

**Ligonier Township Supervisors
Regular Meeting Minutes
July 13, 2021**

The Supervisors of Ligonier Township met in regular session at 7:00 p.m. Present were Chair, John Beaufort; Vice Chair, Paul Knupp; Secretary/Treasurer, Stephanie Verna; Supervisor, D. Scott Matson; and Supervisor, Dan Resenic.

Also present were Manager, Terry Carcella; Solicitor, Michael Korn; Engineer Ben Faas; Zoning Officer, Jim Nieuwsma, and Finance Officer, Bethany Caldwell.

Public Comment “A”

1. Jim Stewart, 104 Sparrow Lane – asked about the Mountain Road project quotes agenda item. He wanted to know why the project would be bid out when the Township has a public works department that normally does this type of work.

2. Julie Donovan, representing Friends Of Ligonier Beach (FOLB) – formally requested approval to schedule a “Community Clean Up Day,” at the Ligonier Beach property on Saturday, July 31 from 8 a.m. to noon.

- A motion was made by Stephanie Verna and seconded by Paul Knupp to approve the minutes from the June 22, 2021 meeting. Motion carried.

Supervisors Comment

Supervisor Resenic – at the last meeting there was a discussion about moving the monthly Public Works committee meeting.

- A motion was made by Dan Resenic and seconded by Stephanie Verna to authorize the advertisement of a regular monthly Public Works committee meeting, to be held immediately following the regular workshop held at 4:30 p.m. on the fourth Tuesday of each month. Motion carried.

Supervisor Resenic also asked that a monthly report listing new building permits and demolition permits be provided to the Ligonier Township Municipal Authority secretary; this will improve LTMA customer service as they will be able to make adjustments with this information. Supervisor Verna asked that the report be circulated to the Township Supervisors as well and that it include the addresses of the new buildings / demo.

Supervisor Verna – would like to pursue the Beach cleanup and asked how to move forward.

Chairman Beaufort offered to supply the dumpster(s) for any vegetation that is removed and wants to see the filters cleaned out and protected.

Mr. Korn to provide waivers of liability for the volunteers to sign on-site.

- A motion was made by Supervisor Verna and seconded by Dan Resenic to authorize a community cleanup be held on Saturday, July 31 from 8-noon, under the condition that all volunteers sign the provided waiver. Motion carried.

Supervisor Resenic added that the volunteers should not go inside the buildings as they are not safe – all work should be done outside.

Supervisor Knupp – deferred.

Supervisor Matson – deferred.

Manager's Report

Mr. Carcella shared the Strategic Management Planning Project schedule and gave a brief update. The project kicked off on June 25, the final report is due January 2022, with interim reports provided as we work through the budget process. There is a possibility DCED will help fund future projects that are identified in this report.

Correspondence

1. Ligonier Air Quality Monitor Press Release
2. Hanson Aggregate Letter – raised their prices, but does not affect the Township's contracted rates
3. Department of Transportation Reimbursement Notification – providing additional agreement funding due to severe winter
4. PSATS Letter, save the date Oct 14-15, business meeting / training in Hershey
5. Westmoreland Conservation District Stormwater Ordinance 20-OR-01 Letter

Engineers Report

Opening of Mountain Road Project Sealed Written Quotes

Three bids were received:

1. Lucas Knupp - \$10,146
2. Ligonier Construction - \$17,922
3. Ramsey Excavating- \$12,600

Supervisor Matson asked about the specifications. There is a sketch in the bid package- at Kinsey Farm Road it is 46 feet wide to cover the radiuses, then it narrows down to a 22 foot width, then overlaying an area down to match the existing 20 foot width road.

Chairman Beaufort called for a motion to award the job, provided our engineer reviews the paperwork (bond, insurance, etc.) and ensures it is correct and the Public Works department signs off.

Supervisor Matson asked if it is bonded? Yes.

Supervisor Knupp asked if the project was budgeted? No, it was not in the General Fund budget, it would have to come out of the Liquid Fuels budget.

