

Ligonier Township Supervisors
Regular Meeting Minutes
January 4, 2021

The Supervisors of Ligonier Township met in regular session at 4:30 PM. Present were Chair, John Beaufort; Vice Chair, Paul Knupp; Secretary/Treasurer, Stephanie Verna; Supervisor, D. Scott Matson; and Supervisor, Dan Resenic.

- A motion was made by Paul Knupp and seconded by Stephanie Verna to approve the minutes from the December 8, 2020 meeting. Motion carried.

Committee Appointments

Finance Committee – Stephanie Verna & John Beaufort

Personnel Committee – Paul Knupp & Stephanie Verna

Public Works Committee – Scott Matson & Dan Resenic

Community Development – Dan Resenic & Paul Knupp

Manager Report

Recycling Program – the littering and cross contamination continues and staff cannot find any other providers at a comparable cost (~\$60/month). It is a popular program, but it is problematic. Suggest adding more containers or eliminate the program. The Supervisors directed staff to order more containers.

Solicitor Report

Mr. Korns drafted a records retention policy that follows the Pennsylvania record retention act, keeping sensitive records per the guidelines. Supervisor Verna asked about a policy with procedures, that would set a schedule, provide a list of records to be destroyed for their approval. Supervisor Verna requested R-21-03 be tabled so that procedures can be added to the policy.

Public Works Report

12/16/20 Snow Storm – Mr. Morgan went over the timeline of events that included pre-treating the roads as well as the entire crew operating plows. There was a discussion about keeping up with the snowfall while balancing with staff safety. There were times staff were instructed to stand down when there were white-out conditions and low visibility.

Supervisor Matson asked about possible options, calling in the part-timers, using the high-lift and the graders.

Supervisor Resenic asked about the language in the union contract, does it say anything about the start times? (No)

There was a discussion about the current fleet, do we need to buy a bigger truck when these events happen once every few years.

There is a set schedule for clearing roads, the crew is assigned to roads. Supervisor Beaufort said the fire departments should be a high priority in the storms.

Supervisor Knupp thanked Mr. Morgan for staying the night during the storm. Not many people would do that.

Engineers Report

Mr. Faas went over the revised Act 537 Plan; the next step in the process is to publicly advertise its pending adoption and have a 30 day public comment period, then incorporate comments into the plan prior to submitting it to the DEP. This will be on the January 26 meeting agenda,

- A motion was made by Scott Matson and seconded by Dan Resenic to advertise the Act 537 Plan. Motion carried.

Ligonier Valley Police Department Report

In December there were 504 calls, 330 were from the 911 dispatcher, 11 criminal arrests, issued 45 vehicle citations – working on the 2020 annual report.

Zoning & Code Report

December was slow month for permits, but there was a lot of real estate transactions so lien letters were up and there were some big projects this year. No new code complaints.

Correspondence

1. AA Septic quote for 2021 service 10 cents per gallon, same rate as last year.
 2. Girl Scouts Silver Badge project letter
- A motion was made by Stephanie Verna and seconded by Dan Resenic to accept this project pending a schematic diagram and an outline with details. Motion carried.
3. Citizens to Preserve Ligonier Valley thank you letter regarding progress and adopting new Gas & Oil Zoning amendment
 4. Idlewild letter donation to the LVPD (\$1,234) – Supervisors Knupp requested a thank you letter be sent
 5. Ligonier Valley Library thank you letter for the Township's donation

Treasurer Report

Supervisor Verna reported the account balances as of January 4:

General Fund	\$ 193,525
General Fund Reserves	686,893
Liquid Fuels Tax Fund*	86,261
Capital Fund Reserves*	27,564
Ligonier Beach Park*	429
Mill Creek Memorial Park*	29,005
Charlotte Hi Acre Waterline*	1,428

Total Funds Balance: \$1,025,105

*denotes funds are restricted

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

Executive Session

Tabled for next meeting.

Old Business

1. Ligonier Beach Request for Public-Private Partnership Proposals – no proposals received to date, however did receive an inquiry today regarding a music venue. Next Ligonier Beach Park committee meeting scheduled for February 4. Supervisor Beaufort has paperwork from the Department of Health to review, including the original permits.

New Business

1. Resolution 21-02, 2021 Fee Schedule

Supervisor Beaufort asked if any stormwater related fees have been collected. Mr. Nieuwsma said reviews started in the fall of 2020 with most of them being a \$25 no harm fee.

- A motion was made by Stephanie Verna and seconded by Paul Knupp to adopt R-21-02. Motion carried.

2. Resolution 21-03, Record Retention Policy – tabled

3. Resolution 21-04, Fund Balance Policy

The General Fund balance on January 1, 2021 = \$222,639. This policy follows GASB Standards, sets targets and specifies how much funding should be carried over each year so that the Township does not need to borrow so it can get through the first quarter before real estate revenue is received in the spring.

- A motion was made by Stephanie Verna and seconded by Paul Knupp to adopt R-21-04. Motion carried.
4. LED Outdoor Lighting Quotes
- A motion was made by Paul Knupp and seconded Dan Resenic by to accept the low bid of \$8,100 with ½ funds from the general fund and ½ from the capital fund.

Supervisor Comments

Supervisor Knupp – thanked admin staff for managing the budget, thanked public works for their response during the snow storm, thanked the police for protecting the community.

Supervisor Matson – would like to see lights and cameras installed at the Township's other properties including the ash pile, the Beach Park, and fix the system at the complex, while giving the Supervisors and Police access.

