

Ligonier Township Supervisors
Regular Meeting Minutes
August 11, 2020

The Supervisors of Ligonier Township met in regular session at 7:01 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.

- A motion was made by Stephanie Verna and seconded by Dan Weimer to approve the minutes from the July 14, 2020 meeting. Motion carried.

Manager's Report

Mr. Carcella received a complaint against Sable Kennel that is still under investigation and will report back. Dumpster Days has been rescheduled and was announced in our newsletter and website.

Because of the covid-19 pandemic and our response since we began the emergency declaration on March 16, 2020 we have recognized our obligation to protect the citizens of Ligonier township and our obligation to protect our workforce by altering and amending nearly everything we do to operate the township's municipal operations. We continue to screen all personnel, clean and sanitize our work areas and follow the CDC and PA Department of Health recommendations. Until adequate testing and tracing are refined and a potential vaccine is developed and widely made available we cannot let down our guard or feel a sense of relief from potential asymptomatic people who could potentially spread this virus.

Unfortunately we are experiencing economic stress from the decline in business activity. Wall Street is booming but Main Street is a bust. Wall Street does not pay local taxes but Main Street does and is in severe financial straits. Every part of our daily lives has changed since March of this year. We have amended our long term plans from our road maintenance to long term capital improvements. We had hoped for a quick fix but now we see that the Covid era is here for the long haul.

This is the earliest in my career that I have started budget planning for the following year. We began drafting next year's budget sooner and now a part of our monthly reporting is a budget forecast for this year. Everything we do is based on income flow from taxes, fees for services and grant dollars like the state liquid fuels award that relies on a combination of miles of road, population and the amount collected from the tax on gasoline. The reality is that less driving by the public will result in less income for every municipality in the state. We are forecasting a cut of around 40% from this grant program and for Ligonier Township that is about \$160,000. Amusement taxes are off by over 60% and earned income tax is between 5 to 10% from last year.

The only good news is that we have been operating a very efficient government over the last three years. We did reduce taxes in 2017 by 1 mill and made staff and

operational changes that saved a lot of money. We were fortunate to have mild winters and this year in particular low fuel prices to soften the blow from this economic crisis. We continue to look for ways to maintain our services and reduce costs. Last year we had a deficit on paper of \$190,000 but ended the year with a surplus of \$70,000 per our audit. We adopted the 2020 budget with a deficit of \$75,000 and will have savings and reserve funds to fill that gap if needed.

Our budget planning for the next two years will not have any large capital expenditures. We will look for other alternatives that will improve our equipment needs and deliver cost effective services to the residents. We have been very successful in obtaining funding for our community and will continue the good planning that is essential to providing services at the lowest possible cost to the residents. We cannot count on others like the Federal Government or State to provide funding, even thou we are constantly lobbying for financial assistance. The budget forecast is a snap shot in time as things change monthly.

Public Works Report - deferred until New Business

Engineers Report – See attached

Act 537 Plan Recommendation

The LTMA has proposed to take over the project and pay for the EADS Group engineering at an estimated cost ranging from \$15k-25k to take over the Act 537 project. Supervisor Verna clarified that this decision is based on new information that was discovered during the process, including insight from the DEP and the pivot is necessary - taking the plan in an alternate direction.

- A motion was made by Stephanie Verna and seconded by Dan Weimer to turn the Township's Act 537 Plan over to the LTMA and direct Mr. Korn's to put together an agreement. Motion carried.

Ligonier Valley Police Report – See attached

Solicitor's Report

Mr. Korn's reported that an executive session was held at approximately 6:30 PM (prior to this meeting) and certified compliance with the Pennsylvania Sunshine Laws as the discussions pertained to personnel matters.

Mr. Korn's also reported the Myers School Road MOU Resolution (R-20-12) is ready for approval.

- A motion was made by Stephanie Verna and seconded by Dan Weimer to approve Resolution 20-12 regarding the Myers School Road Memorandum of Understanding with Coal Loaders, Inc. Motion carried.

- A motion was made by Dan Weimer and seconded by Paul Knupp to adopt ordinance 02-2020 regarding the reduced speed limit on Hotel Road. Motion carried.

Zoning & Code Report – See attached

More complaints coming in: burning, grass, cars. Mr. Nieuwma stated that without a property maintenance code, we don't have the tools to address these complaints. Supervisor Verna asked about the process and requested a draft be sent to the Planning Commission for review.

Correspondence:

1. Westmoreland County 2021 CDBG Application
 2. APPI Energy News Release
 3. Westmoreland County Tax Claim Notice
 4. Westmoreland County 2020 CDBG Application for Trout Avenue Water Line Replacement
- A motion was made by Stephanie Verna and seconded by Dan Weimer to approve the 2020 CDBG Trout Avenue Water Line. Motion accepted.