Supervisor Matson asked what would it cost for the Township to do the job? It would cost approximately \$5,000 in materials to cover 2,500 square feet.

Supervisor Verna asked if the cost was for materials and labor? No, this is the cost of materials only. The cost of a day's labor is approximately \$1,500 and we pay that anyhow. How many days? Approximately one day.

Supervisor Matson asked if our crew can do the job at the same level of quality as these contractors can – he doesn't question the crew, but he does question the paver. Herholz (Ligonier Construction) completed work out by the Ligonier Beach and did a nice job. Ramsey did the Forks Inn; he did a nice job. And Knupp paved near Ross Mountain Park and several driveways in Waterford, he did a nice job. He does not have a problem subbing the job out to the Knupps since that is what some residents want.

Supervisor Resenic said this is a good opportunity for the Publics Works department to show that they have the equipment and the expertise to do a good job. And if they do a substandard job, he will make a motion to sell all paving equipment and will bid out everything dealing with paving from here on out. He has heard the complaints about the quality of the paving. In front of his house on Kissell Springs Road is a paving job from a couple years ago that wasn't done properly. This is a good opportunity- it saves the taxpayers money to go with the Public Works Department and let them show us that they're capable of doing good quality work.

- A motion was made by Scott Matson and seconded by Dan Resenic to award the job to the Lucas Knupp, provided that he is properly insured and bonded. Supervisor Matson voted yes, Supervisors Verna, Resenic, and Beaufort voted no, Supervisor Knupp abstained. Motion failed.

The Public Works department will do the Mountain Road project.

Ligonier Beach Demo Specs

Mr. Faas contacted an architect who estimated it would cost \$22k to cover the demo plan specs, bidding, and construction admin. The township could save \$7k if we hand over the bid docs (project cost is then \$15k).

Supervisor Verna asked for clarification – this expense is to pay someone to put together the scope of demolition? Yes. Why? This is the only way you can bid out a project like this and make sure you're comparing apples to apples.

There was a discussion about the County's demo grant process. The next round of County demo funding is this fall – construction would begin next summer. There was also a discussion about grants, the Ligonier Beach Park fund balance and how to proceed. A portion of the Beach Park fund balance has been earmarked for grant match money (\$64k of \$123k, leaving \$59k unallocated). Will we have enough to

complete the project? Supervisor Resenic suggested we proceed and contact local foundations if we don't have enough grant money left to finish the demos.

Supervisor Verna asked if we want to include the project management service in the scope of work at \$7k. There was a discussion about future use of the land.

Supervisor Verna asked about time bound constraints. Project should be completed by year-end.

- A motion was made by Stephanie Verna and seconded by Dan Resenic to spend \$22,000 for project management (professional services) that include preparing the Ligonier Beach structure demolition bid package, advertising it and managing the project. Motion carried.
- A motion was made by Stephanie Verna and seconded by Dan Resenic to amend the previous motion and clarify that the funding come from the Ligonier Beach Project Fund. Motion carried.

Ligonier Valley Police Department Report

Chief Berger went over his June monthly report – there were 698 complaints, 499 of those originated from the 911 call center. There were 18 criminal arrests, 65 traffic citations issued, and officers participated in Drug Task Force with the County DA's office and state police on June 30 where 40 arrest warrants were served in multiple counties. Note that two of these arrests came from investigations that originated in Ligonier Township. Officers participated in Latrobe's DUI check point on July 2, where three DUIs and multiple other citations were issued. LVPD to host the next event with date, time and location to be determined. He also warned residents that there are a lot of scams, especially pertaining to unemployment schemes. Please do not give out your private personal information.

Supervisor Beaufort added that the scams extend to the Fire Department fundraisers as well – our local companies do not solicit by phone calls; they ask for donations by mail only.

Supervisor Matson asked about vehicle wrecks and who is responsible for cleaning up debris from accidents? In the future, the tow truck drivers need to be reminded.

