

**Ligonier Township Supervisors**  
Regular Meeting  
November 12, 2019

The Ligonier Township Supervisors met in regular session at 7:00 p.m. with the Pledge of Allegiance opening the meeting. Secretary / Treasurer Verna took roll call. Present were Chair, Wade Thomas, Vice Chair, John Beaufort; Secretary / Treasurer, Stephanie Verna; Supervisor Paul Knupp and Supervisor, D. Scott Matson.

**Executive Session**

The Supervisors held an executive session prior to this meeting (approximately 6:30 p.m.). Solicitor Kornis certified compliance with the Pennsylvania Sunshine Laws as the session pertained to personnel matters.

**Public Comment**

Mr. Larry Springer (210 Looking Glass Lane) asked the board if there have been any new developments regarding the Nuisance Ordinance.

- A motion was made by Scott Matson and seconded by Paul Knupp to approve the October 22, 2019 regular meeting minutes. Supervisor Thomas abstained. Motion carried.

**Supervisors Comment**

Supervisor Knupp addressed Mr. Springer, informing him that no new developments regarding the Nuisance Ordinance had taken place.

**Manager's Report**

Manager Carcella gave an overview of the 2020 proposed budget that is up for adoption and reported that a stormwater study needs to be conducted first prior to addressing the Township's problem areas.

**Engineer's Report**

The Township's Stormwater Ordinance is ready to be advertised, pending the County's adoption of their own Stormwater Ordinance.

**Solicitor's Report**

Solicitor Kornis reported that all of the requirements have been met in order to close on the Ligonier Beach property sale; a closing appointment has been set for Monday, November 25.

- A motion was made by Paul Knupp and seconded by Scott Matson to close on the Ligonier Beach property on November 25, 2019. Motion carried.

**Zoning Officer Report**

NOVEMBER 12, 2019 SUPERVISOR'S MEETING  
OCTOBER 2019 ZONING REPORT

Respectfully Submitted by Jim Nieuwma  
Zoning/Community Development Officer

<b><u>LIEN LETTER INCOME</u></b>	20	\$	550.00
<b><u>BUILDING PERMITS/UCC</u></b>	0	\$	0.00
<b><u>ZONING PERMITS</u></b>	5	\$	196.00
<b><u>DEMOLITION PERMITS</u></b>	0	\$	0.00
<b><u>DRIVEWAY PERMITS</u></b>	0	\$	0.00
<b><u>FIREWORKS PERMITS</u></b>	0	\$	0.00
<b><u>NO-IMPACT HOME BASED BUSINESS</u></b>	0	\$	0.00
<b><u>OCCUPANCY PERMITS</u></b>	0	\$	0.00
<b><u>PEDDLER PERMITS</u></b>	0	\$	0.00
<b><u>RIGHT OF WAY PERMITS</u></b>	0	\$	0.00
<b><u>SIGN PERMITS</u></b>	0	\$	0.00
<b><u>SEWAGE PERMITS</u></b>	3	\$	600.00
Subtotal	20/8	\$	1,346.00

**TOTAL INCOME      2018      141/200      \$ 67,625.93**

**TOTAL INCOME      2019      150/167      \$ 60,448.02**

**NEW BUSINESS**

Zoning Hearing Board did not meet in October.

Recreation Committee did not meet in October. Fishing platform has been sent back to the Architect for design changes. It will be rebid with the new criteria.

Lien Letters 6 months of 2015-60, 2016-149, 2017-145, 2018-141

#	October 2019 Lien Letter	Amount
1	Welsh	\$ 25.00
2	Fazio	\$ 25.00
3	Vargulish	\$ 25.00
4	LPP unit 15	\$ 25.00
5	LPP unit 18	\$ 25.00
6	Adair	\$ 25.00
7	Sarni	\$ 25.00
8	Smetak	\$ 25.00
9	Pellegrino	\$ 25.00
10	Hay	\$ 25.00
11	Keslar	\$ 25.00
12	Caruso/Hall	\$ 25.00
13	Speicher	\$ 25.00
14	Stein	\$ 25.00
15	Ligonier Valley Beach, Inc	\$ 25.00
16	Serenyi	\$ 25.00
17	Hart	\$ 25.00
18	Pilgrim	\$ 75.00
19	Berkebile	\$ 25.00
20	Hart	\$ 25.00
20	October Total	\$550.00

Savvy Citizen Update: The Borough had 354 subscribers in a 2-month period, it has been useful. They have used it for power outages, rescheduling trick-or-treat, it's a good way for people to hear facts and not rumors.