Treasurer's Report

Supervisor Verna reported the account balances as of August 11, 2020:

General Fund	\$ 245,553
General Fund Reserves	683,789
Liquid Fuels Tax Fund*	138,516
Capital Fund Reserves*	32,594
Ligonier Beach Park*	429
Mill Creek Memorial Park*	23,500
Total Funds Balance:	\$1,124,381

*denotes funds are restricted

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

New Business:

1. LVPD JAG Grant Close Out (Request for action)
The township will bill the LVPD for expenses not covered by the grant.
2. Archive Social Presentation - *Tabled*
3. Request to Advertise Ordinance #03-2020, Unconventional Gas Drilling Revisions; Send to County for Comments - *Tabled*

4. Public Works Committee Report & Recommendation – see attached
Supervisor Knupp & Weimer met with staff on July 28 and discussed 2021 budget & work planning, including a possible 5-year lease to purchase a boom mower & LED lighting upgrade and postponing McKelvey bridge maintenance.
5. 2021 Draft Budget Discussion
Staff continue to monitor revenue as it comes in and have put together a 2020 forecast; the planning for the 2021 budget has begun and the tax income has been reduced based on this year's trends. Will likely need a tax increase to pay the bills and keep the current level of service.
6. Wilpen Playground Pavilion Renovation
 - A motion was made by Paul Knupp and seconded by Scott Matson authorizing the Rec Board to spend \$3,850 from the General Fund (the lower of the 2 quotes received) to renovate the Wilpen Playground Pavilion. Motion carried.
7. Boom Mower & LED Lighting Upgrade - *Tabled*

Received 4 bids on the boom mower
Received 6 bids on the LED lighting.

Mr. Carcella asked the board to defer taking action on the bids to allow staff time to review and ensure bidding qualifications.

Public Comments

Former LTMA Board member Glenn Kalp asked for clarification on the Act 537 Plan and how much money had been spent on the Deiss & Halmi engineering (\$40k from 2015 to date).

Supervisor Comments

Supervisor Matson – would like to see progress made on the Act 537, it would increase property values and provide more options for the Township's residents.

Supervisor Verna – pointed out the Township received notice that XPR Resources LLC has begun the re-permitting process for the Skacel natural gas well at 371 Bergman Road in Derry Township.

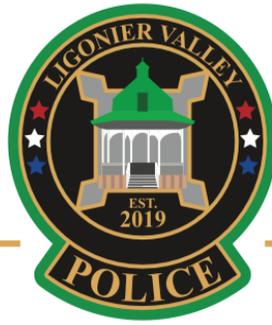
Supervisor Knupp – thanked residents for donating to the fire department and requested a thank you letter be sent to the County Commissioners regarding the CDBG award to replace the water line along Trout Avenue.

- A motion was made by Paul Knupp and seconded by Stephanie Verna to adjourn the meeting at 8:27 PM. Motion carried.

Respectfully submitted,

Bethany Caldwell
Assistant Secretary/Treasurer

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



Michael W. Matrunic
Assistant Chief
724-238-5105

Police Activity Report
Month of July

Administrative Report

192 Regular Shifts Worked = 1,536

6 Total Court Hours

700 Complaint Handled

22 Criminal Arrests

50 Traffic Citations

07 Citations Issued in Ligonier Borough

43 Citations Issued in Ligonier Township

134 Calls in Ligonier Borough

566 Calls in Ligonier Township

During the month of July, officers spent \$1,254.03 conducting an Aggressive Driving detail resulting in 68 contacts, 49 citations and 6 warnings. A total of 33 hours was used leaving us with approximately \$2,000.00 remaining.

