Hudock; Engineer Ben Faas; Chief of Police John Berger, and Finance Officer, Bethany Caldwell.

**Comments from the Public**

1. Bob McDowell, resident and former fire chief of the Darlington VFD – said that he supported the Board’s decision to make some changes in personnel, specifically in management. He thought the previous manager was not responsive enough and he did not address concerns that were brought to his attention. When the millage rate was reduced and the budget was cut, his department was not notified their annual budget was going to be slashed by 30%. He didn’t like the way the “Foreign Fire Insurance Tax” disbursement was presented as a donation on the Township’s budget reports. The Foreign Fire Tax is an entitlement and he would like the budget reports to accurately reflect that. He recently read the Laurel Mountain Borough did not want to sign a service agreement with the Ligonier Valley Police Department. He spoke about the history of how this borough formed and succeeded from the Township. The Laurel Mountain Borough is obligated to provide fire department services and contracted with the Waterford VFD. We are lucky to have a police department in the area and if they want to use their services – they need to pay for it.

2. Melissa Eller, FOLB stated that Gateway Engineering provided a draft report and she will forward it to the Board. They were looking for previous surveys and floodplain maps and would like to set up a meeting to discuss the plans in more detail.

**Comments from the Supervisors**

There were no comments.

- A motion was made by Stephanie Verna and seconded by John Beaufort to approve the minutes from the June 28, 2022 meeting. Motion carried.

**Correspondence:**

1. Letter from the Westmoreland County Department of Planning & Development, regarding the 2023 CDBG application, deadline is September 30 – Township staff to work with LTMA staff on submitting a Deeds Road waterline replacement project phase II application.

2. Letter from the Westmoreland Conservation District, regarding the Dollar General's NPDES permit, there is a 30 day appeal period from receipt of the notice, the letter is dated June 30, 2022.
3. Letter from the Westmoreland Conservation District, regarding the Loyalhanna Watershed's general permit – they're completing fish habitat enhancement structures along Mill Creek near the Ligonier Camp & Conference Center.

### **Manager Report**

Mr. Strelic said that he had wanted to give a report on the financial health of the Township but thought that it would be better to present in person.

Supervisor Verna asked staff to schedule a Finance Committee meeting and asked Mr. Strelic to give the presentation then.

### **Engineer Report**

See attached, Mr. Faas continues work on the Dollar General's Developer's Agreement. He has also been assisting the Township with various permit processes as requested due to staff shortages.

Supervisor Resenic asked about the road sealing & chipping schedule – work is scheduled to be begin in August.

Supervisor Resenic noted a PA One Call Before You Dig was received for the Ligonier Beach demolition and asked about the schedule – it is anticipated that demo work will begin in 1-2 weeks.

### **Solicitor Report**

No report.

### **Ligonier Valley Police Department Report**

See attached.

### **Staff Report**

- a) Zoning / Code Enforcement Report – no report.
- b) Finance Report – the June budget vs. actual presentation was deferred until the next meeting. Staff are revamping the monthly report's format.

## Treasurer Report

Supervisor Verna reported the fund balances for June month end:

<b>Account Balances</b>	<b>June</b>
General Fund	\$ 527,687
General Fund Reserves	\$ 682,265
Liquid Fuels Tax Fund	\$ 331,149
Capital Fund Reserves	\$ 71,682
Ligonier Beach Park Fund	\$ 105,098
American Rescue Fund	\$ 5,490
Developer's Fund*	\$ 82,257
*Escrow	\$ 5,000
*Mill Creek Memorial Park	\$ 28,209
*Hi Acres Waterline	\$ 49,048
<b>Total Funds</b>	<b>\$ 1,805,628</b>
<b>Payroll</b>	<b>June</b>
Administrative	\$ 24,444
Public Works	\$ 26,123
Elected	\$ 4,510
Employer Tax	\$ 4,161
Deductions	\$ (949)
Payroll Billing	\$ 307
<b>Total Payroll</b>	<b>\$ 58,595</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.

## Executive Session

The board went into executive session to discuss personnel matters at 7:18 p.m. and resumed regular session at 7:40 p.m.

## Old Business

None

## New Business

Mr. Giesey, Township Auditor took his oath of office earlier today with Rep. Rossi's notarized staff.

There was a discussion about reclassifying the Finance Officer position from part-time to full-time status. The position description has been updated accordingly and was presented. It was noted there is an associated expense to reclassify (cost of benefits).

- A motion was made by Stephanie Verna and seconded by Erik Ross to reclassify the Finance Officer's position to a full time position with benefits, noting it was a hybrid position (some remote work permitted in addition to working in the office). Motion carried.

The Public Works Director position reclassification agenda item was deferred.

### **Comments from the Public**

None

### **Comments from the Supervisors**

Supervisor Matson – Asked Mr. McDowell about the main reason Laurel Mountain Borough wanted to leave the Township. The Township wanted to cut some trees down to accommodate the snow plows and the residents did not want this.