Solicitor's Report:

Mr. Korn reported that an executive session was held after the June 22 Supervisors Meeting until approximately 6:30 p.m. and certified compliance with the Pennsylvania Sunshine Laws as the discussions pertained to personnel matters. An executive session was held today from 6:00 p.m. to 6:30 p.m. and was compliant with the Pennsylvania Sunshine Laws at they discussed personnel matters and real property.

Mr. Korn asked Supervisor Resenic for clarification on the motion he made under Supervisor Comments – to advertise for a work session to be held on the fourth

Tuesday of every month following the currently scheduled 4:30 workshop, specifically for the purpose of discussing Public Works? Yes, to start in July.

Public Works Report

The monthly report was reviewed and there was a Road Assessment ROW Maintenance presentation. Supervisor Verna asked how many employees are involved in the 6 week mowing cycle – one, as we only have one tractor. Supervisor Verna asked if there was a standard road width in the Township’s Subdivision and Land Development Ordinance (SALDO). Mr. Kornis clarified there is a 22-foot minimum to be Liquid Fuels eligible. Supervisor Matson thinks the road crew can do the work with a pole saw and the boom mower, or it can be subbed out. Supervisor Resenic asked how many pole saws does the Township have? What is the focus of the Public Works crew over the next few months? Raising Claycomb Road. Supervisor Verna said these are good things to be discussed at the next Public Works committee meeting - maintenance schedule for mowing, tree trimming, stormwater management, other major projects scheduled for the remainder of the year and how much time is left for unplanned events (breaks, weather, etc.).

Zoning & Code Report (attached)

A Zoning Hearing Board meeting is scheduled for July 20.

The Recreation Committee met last evening and discussed using their funds to regrade the Mill Creek Memorial Park and plant low maintenance plants. Received a quote from Laurel Nursery Garden landscaper to do this work for \$6,450, but could save \$3,000 if they provide their own top soil and would like to approach Dave Herholz.

The committee also recommended Mark Ferry (auctioneer) take an inventory of any materials / equipment that might be salvaged and auctioned off from the Ligonier Beach Park buildings (e.g. pizza oven) prior to demolition. Any proceeds could supplement the Parks & Rec fund.

- A motion was made by Stephanie Verna and seconded by Dan Resenic authorizing the Rec Board to proceed with pursuing opportunities to auction off equipment from the Ligonier Beach property with the condition any proceeds be used towards projects associated with the Ligonier Beach. Motion carried.

Deloris Ray Plan - this is a simple subdivision request.

- A motion was made by Scott Matson and seconded by Paul Knupp to approve the Deloris Ray Plan. Motion carried.

Treasurer's Report

Supervisor Verna reported the account balances as of July 13:

General Fund	\$316,452
General Fund Reserves	686,842
Liquid Fuels Tax Fund*	412,146
Capital Fund Reserves*	20,863
Ligonier Beach Park*	122,662
Mill Creek Memorial Park*	6,096
Charlotte Hi Acre Waterline*	1,548
Developer's Account*	1,907

Total Funds Balance: \$1,568,516

*denotes funds are restricted

- A motion was made by Stephanie Verna and seconded by Dan Resenic to approve the bills as presented. Motion carried.

Finance Office Report

A summary of the June financial activity was presented.

Old Business:

1. Ligonier Beach Park Demo – see previously made motions
2. Teeter Associates Contract – scope of work discussion

This item was to come back to the board before Teeter Associates could proceed. Staff met with FOLB, Supervisor, & Teeter Associates. Mr. Teeter requested three items before proceeding – 1) a project total cost estimate, 2) a pro-forma operating budget, and 3) an environmental study. After discussion, it was determined the FOLB committee needs more time to put together the project total cost estimate and operating budget; staff will send the environmental study from the first grant (acquisition) and to see if that will suffice.

3. Surveillance Quote – Advent's interior layout view

- A motion was made by Stephanie Verna and seconded by Dan Resenic to approve the Advent surveillance camera agreement, provided that the camera pointing in towards the police department be moved to provide full coverage of the hallway. Motion carried.