**Code Enforcement Report**

A new complaint was filed against another resident; a few were closed out. Researching Nuisance Ordinances.

## **Public Works**

Mr. Morgan received a 911 call and left to attend to bad road conditions in the Oakwood Hills neighborhood.

## **Correspondence**

- 1) Albanese, Sinchar, Smith & Co. Accounting Auditing & Tax Services: Western Pennsylvania Teamsters & Employers Welfare Fund Audit - Audit of Health Care Benefits for the August 1, 2015 - July 31, 2019 period and reported no findings.
- 2) Coal Loaders has asked to renew a permit to finish up erosion work at the (reclaimed) Linn Surface mine. This work is required for their final bond release in 2021.
- 3) PSATS News Bulletin, summarizing the current bills that are up for review in legislation, the federal overtime rule has been finalized. If signed into law, Bill 689 would increase Supervisors compensation for meeting pay.

## **Treasurer's Report**

Supervisor Verna reported the account balances as of November 12:

General Fund account is \$368,253

Act 13 Account is \$52,991

Ligonier Beach Project Account is \$418

Developers Account is \$12,544

Liquid Fuels Account is \$44,459

Equipment Fund is \$12,272

Capital Reserve CDs are at \$602,454

Sweep Account is \$56,777

For a total account balance of \$1,150,168

- A motion was made by Paul Knupp and seconded by Scott Matson to approve the bill pay list as presented. Motion carried.

## **Old Business:**

### **Resolution 2019-35**

This Resolution contains five items and intends to help clarify the Board's priorities and help determine what direction to give to the Planning Commission. There was a joint work session with the Planning Commission last month but not all the items listed on the resolution were discussed.

- A motion was made by Stephanie Verna and seconded by Paul Knupp to table Resolution 2019-35 until 2020. Motion carried.

### **Stormwater Management Ordinance (2019-03) – Vote to advertise**

Mr. Carcella requested this topic be tabled until January 2020 to follow the County's (possible) adoption of their Stormwater Management Ordinance on December 12, 2 days after our next scheduled meeting on December 10.

## **New Business:**

### **Ligonier Township 2020 Budget**

The Finance Committee met a few time and is recommending the adoption of a \$2.7M budget for 2020. (\$2.32M General Fund + \$390k Liquid Fuels) Note the Township is in a good financial position and anticipates a 2019 year-end \$75k deficit that will be carried over while there will be no tax millage rate increase.

- A motion was made by Scott Matson and seconded by Stephanie Verna to advertise the 2020 Budget. Motion carried.

### **Ligonier Township 2020 Employee Holiday Schedule**

- A motion was made by John Beaufort and seconded Paul Knupp by to approve the 2020 Employee Holiday Schedule. Motion carried.

### **Ligonier Camp & Conference Center LDP for Preliminary Approval with Conditions**

Patrick Myers from the Camp & Conference Center and Doug Coffman from Markosky Engineering were in attendance and shared preliminary plans. They attended the Planning Commission meeting last month. The Center serves 1,900 participants in the summer, ~6,000 throughout the year. Their summer programs have grown significantly over the last 10 years as they have 1) added a family camp and need more space to meet demand, 2) expanded a program for autistic kids day camp, and 3) added a new program working with foster care kids.

The proposed building has geo-cell grid stormwater controls – corrugated, collects stormwater and gives it time to settle instead of immediate runoff, a stormwater retention basin, collects runoff, erosion & control.

## **Q&A**

Is it two story? There is a storage area underneath.

Supervisor Beaufort said the fire department sent a letter outlining their concerns.