Supervisor Beaufort– Said the Fire Companies have mailed their annual fundraising letter. This is their main fundraiser, please consider giving generously.

Supervisor Ross – no comment

Supervisor Verna – Recognized admin staff. Mr. Strelac is professional, proactive and she thinks things will improve when the Township is fully staffed. She asked that the board be updated regarding the Act 537 Plan correspondence as this Plan is critical. The LTMA is holding a special meeting tomorrow at 4 PM to discuss this topic – it is open to the public.

Supervisor Resenic – Wanted the public to know the Township is in the process of clearing the road Right-Of-Ways, some of our roads are very narrow. If you don't want the township to cut it, pay attention to your property. This is a safety issue, it affects the line of sight, pushing vehicles further into the road to avoid being scratched and hit by branches. He asked the newspaper for help spreading the word – let the readers know the ROW needs to be maintained at least 33 feet or 16 ½ feet from the center of the road.

- A motion was made by Erik Ross and seconded by Stephanie Verna to adjourn the meeting at 7:50 p.m. Motion carried.

Respectfully submitted,

Bethany Caldwell  
Assistant Secretary/Treasurer

**Ligonier Township, Westmoreland County, PA**  
**Bill Payments for All Vendors**  
July 12, 2022

Vendor	Type	Num	Amount
<b>Jul 12, 22</b>			
Barbara Nalle	Bill Pmt -Check	24999	30.00
Comcast	Bill Pmt -Check	25000	204.89
Credit Card Dept-First Commonwealth Bank	Bill Pmt -Check	25001	97.72
Daniel C. Hudock Attorney at Law	Bill Pmt -Check	25002	2,162.50
Daniel Weimer	Bill Pmt -Check	25003	30.00
Dillon McCandless King Coulter & Graham	Bill Pmt -Check	25004	630.00
Douglas Kurtz	Bill Pmt -Check	25005	30.00
Fayette Parts Service, Inc.	Bill Pmt -Check	25006	7.81
FirstNet	Bill Pmt -Check	25007	42.99
Glassmere Fuel Service	Bill Pmt -Check	25008	4,563.66
James Darr	Bill Pmt -Check	25009	30.00
Jim Stewart	Bill Pmt -Check	25010	30.00
JSB Holding, Inc.	Bill Pmt -Check	25011	402.00
Laurel Valley Motors	Bill Pmt -Check	25012	2,067.46
Ligonier Giant Eagle	Bill Pmt -Check	25013	10.83
Ligonier Valley Police Department	Bill Pmt -Check	25014	836.11
Linda McDowell	Bill Pmt -Check	25015	60.00
LVTech	Bill Pmt -Check	25016	2,030.00
M. Glosser & Sons, Inc	Bill Pmt -Check	25017	234.60
McKlveen Supply	Bill Pmt -Check	25018	17.00
Michael W. McCaplin	Bill Pmt -Check	25019	30.00
Mickey Corb	Bill Pmt -Check	25020	30.00
Municipal Authority of Westmoreland Count	Bill Pmt -Check	25021	638.50
PPC Lubricants	Bill Pmt -Check	25022	1,522.25
Royal Oak Retriever, LLC	Bill Pmt -Check	25023	60.00
Russell Standard Corp.	Bill Pmt -Check	25024	2,018.80
Sable Kennels	Bill Pmt -Check	25025	150.00
Sheila Grimm	Bill Pmt -Check	25026	30.00
Susan McBroom	Bill Pmt -Check	25027	30.00
The EADS Group	Bill Pmt -Check	25028	260.00
The Latrobe Bulletin	Bill Pmt -Check	25029	53.55
Total Service, Inc.	Bill Pmt -Check	25030	178.98
Tricia Levander	Bill Pmt -Check	25031	665.99
U.S. Municipal	Bill Pmt -Check	25032	546.91
UAW LOCAL 204	Bill Pmt -Check	25033	275.59
UniFirst Corporation	Bill Pmt -Check	25034	165.84
Unifirst First Aid & Safety	Bill Pmt -Check	25035	215.57
Valley Landscaping & Lawn Care	Bill Pmt -Check	25036	676.00
Watt's Truck Center, Inc.	Bill Pmt -Check	25037	1,048.72
West Penn Power	Bill Pmt -Check	25038	189.96
<b>Jul 12, 22</b>			<b>22,304.23</b>

*OK*  
*gaw*  
*7-12-22*

7:15 PM  
07/11/22

Ligonier Township - Escrow Account  
Bill Payments for All Vendors  
July 12, 2022

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<u>Vendor</u>	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Amount</u>
<b>Jul 12, 22</b>				
Alan Steele	Bill Pmt -Check	1026	07/12/2022	5,000.00
Mark Leonard	Bill Pmt -Check	1027	07/12/2022	500.00
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<b>Jul 12, 22</b>				<b>5,500.00</b>
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OK  
SAL  
7-12-22