

**LIGONIER TOWNSHIP SUPERVISORS  
ORGANIZATION MEETING**

*January 4, 2021*

The Supervisors of Ligonier Township met at 4:00 p.m. on the first Monday of the year for the purpose of organizing. Present were Supervisor John Beaufort, Supervisor Paul Knupp, Supervisor Stephanie Verna, Supervisor, D. Scott Matson, and Supervisor Dan Resenic.

The meeting was called to order by the Township's Solicitor, Michael Korn. The meeting opened with the Pledge of Allegiance and then a moment of silence was observed for Pennsylvania Representative Mike Reese.

There were no public comments.

Organization of the Board:

1. A motion was made by Paul Knupp and seconded by Scott Matson to appoint John Beaufort as **Chair of the Board** for 2021. Motion carried.
2. A motion was made by John Beaufort and seconded by Scott Matson to appoint Paul Knupp as **Vice Chair of the Board** for 2021. Motion carried.

Appointments:

3. A motion was made by Paul Knupp and seconded by Dan Resenic to reappoint Stephanie Verna as **Secretary / Treasurer** for 2021. Motion carried.
4. A motion was made by Stephanie Verna and seconded by Dan Resenic to set the **Treasurer's bond** at \$600,000. **Authorized signers** for all Ligonier Township's financial accounts shall include the following: John Beaufort, Stephanie Verna, Paul Knupp, Dan Resenic, and Terry Carcella in 2021. Motion carried.
5. A motion was made by Stephanie Verna and seconded by Dan Resenic to reappoint Bethany Caldwell as the **Assistant Secretary / Treasurer** for 2021. Motion carried.
6. A motion was made by Stephanie Verna and seconded by Scott Matson to reappoint Berkheimer as the **Act 511 taxes and wages and local services tax collector** in 2021. Motion carried.
7. A motion was made by Stephanie Verna and seconded by Scott Matson to reappoint Terry Carcella as **representative** to the **Act 32 Westmoreland County Wage Tax Committee** in 2021. Motion carried.

8. A motion was made by Stephanie Verna and seconded by Dan Resenic to appoint Bethany Caldwell as the **alternate** to the **Act 32 Westmoreland County Wage Tax Committee** in 2021. Motion carried.
9. A motion was made by Paul Knupp and seconded by Dan Resenic to reappoint Stephanie Verna and Terry Carcella as the **Chief Administrative Officers of the Non-Uniformed Pension Plan** for 2021. Motion carried.
10. A motion was made by Stephanie Verna and seconded by Dan Resenic to reappoint Jim Nieuwma as the **Open Records Officer** in 2021. Motion carried.
11. A motion was made by Stephanie Verna and seconded by Dan Resenic to reappoint Jim Nieuwma as the **Code Enforcement Officer** and Tracy Krowchak as the **Assistant Code Enforcement Officer** for 2021. Motion carried.
12. A motion was made by Dan Resenic and seconded by Paul Knupp to reappoint Jim Nieuwma as the **Zoning Officer** and the **Community Development Officer**, and Terry Carcella as the **Zoning Administrator** for 2021. Motion carried.
13. A motion was made by Dan Resenic and seconded by Paul Knupp to reappoint Mike D'Arrigio as the **Sewage Enforcement Officer** for 2021. Motion carried.
14. A motion was made by Paul Knupp and seconded by Dan Resenic to reappoint Mesko Engineering as the **alternate** Sewage Enforcement Officer for 2021. Motion carried.
15. A motion was made by Stephanie Verna and seconded by Paul Knupp to appoint Dan Weimer as the **Chair of the Vacancy Board** in 2021. Motion carried.
16. A motion was made by Stephanie Verna and seconded by Paul Knupp to reappoint Wessel & Company as the **Township's Certified Public Accountant** performing the 2020 Township Audit. Motion carried.
17. A motion was made by Paul Knupp and seconded by Dan Resenic to reappoint MBM Law Firm and Solicitor Michael Korn as the **Township's Legal Counsel** for 2021 at the hourly rate of \$125 per hour in 2021 (same rate as last year). Motion carried.
18. A motion was made by Dan Resenic and seconded by Paul Knupp to reappoint Ben Faas and Jake Bolby as the **Township's Engineers** at a contracted rate of \$123-\$133 per hour and a flat meeting attendance rate of \$125 per meeting in 2021. Motion carried.

19. A motion was made by Stephanie Verna and seconded by Dan Resenic to appoint Barb Nalle to the **Planning Commission** for a 5-year term expiring 12/31/2025. Motion carried.
20. A motion was made by Scott Matson and seconded by Dan Resenic to reappoint Bob Smithley to the **Zoning Hearing Board** for a 5-year term expiring 12/31/2025. Per Resolution R-20-23 Doug Kertz's reappointment expires 12/31/2024 and Ed Oles reappointment expires 12/31/2022. Motion carried.
21. A motion was made by Stephanie Verna and seconded by Dan Resenic to expand the **Recreation Board** from five to seven members per Resolution R-21-01 by appointing Tina Smitley to a 5-year term expiring 12/31/2025, and Todd Bowers to a 4-year term expiring 12/31/2024. Motion carried.