Respectfully Submitted,

John E. Berger
Chief of Police

Ligonier Township, Westmoreland County, PA

Bill Payments for All Vendors

August 11, 2020

Vendor	Type	Num	Date	Amount
Aug 11, 20				
AFLAC	Bill Pmt -Check	23633	08/11/2020	114.82
Aqua Filter Fresh	Bill Pmt -Check	23605	08/11/2020	17.60
Comcast	Bill Pmt -Check	23606	08/11/2020	269.70
Credit Card Dept-First Commonwealth Bank	Bill Pmt -Check	23607	08/11/2020	308.70
Deiss & Halmi Engineering, Inc.	Bill Pmt -Check	23608	08/11/2020	2,178.80
Fayette Parts Service, Inc.	Bill Pmt -Check	23609	08/11/2020	326.44
Glassmere Fuel Service	Bill Pmt -Check	23610	08/11/2020	1,259.93
Greensburg Minuteman Press	Bill Pmt -Check	23611	08/11/2020	136.02
JSB Holding, inc.	Bill Pmt -Check	23612	08/11/2020	379.00
Laurel Valley Hardware Inc.	Bill Pmt -Check	23613	08/11/2020	61.27
Level One	Bill Pmt -Check	23614	08/11/2020	266.00
Ligonier Agway	Bill Pmt -Check	23615	08/11/2020	77.40
Ligonier Township Municipal Authority	Bill Pmt -Check	23616	08/11/2020	166.20
LVTech	Bill Pmt -Check	23617	08/11/2020	1,706.05
Pennsylvania Municipal Service Co.	Bill Pmt -Check	23618	08/11/2020	1,962.36
Pennsylvania One Call System, Inc.	Bill Pmt -Check	23632	08/11/2020	80.25
Quaker Sales Corporation	Bill Pmt -Check	23631	08/11/2020	3,958.00
Sable Kennels	Bill Pmt -Check	23619	08/11/2020	50.00
Stephenson Equipment, Inc.- Old Walsh	Bill Pmt -Check	23620	08/11/2020	1,529.74
SWIF	Bill Pmt -Check	23635	08/11/2020	1,069.00
The EADS Group	Bill Pmt -Check	23621	08/11/2020	7,890.08
The Latrobe Bulletin	Bill Pmt -Check	23622	08/11/2020	166.40
Total Service, Inc.	Bill Pmt -Check	23623	08/11/2020	174.21
Tricia Levander	Bill Pmt -Check	23624	08/11/2020	1,561.50
U.S. Municipal	Bill Pmt -Check	23625	08/11/2020	413.22
UAW LOCAL 204	Bill Pmt -Check	23626	08/11/2020	320.80
UniFirst Corporation	Bill Pmt -Check	23627	08/11/2020	98.40
Washington National Insurance Company	Bill Pmt -Check	23628	08/11/2020	303.40
West Central Equipment, LLC	Bill Pmt -Check	23634	08/11/2020	225.00
West Penn Power	Bill Pmt -Check	23629	08/11/2020	190.86
Western Pennsylvania Teamsters and Employ	Bill Pmt -Check	23630	08/11/2020	25,461.51
Aug 11, 20				52,722.66

SON
8-11-2020

Ligonier Township, Westmoreland County, PA

Bill Payments for All Vendors

July 28, 2020

Vendor	Type	Num	Amount
Jul 28, 20			
AA Septic Tank Service	Bill Pmt -Check	23578	120.00
AFLAC	Bill Pmt -Check	23579	114.82
Aqua Filter Fresh	Bill Pmt -Check	23580	61.10
Central Westmoreland Council of Governmen	Bill Pmt -Check	23581	250.00
Darlington Volunteer Fire Co.	Bill Pmt -Check	23582	10,000.00
Fayette Parts Service, Inc.	Bill Pmt -Check	23583	75.22
FirstNet	Bill Pmt -Check	23584	85.48
Glassmere Fuel Service	Bill Pmt -Check	23585	1,170.49
Good Year	Bill Pmt -Check	23586	289.64
Hampton Office Products	Bill Pmt -Check	23587	11.39
High Pressure Component Sales, LLC	Bill Pmt -Check	23588	186.80
James Nieusma	Bill Pmt -Check	23589	41.80
Laurel Valley Hardware Inc.	Bill Pmt -Check	23590	36.57
Lehigh Hanson Heidelberg Cement Group	Bill Pmt -Check	23591	15,628.96
Ligonier Township VFD #1	Bill Pmt -Check	23592	8,000.00
Maiello, Brungo & Maiello, LLP	Bill Pmt -Check	23593	4,937.50
McKlveen Supply	Bill Pmt -Check	23594	95.00
New Enterprise Stone & Lime Co., Inc.	Bill Pmt -Check	23595	4,194.88
PennPrime	Bill Pmt -Check	23596	725.00
PSATS	Bill Pmt -Check	23597	600.05
Standard Insurance Company	Bill Pmt -Check	23598	771.52
U.S. Municipal	Bill Pmt -Check	23599	908.11
UAW LOCAL 204	Bill Pmt -Check	23600	320.80
UniFirst Corporation	Bill Pmt -Check	23601	113.90
West Penn Power	Bill Pmt -Check	23602	924.08
Wex Bank-Sunoco Universal	Bill Pmt -Check	23603	14.70
Wilpen Co of Ligonier Twp	Bill Pmt -Check	23604	10,000.00
Jul 28, 20			59,677.81

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8-11-2020

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08/06/20

Ligonier Township - ACT 13
Bill Payments for All Vendors
August 11 - 12, 2020

<u>Vendor</u>	<u>Type</u>	<u>Num</u>	<u>Amount</u>
Aug 11 - 12, 20 The EADS Group	Bill Pmt -Check	1011	<u>7,667.27</u>
Aug 11 - 12, 20			<u><u>7,667.27</u></u>

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08/06/20

Ligonier Township-Liquid Fuels
Bill Payments for All Vendors
August 11, 2020

<u>Vendor</u>	<u>Type</u>	<u>Num</u>	<u>Amount</u>
Aug 11, 20			
Quaker Sales Corporation	Bill Pmt -Check	1286	81,957.75
Aug 11, 20			<u>81,957.75</u>

SA
8-11-2020