4. Property Maintenance Ordinance

- A motion was made by Stephanie Verna and seconded by Dan Resenic to advertise the property ordinance, but with the following two changes: 1) remove “B.1 grass exceeding 10 inches” in section 302.2 and remove references to the interior found in section 306.1. Motion carried, 4:1 with Supervisor Beaufort opposing.

The hearing will be scheduled to take place during the August 10, 2021 Supervisors meeting at 7:30 p.m.

New Business:

- A motion was made by Dan Resenic and seconded by Stephanie Verna to approve state Representative Leslie Rossi’s lease agreement at \$900/month for approximately 300 square feet of office space. Agreement is effective August 1, 2021 and ends November 30, 2022. Motion carried.
- A motion was made by Stephanie Verna and seconded by Paul Knupp to renew the Unifirst contract, locking in prices for uniform cleaning service for the next 5 years. Motion carried.

Public Comment “B”

1. Dave Brady, said that he realized the five Supervisors we have now are not road masters, he encouraged them to take a drive on the roads and see the work that is being done. He said we have a good crew and some equipment that is not so good. Should let the guys do what they are good at – mow the right of ways and trimming, leave the paving to the other outfits. If an inspector came out, we’d be ordered to do some tree work.

2. Mike Shadron, Unity Township has a 21-crew member responsible for a smaller area and less roads.

Supervisor Beaufort added that taxes are a problem too – Unity Township has more tax revenue from the retail businesses.

3. Debbie Nicely, thanked the Board for the opportunity to continue working on the Ligonier Beach Park.

4. Mike Matrunic, spoke as a private citizen and supports a strong property maintenance ordinance. He doesn’t want to put money into his house as he fears he won’t get a return on his investment due to neighbors that don’t take care of their property.

Supervisor Comments

Supervisor Matson – in response to the public’s comment about bidding out the Mountain Road paving job: he supports bidding out the work because of resident complaints. The crew is small, we don’t have a lot of staff, would rather they concentrate on other work. He is not a fan of Ligonier Township paving, he blames it on the machinery. For eight years, he has asked that the grader be used for snow plowing. He recently found out the four-wheel drive doesn’t work? The leaf blowers don’t perform well, that’s a \$200–\$300 item, this is a multi-million dollar business, recommends we get some new ones. Some of the equipment we’ve had down here for years, would support getting some new equipment. We can’t compare Ligonier Township to Unity Township – the tax base is completely different. But we can look at Cook Township, they have boom mowers and Fairfield Township – they have two boom mowers and that’s all they use. He might be in favor of another mower in the future, the roads are narrow, they need to be cut the width. The Township could be at fault if there is an accident. Regarding paving, we have two trucks. We can’t put a full load on the freight truck bed because the wrong hoist was installed. We have to make more trips hauling less material, it costs more in fuel and time. We are not saving money.

Supervisor Knupp – two things. First, he attended the fishing dock dedication with Mr. Nieuwsma at the Mill Creek Memorial Park, if you get a chance stop out and see it, it’s very nice. The fire departments are kicking off their annual fundraising – please remember they are still struggling from the pandemic and please be very generous.

Supervisor Resenic – thanked staff for their work.

Supervisor Verna – thanked staff for their professionalism and partnership with the teams. The public works committee meeting will be open to the public, so everyone can attend. We have some great citizens in the community moving the township forward (FOLB, air quality project). Continue working together with good intentions and good spirit.

Supervisor Beaufort – thanked staff and the FOLB. Proposed getting a van and taking the Supervisors for a ride around the roads.

- A motion was made by Stephanie Verna and seconded by Paul Knupp to adjourn the meeting at 8:48 PM. Motion carried.