The Supervisors directed staff to advertise the 3-year term position (expiring 12/31/2023) vacancy.

22. A motion was made by Stephanie Verna and seconded by Paul Knupp to reappoint the **Ligonier Beach Park Development Committee** members to serve a term of one year, including the following - all administrative staff members of Ligonier Township, Supervisors D. Scott Matson, Planning Commission members, Sheila Grimm and Mickey Corb; Recreation Board members, Larry Shew and Bob Gangawere, Butch Bellas from Ligonier Borough, and the following residents: Julie Donovan, Melissa Eller, and Mark Sorice, to work with the Engineering appointment and Landscape Architect. Motion carried.
23. A motion was made by Stephanie Verna and seconded by Dan Resenic to appoint William Stablein to the **Ligonier Township Municipal Authority Board** for a 5-year term expiring 12/31/2025. Motion carried.
24. A motion was made by Paul Knupp and seconded by Dan Resenic to appoint Stephanie Verna to the **Ligonier Valley Police Commission** for a 4-year term expiring 12/31/2024. (Charter page 6, section C). Motion carried.
25. A motion was made by Stephanie Verna and seconded by Paul Knupp to appoint Steve Kozar as a citizen member to the **Ligonier Valley Police Commission** for a 2-year term expiring 12/31/2022. (Charter page 6, section G). Motion carried.
26. A motion was made by Stephanie Verna and seconded by Dan Resenic to appoint Paul Knupp a member of the Board of Township Supervisors, as alternate to the **Ligonier Valley Police Commission** for a 2-year term expiring 12/31/2022. (Charter page 6, section H). Motion carried.

Note: Paul Knupp might only serve the remaining year of his position.

27. A motion was made by Stephanie Verna and seconded by Paul Knupp to appoint John Beaufort as the **Emergency Management Coordinator** and Steve Kozar as the **Assistant Emergency Management Coordinator** in 2021. Motion carried.
28. A motion was made by Paul Knupp and seconded by Dan Resenic to appoint John Rhodes as the **Chair of the Agriculture Security Program** in addition to Lewis Thomas and Alan Smith serving on this program in 2021. Motion carried.

#### Select Depositories

29. A motion was made by Stephanie Verna and seconded by Paul Knupp to select First Commonwealth Bank as the **depository** for the General Fund, the Developers / Escrow Fund and the Ligonier Beach Park Fund in 2021. Motion carried.
30. A motion was made by Paul Knupp and seconded by Dan Resenic to select Commercial National Bank as the **depository** for the Liquid Fuels Fund and the Capital Fund in 2021. Motion carried.

#### Establish Regular Meetings & Pay

31. A motion was made by Dan Resenic and seconded by Scott Matson to designate the second Tuesday of each month at 7:00 p.m. and fourth Tuesday of each month at 4:30 p.m. at the Municipal Complex located at 1 Municipal Park Drive, as the **regular meeting location, time and dates** for the Ligonier Township **Supervisors** in 2021. Motion carried. (Note: there is an option for both Supervisors and residents to attend these meetings remotely.)
32. A motion was made by Paul Knupp and seconded by Scott Matson to establish payment of the **Supervisors' stipends** on a quarterly basis, limited to the maximum amount stipulated by the Second Class Township code and approved by the Township Auditors (\$2,500 annual) in 2021. Motion carried.

Note: the Township Auditors are scheduled to meet tomorrow, Tuesday, January 5, 2021.

33. A motion was made by Paul Knupp and seconded by Stephanie Verna to follow the **IRS standard mileage rate** at 56 cents per mile in 2021. Motion carried.

34. A motion was made by Dan Resenic and seconded by Stephanie Verna to designate the fourth Thursday of each month at 7:00 p.m. at the Municipal Complex located at 1 Municipal Park Drive as the **Planning Commission's regular meeting location, time, and dates** in 2021. The **Planning Commission members** are compensated at a rate of \$30 per meeting to be paid quarterly in 2021. Motion carried.
35. A motion was made by Stephanie Verna and seconded by Paul Knupp to designate the third Tuesday of each month at 7:00 p.m. at the Municipal Complex located at 1 Municipal Park Drive as the **Zoning Hearing Board's regular meeting location, time, and dates** in 2021. The **Zoning Hearing Board members** are compensated at a rate of \$30 per meeting paid quarterly in 2021. Motion carried.
36. A motion was made by Stephanie Verna and seconded by Dan Resenic to designate the second Monday of each month at 7:00 p.m. at the Municipal Complex located at 1 Municipal Park Drive as the **Recreation Board's regular meeting location, time, and dates** in 2021. Motion carried.

Public Comment - none

A motion was made by Paul Knupp and seconded by Dan Resenic to adjourn the meeting at 4:22 p.m. Motion carried.

Respectfully submitted,

Bethany Caldwell  
Assistant Secretary / Treasurer