

**Ligonier Township Supervisors
Regular Meeting Minutes
November 23, 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.

Also present were Manager, Terry Carcella; Solicitor, Michael Korn; Engineer Ben Faas; Public Works Director, Russ Morgan; Zoning Officer, Jim Nieusma, and Finance Officer, Bethany Caldwell.

Public Comment

1. Susan Crouse, from the Laurel Mountain Borough Council said the Borough would like to work with the Township to replace problematic private water lines. There was a conceptual discussion – the municipalities would seek funding to the replace existing private lines, transferring ownership of the new lines to MAWC.

- A motion was made by Stephanie Verna and seconded by Scott Matson to approve the minutes from the November 9, 2021 meeting. Motion carried.

Supervisors' Comments

Supervisor Resenic – asked about Nature Run Road as some residents have complained. What is the process to request that the speed limit be lowered since so many people use it for recreation purposes? After discussing the road's history and issues, staff were directed to contact PennDOT to request 1) they ensure the 45 MPH speed limit signs are posted at the required intervals and 2) a speed study since it is one of the most frequently used roads for walking / jogging / biking. Supervisor Resenic also asked if there was a list of personnel approved to operate the new mower – yes.

Supervisor Matson – no comment

Supervisor Knupp – deferred

Supervisor Verna – no comment

Supervisor Beaufort – no comment

Manager's Report

Mr. Carcella gave an update on a multi-municipal project to replace the private water lines in the eastern section of the Township. Staff met with the Laurel Mountain Borough and MAWC. Laurel Mountain Borough Council will approve of an inter-municipal agreement. Awaiting the Ligonier Borough's decision – staff to attend the December 9 Council meeting.

- A motion was made by Stephanie Verna and seconded by Dan Resenic directing staff to move forward with an inter-municipal agreement to replace private water lines in the areas discussed. Motion carried.

Correspondence

1. PennPrime workers comp renewal
2. Comcast price increase
3. Notice of payment of state police fines
4. Ligonier Valley Library donation thank you letter
5. Costars email regarding vehicle supply & prices
6. SPC Broadband Survey – will post this on the website & Facebook page

Engineer’s Report – none

Solicitor’s Report

Mr. Korn noted that today’s bill pay list includes a tax refund for the realty transfer tax paid on a parcel that is exempt.

Treasurer’s Report

Supervisor Verna reported the account balances as of November 23:

General Fund	\$465,579
General Fund Reserves	685,088
APRA Fund	5,490
Liquid Fuels Tax Fund*	7,089
Capital Fund Reserves*	40,067
Ligonier Beach Park*	115,847
Mill Creek Memorial Park*	1,209
Charlotte Hi Acre Waterline*	46,548
Developers’ Account*	3,407
Total Funds Balance:	\$1,370,324

*denotes funds are restricted

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

Old Business

1. Tibbott Subdivision - tabled
2. Resolution # 21-12, Transfer of ARPA Funds to General Fund

There was a discussion about the transfer amount, it was noted that this is not the amount needed to cover the capital costs of fleet upgrades, but rather the full amount of General Fund lost revenue for the 2020 year as calculated using the

Government Finance Officers Association calculator. The formula assumes lost revenue at a 4.1% growth rate. Liquid Fuels and Act 13 Funds were not part of this transfer calculation.

- A motion was made by Stephanie Verna and seconded by Dan Resenic to approve Resolution 21-12, authorizing the transfer of \$327,986 from the ARPA Fund to the General Fund to replace lost revenue from 2020. Motion carried.

Supervisor Verna directed the finance officer to keep track of how the 2020 lost revenue is spent in the General Fund.

New Business

1. Sale of 2009 Ford F-150 Truck on Municibid

- A motion was made by Paul Knupp and seconded by Dan Resenic approving the sale of the 2009 Ford F-150 truck on Municibid in the amount of \$5,100. Motion carried.

2. Resolution # 21-14, Regional Police Services Contract Extension

- A motion was made by Stephanie Verna and seconded by Dan Resenic approving R-21-14 extending the Ligonier Valley Police Agreement until December 2026. Motion carried.

Supervisor Comments

Supervisor Matson – no comments

Supervisor Knupp – wished everyone a Happy Thanksgiving.

Supervisor Verna – said there was a fire near her house and she witnessed the Waterford and the Borough fire departments in action. They responded immediately, brought in the tanker truck and extinguished the fire quickly. She appreciates their work and service.

Supervisor Resenic – echoed Stephanie's comments as there was another residential fire recently and commended the works of the police and the fire departments that night.

Supervisor Beaufort – said there was a bad accident in the Laughlintown area, requiring a life flight. He said we are very fortunate to have excellent emergency service providers.

- A motion was made by Dan Resenic and seconded by Paul Knupp to adjourn the meeting at 5:02 PM. Motion carried.

Respectfully submitted,

Bethany Caldwell
Assistant Secretary/Treasurer

Ligonier Township Public Works Committee
Regular Meeting Minutes
November 23, 2021

Stormwater Maintenance – GIS Mapping Project

Mrs. Caldwell gave an update on the project status. Project on hold until January, when a license will be purchased and training scheduled.