Solicitor Korn asked if the Township's engineer (Jacob Bolby) had feedback. Mr. Coffman answered yes and the comments will be addressed prior to asking for final approval. The Planning Commission recommends the Supervisors grant a preliminary conditional approval of the plan and the Camp & Conference will have to go through the process again (go before the Planning Commission and the Board of Supervisors) once the conditions have been met for the final approval. Mr. Carcella would rather have the facility bonded (as opposed to holding a check) as it will be less costly for them.

- A motion was made by John Beaufort and seconded by Paul Knupp to grant a preliminary conditional approval. Motion carried.

Mr. Coffman asked if the issues outlined in the Fire Department's letter are items that need to be addressed prior to the final approval. Solicitor Korns answered yes and further clarified that the MPC rules require that he send them a resolution that enumerates the conditions that have been attached to the conditional approval.

### **National League of Cities (NLC) Service Line Warranty Program**

Ashley Sharwosky, from Utility Service Partners Inc. presented the NLC Service Line program that her company administers. Her company has A+ Better Business Bureau rating. They're located in Washington County and have been in business for 16+ years.

The Pennsylvania Municipal League endorses this program, which is designed to address the public policy issue of aging infrastructure and covers the homeowners' portion of this, the external lines that are not covered by the municipality. They partner with the Township to provide an optional program to residents; providing homeowners protection on their water or well lines, sewer or septic lines and indoor plumbing. They offer a "turnkey" approach for the Township, handling all aspects of the program including the marketing, billing, claims processing, and customer service at no cost to the Township. The Township would receive an incremental revenue stream for their participation. The program raises awareness; it is a "free educational campaign." Informational letters are sent to all residents that explains homeowners' responsibilities. For a few dollars a month, if they choose, residents can transfer risk to her company. They can make a call 24x7, 365 days a year if they have an issue and NLC will dispatch a local, licensed plumber or contractor to make repairs. They only use local workers as they know the local codes and this keeps money in our local economy. If a partnership were developed, a contractor network would be created; contractors undergo a detailed vetting process with background checks and drug screenings. Contractor agreements include calling customers within 4 hours of filing a claim and being onsite within 24 hours.

Coverage includes three separate voluntary programs: 1) external water line coverage, including well lines, 2) external sewer line coverage, including septic lines and 3) in home plumbing. The external line programs are set up similar – the coverage begins where the municipality coverage ends and goes up to the point of entry in their homes. Broken, cracked, and/or leaking pipes, tree roots, a clog blocking the line– anything impeding flow is covered. Also covers thawing of frozen external water lines. Customers call and they dispatch a plumber who bills NLC directly. Expenses are covered up to \$8,500 towards each and every repair, per incident. No annual or lifetime limit; no service fee or deductible. In-home plumbing covers water and sewer lines in the house up to the point of entry, including lines under a slab and/or basement floor as well as clogged toilets- up to \$3,000 per incident. They find that people who enroll in this service tend to be more proactive with scheduling repairs.

Revenue Stream – The Township would receive \$.50 per month per program each resident enrolls in, up to \$1.50 per month per household. Revenue is paid out annually every January. Some townships deposit this money into their general fund while others use the revenue to fund public good programs.

Marketing is always done via direct mail. They seek the township's review and approval prior to mailing. The Township can provide input. Mailings are capped at 3xs a year. First mailing is an

introductory letter on Township letterhead that includes a diagram of lines and where their coverage starts along with an enrollment form.

They have just under 700 Municipal partners across the US, 32 in PA.

Supervisor Knupp asked who the closest participating municipality is: New Kensington

Supervisor Verna asked what is the percentage of households opting in after 1 year of marketing: The national average is 8-12% for one program, after 3 years of marketing; it increases 15-20%.

\$5.75 per month for external water line coverage

\$7.75 per month for external sewer line coverage

\$9.99 per month indoor plumbing line coverage

Billed month to month, but residents have the option of paying monthly / quarterly / annually. Can cancel at any time and they will refund any unused premium. Coverage is provided regardless of the age, material, and length of customer's line. If repairs need to be made and the current materials are not up to regulation codes (e.g. terra cotta pipes), they will be brought up to current code. (They do not make repairs just to bring it up to code.)