Supervisor Verna – asked about the camera security process, requested a workshop be held after Mr. Korn's sets up policy, also suggested presentations from service providers.

Supervisor Resenic – asked if the Township has looked at PV installation on the Township's building roof. Mr. Carcella explained that we did, but the roof needs improvement/repair and we'd like to combine this project with a possible PV field near an LTMA sewage plant to offset its electricity use.

- A motion was made by Stephanie Verna and seconded by Dan Resenic to adjourn the meeting at 5:41 PM. Motion carried.

Respectfully submitted,

Bethany Caldwell
Assistant Secretary/Treasurer

Ligonier Township, Westmoreland County, PA
Bill Payments for All Vendors
 December 23, 2020 through January 4, 2021

Vendor	Type	Num	Date	Amount
Dec 23, '20 - Jan 4, 21				
Ligonier Valley Police Department	Bill Pmt -Check	23878	12/29/2020	113,542.83
AA Septic Tank Service	Bill Pmt -Check	23879	01/04/2021	200.00
AFLAC	Bill Pmt -Check	23880	01/04/2021	102.92
American Rock Salt Company LLC	Bill Pmt -Check	23881	01/04/2021	3,014.00
Aqua Filter Fresh	Bill Pmt -Check	23882	01/04/2021	17.60
Credit Card Dept-First Commonwealth Bank	Bill Pmt -Check	23883	01/04/2021	426.86
Fayette Parts Service, Inc.	Bill Pmt -Check	23884	01/04/2021	37.76
Glassmere Fuel Service	Bill Pmt -Check	23885	01/04/2021	1,573.20
JSB Holding, Inc.	Bill Pmt -Check	23886	01/04/2021	394.15
Municipal Authority of Westmoreland Count	Bill Pmt -Check	23887	01/04/2021	588.50
Napotnik Welding Supplies	Bill Pmt -Check	23888	01/04/2021	131.40
Pa State Association of Boroughs	Bill Pmt -Check	23889	01/04/2021	125.00
Pleasant Unity Supply	Bill Pmt -Check	23890	01/04/2021	258.00
PPC Lubricants	Bill Pmt -Check	23891	01/04/2021	709.50
Smith Propane & Oil	Bill Pmt -Check	23892	01/04/2021	1,280.07
The EADS Group	Bill Pmt -Check	23893	01/04/2021	413.23
The Latrobe Bulletin	Bill Pmt -Check	23894	01/04/2021	89.80
Travelers	Bill Pmt -Check	23895	01/04/2021	1,225.00
Tri Star	Bill Pmt -Check	23896	01/04/2021	313.80
UAW LOCAL 204	Bill Pmt -Check	23897	01/04/2021	320.80
UniFirst Corporation	Bill Pmt -Check	23898	01/04/2021	50.20
West Penn Power	Bill Pmt -Check	23899	01/04/2021	131.45
Western Pennsylvania Teamsters and Em...	Bill Pmt -Check	23900	01/04/2021	17,646.51
William Funk (V)	Bill Pmt -Check	23901	01/04/2021	64.40
Dec 23, '20 - Jan 4, 21				142,656.98

1-4-2021

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Ligonier Township, Westmoreland County, PA

Bill Payments for All Vendors

December 22, 2020

Vendor	Type	Num	Amount
Dec 22, 20			
AA Septic Tank Service	Bill Pmt -Check	23854	250.00
Fayette Parts Service, Inc.	Bill Pmt -Check	23855	25.09
FirstNet	Bill Pmt -Check	23856	86.18
Glassmere Fuel Service	Bill Pmt -Check	23857	1,195.40
Greensburg Minuteman Press	Bill Pmt -Check	23858	176.92
Higher Information Group	Bill Pmt -Check	23859	11,250.00
Laurel Valley Hardware Inc.	Bill Pmt -Check	23860	6.21
Ligonier Giant Eagle	Bill Pmt -Check	23861	25.00
Ligonier Stone & Lime Concrete Company	Bill Pmt -Check	23862	1,880.00
Ligonier Valley Police Department	Bill Pmt -Check	23863	402.04
LVTech	Bill Pmt -Check	23864	15,670.00
Maiello, Brungo & Maiello, LLP	Bill Pmt -Check	23865	3,012.50
McInchok Sanitation	Bill Pmt -Check	23866	135.00
PSATS	Bill Pmt -Check	23867	1,646.00
Russ Berkey	Bill Pmt -Check	23868	98.50
Smith Propane & Oil	Bill Pmt -Check	23869	560.37
Standard Insurance Company	Bill Pmt -Check	23870	723.92
SWIF	Bill Pmt -Check	23871	4,054.00
The Latrobe Bulletin	Bill Pmt -Check	23872	130.00
Total Service, Inc.	Bill Pmt -Check	23873	174.21
Tri Star	Bill Pmt -Check	23874	313.80
UniFirst Corporation	Bill Pmt -Check	23875	101.90
Washington National Insurance Company	Bill Pmt -Check	23876	303.40
West Penn Power	Bill Pmt -Check	23877	426.22
Dec 22, 20			42,646.66

1-4-2021

12:43 PM

12/21/20

Ligonier Township - Escrow Account

Bill Payments for All Vendors

December 22, 2020

<u>Vendor</u>	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Amount</u>
Dec 22, 20 Ross Surveying, Inc.	Bill Pmt -Check	1013	12/22/2020	280.00
Dec 22, 20				<u>280.00</u>

1-4-2021
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