Respectfully submitted,

Bethany Caldwell
Assistant Secretary/Treasurer

Ligonier Township, Westmoreland County, PA
Bill Payments for All Vendors
July 13, 2021

Vendor	Type	Num	Amount
Jul 13, 21			
AA Septic Tank Service	Bill Pmt -Check	24257	350.00
Allied Seals, Inc	Bill Pmt -Check	24258	23.16
Barbara Nalle	Bill Pmt -Check	24259	60.00
Comcast	Bill Pmt -Check	24260	133.35
Daniel Weimer	Bill Pmt -Check	24262	60.00
EZTexting	Bill Pmt -Check	24263	828.00
Fayette Parts Service, Inc.	Bill Pmt -Check	24264	5.38
FirstNet	Bill Pmt -Check	24265	86.34
Glassmere Fuel Service	Bill Pmt -Check	24266	3,368.83
Greensburg Minuteman Press	Bill Pmt -Check	24267	152.72
James Darr	Bill Pmt -Check	24268	60.00
JSB Holding, Inc.	Bill Pmt -Check	24269	394.15
Laurel Valley Hardware Inc.	Bill Pmt -Check	24270	21.24
Lehigh Hanson Heidelberg Cement Group	Bill Pmt -Check	24271	9,866.08
Ligonier Stone & Lime Concrete Company	Bill Pmt -Check	24273	154.00
LVTech	Bill Pmt -Check	24274	1,087.30
Michael W. McCaplin	Bill Pmt -Check	24275	30.00
Mickey Corb	Bill Pmt -Check	24276	30.00
Municipal Authority of Westmoreland Count	Bill Pmt -Check	24277	613.50
Pennsylvania Municipal Service Co.	Bill Pmt -Check	24278	24.14
Pennsylvania One Call System, Inc.	Bill Pmt -Check	24279	122.98
Rampart Security Systems	Bill Pmt -Check	24280	191.00
Royal Oak Retriever, LLC	Bill Pmt -Check	24281	60.00
Russell Standard Corp.	Bill Pmt -Check	24282	1,823.20
Sable Kennels	Bill Pmt -Check	24283	150.00
Shella Grimm	Bill Pmt -Check	24284	60.00
Stephenson Equipment, Inc.- Old Walsh	Bill Pmt -Check	24285	286.93
Susan McBroom	Bill Pmt -Check	24286	60.00
SWIF	Bill Pmt -Check	24287	972.00
The EADS Group	Bill Pmt -Check	24288	1,911.00
The Fastener Stop	Bill Pmt -Check	24289	14.66
TKL Code Inspection Service, Inc.	Bill Pmt -Check	24290	25,583.74
Total Service, Inc.	Bill Pmt -Check	24291	174.21
Town & Country Motors	Bill Pmt -Check	24292	2,434.86
Tricia Levander	Bill Pmt -Check	24293	1,154.28
U.S. Municipal	Bill Pmt -Check	24294	806.80
UAW LOCAL 204	Bill Pmt -Check	24295	327.86
UniFirst Corporation	Bill Pmt -Check	24296	48.20
Valley Landscaping & Lawn Care	Bill Pmt -Check	24297	806.00
Washington National Insurance Company	Bill Pmt -Check	24298	268.14
West Penn Power	Bill Pmt -Check	24299	340.11
Western Pennsylvania Teamsters and Employ	Bill Pmt -Check	24300	24,367.41
Jul 13, 21			79,311.57



7.13-21

2:48 PM
07/12/21

Ligonier Township - Escrow Account
Bill Payments for All Vendors
July 13, 2021

Vendor	Type	Num	Amount
Jul 13, 21			
Larry Shew-Rec	Bill Pmt -Check	1018	177.29
Ligonier Agway	Bill Pmt -Check	1019	9.48
Jul 13, 21			<u>186.77</u>

SV
7.13.21

2:26 PM

07/12/21

Ligonier Beach Property Project
Bill Payments for All Vendors
July 13, 2021

<u>Vendor</u>	<u>Type</u>	<u>Num</u>	<u>Amount</u>
Jul 13, 21 Ligonier Agway	Bill Pmt -Check	1008	114.97
Jul 13, 21			<u>114.97</u>

SV
7.13.21