- A motion was made by John Beaufort and seconded by Scott Matson to approve the NLC Service Line Warranty Program, pending Solicitor's legal review. Motion carried.

### **Administrative Assistant**

The Personnel Committee interviewed candidates for the administration assistant vacant position.

- A motion was made by Stephanie Verna and seconded by Paul Knupp to make a job offer to Tracy Krowchak at a rate of \$14/hour not to exceed 30 hours a week. Motion carried.

### **Nelson Minor Subdivision**

State Route 259, Waive Preliminary – Final

Joe Davis from Ross Surveying representing the Nelsons who own a little over 200 acres of land along route 259. They would like to subdivide the property on the east side of 259, that contains 62 acres of improvements (house, barn, etc.) and the remaining lot on the other side is 139 acres of agriculture fields. Request to waive preliminary approval and go straight to final approval.

- A motion was made by John Beaufort and seconded by Paul Knupp to approve the minor subdivision. Motion carried.

### **Outside Inn / Menzie Farm**

Re-Plot – Final

Joe Davis from Ross Surveying representing Outside Inn- a school with property on one side in Fairfield Township and other is Ligonier Township. Earlier in the year, they purchased the adjacent Menzie Farm. They would like to subdivide the land down the middle of the road and attach the undeveloped portion of the property – so that one side is school and one side is farm.

Only 21 acres are in the Ligonier Township. Plan was submitted to county (October 4) as well since Fairfield does not have their own Zoning. Request went before the Planning Commission and Mr. Davis is asking for final conditional approval (pending the county signing off).

- A motion was made by John Beaufort and seconded by Wade Thomas to grant final conditional approval. Motion carried.

### **Ligonier Township Tobacco / Vaping Policy**

The Township has a Tobacco / Smoking policy along its trail & Wilpen Park. Request came from Penn State Extension group - "Young Lungs At Play" to adopt a policy statement that includes Vaping due to the recent health concerns. If adopted, they would provide signage for our park (Wilpen) and trail.

- A motion was made by Stephanie Verna and seconded by John Beaufort to adopt a policy so that our Township parks and trails are Tobacco and Vaping Free. Supervisor Thomas voted nay, motion carried 4-1.

### **Council of Government Meeting**

Mr. Carcella attended a COG meeting a couple weeks ago and heard a presentation from Alan Kubler from Penn Future (a non-profit) in Erie County. He is proposing working with the COGs and local governments on programs to help municipalities and authorities digitize their records. These paper records could then be eliminated by storing them on a cloud. Working with the DCED to get funding for the project through the COG as a priority project. Benefits include streamlining our right-to-know request process and saving administrative staff time, but it would take a lot of time transitioning.

### **Support Letter for MAWC's PA Small Water & Sewer Grant Application For the Charlotte - Hi-Acres Residents**

This letter is addressed to MAWC's Curt Fontaine, in support of the grant application MAWC is submitting on behalf of the Township's residents living along the Charlotte – Hi Acre Drives. The grant project would replace their aging private water line and transfer ownership to MAWC. The grant covers 85% of the cost, but there is a 15% match requirement that will have to come from the homeowners. Therefore, we need to form a Home Owners Association to move this project forward. If we do not get this grant, we will have to create a "Plan B". The grant is due December 13.

- A motion was made by Scott Matson and seconded by Paul Knupp to support the grant application project. Motion carried.

### **Supervisors Comments**

Supervisor Matson addressed Mr. Springer and clarified his only concern is the garbage – cleaning it up, there are places where garbage is piled up, and it is quite a mess.

Supervisor Beaufort added that it was never the intent to go into people's home, just trying to clean up the Township and make it easier on people and less expensive.



Supervisor Knupp added that it important to help others whose property values are affected. When there are complaints, we need to address them.

- A motion was made John Beaufort and seconded by Paul Knupp to adjourn at 8:05p.m. Motion carried.

Respectfully submitted,  
Bethany Caldwell  
Assistant Secretary/Treasurer