Asphalt Paver Options

See the \$23k quote from Stephenson that was estimated in August. This is the only vendor interested in the project. Supervisor Verna asked if their work was under warranty – No.

The cost to rent a paver is \$12k per month and is not the most economical option since we're billed for it daily, regardless of its use (it is not used daily).

In-house repairs estimate is \$14k (parts only), but note cost of materials is rising daily.

Supervisor Verna asked how many hours it would take to do the repairs in-house. Hard to say because there could be more problems we will not know about until the paver is taken apart, but assume 2 crew members for 10 days (160 hours). The in-house labor cost is ~\$5k plus parts at \$14k, approximately \$19k is our total.

Supervisor Verna asked who would be assigned to do repairs. Russ Berkey and Cord or Mike. There was a discussion about the project schedule/timing. Mr. Morgan clarified that the crew assigned to this project might not have the opportunity to work 2 weeks straight, it depends on other events as road maintenance takes priority. There might be periods where more than 2 crew members are needed to make these repairs.

Supervisor Resenic said he was concerned about the crew's morale. He suggested the job be done in-house, as the Board trusts the crew can do the job and does good work.

Supervisor Verna asked Supervisor Resenic why he thinks this would be a morale booster. Supervisor Resenic said he is basing this off a conversation he had with Mr. Shadron regarding his work experience and a previous job (Mountain Road project).

Supervisor Matson said it is expensive just to ship it off and the repairs should not cost more than what the equipment is worth.

Supervisor Beaufort said we would have more control if the job is done in-house.

Supervisor Verna asked what is the scope of the repairs? Need new wheels, there are 10 of them at \$900 each. Need some new sprockets.

When do we need the job completed by, when can it be used again? April

- A motion was made by Dan Resenic and seconded by Scott Matson authorizing the crew to repair the roller, with material costs not to exceed \$10k. Motion carried.

Public Works Operator Vacancy

Hiring Process Discussion

The updated Position Description was reviewed and several edits were made. Note the CDL requirement as described in the position description was acceptable.

The behavioral based interview questions and evaluation process were reviewed. There was a discussion about who should do what, to recap:

- Administrative staff to perform initial phone screening. Call each applicant and confirm they are still interested in the position, verify their address, ask if they have or had a CDL, if they have snow plow experience (if yes, how many years), if they have heavy equipment operator experience (if yes – what types of equipment and how many years), ask when they could interview (what days / times are best) and if the candidate would like to be considered for another position with a related entity should one become available in the near future.
 - Applicants should be kept confidential, administrative staff to redact applicant names before Public Works staff review the resumes and screening results. Staff work together to identify their top 5-7 candidates and rationale used to create the short list.
 - Admin staff will schedule first interviews with panel made up of Russ, PW union member, Stephanie and Paul. They will select for final interview(s).
 - Final interview with Dan and Scott and involve a skills test, operating equipment.
- A motion was made by Stephanie Verna and seconded by Paul Knupp to adjourn at 6:00 PM. Motion carried.

Respectfully submitted,

Bethany Caldwell
Assistant Secretary/Treasurer

Ligonier Township, Westmoreland County, PA

Bill Payments for All Vendors

November 23, 2021

Vendor	Type	Num	Amount
Nov 23, 21			
AA Septic Tank Service	Bill Pmt -Check	24553	400.00
Blacklick Equipment Sales & Rental LLC	Bill Pmt -Check	24554	4,300.00
CME Engineering	Bill Pmt -Check	24555	375.00
Fayette Parts Service, Inc.	Bill Pmt -Check	24572	166.08
FirstNet	Bill Pmt -Check	24556	86.18
FIVE Star	Bill Pmt -Check	24557	111,700.00
Glassmere Fuel Service	Bill Pmt -Check	24558	2,703.90
Groff Tractor and Equipment	Bill Pmt -Check	24559	98,900.00
Laurel Valley Hardware Inc.	Bill Pmt -Check	24560	17.10
Ligonier Giant Eagle	Bill Pmt -Check	24561	17.47
Ligonier Township Municipal Authority	Bill Pmt -Check	24562	120.00
Maiello, Brungo & Maiello, LLP	Bill Pmt -Check	24563	2,150.00
Pa State Association of Boroughs	Bill Pmt -Check	24564	125.00
Ramsey Excavating, LLC	Bill Pmt -Check	24565	2,210.00
Shred America	Bill Pmt -Check	24566	177.00
Standard Insurance Company	Bill Pmt -Check	24567	818.70
Town & Country Motors	Bill Pmt -Check	24568	14.54
UniFirst Corporation	Bill Pmt -Check	24569	105.84
Washington National Insurance Company	Bill Pmt -Check	24570	268.14
Welty & Welty, LLP	Bill Pmt -Check	24573	298.56
West Penn Power	Bill Pmt -Check	24571	725.99
Nov 23, 21			225,679.50

Handwritten signature
12/14/21