

Ligonier Township Supervisors
Regular Meeting Minutes
January 28, 2020

The Ligonier Township Supervisors met in a regular session on Tuesday, January 28, 2020 at 4:31 p.m. with the Pledge of Allegiance opening the meeting. Supervisor Verna took roll, present were Chair John Beaufort, Vice Chair Paul Knupp, Supervisor Dan Weimer, and Supervisor Scott Matson.

Chairman Beaufort called former Chair Wade Thomas up to receive a plaque in honor of his service from 2015-2019.

Public Comment "A" – None

- A motion was made Stephanie Verna and seconded by Paul Knupp to approve the January 6, 2020 reorganization meeting and regular meeting minutes.

Supervisor Comments

Supervisor Verna reported there is an opportunity to expand broadband internet service to the Laughlintown area and encouraged the Township to continue pursuing.

Supervisor Knupp thanked former Supervisor Thomas for his service.

Supervisor Committees Announced

Personnel – Paul Knupp & Stephanie Verna

Finance – John Beaufort & Stephanie Verna

Public Works – Paul Knupp & Dan Weimer

Community Development, Planning & Recreation – John Beaufort & Scott Matson

Managers Verbal

Mr. Carcella announced the Ligonier Beach Development Public Meeting dates. The meetings are scheduled to take place at the Fort at 7:00 p.m. with the first meeting February 19th and the second March 25th.

Handout – 2019 budget actuals highlighted five specific items. Real estate transfer tax was up and amusement tax was down. There are a few issues that need to be cleaned up on the report that will be corrected by February. Additionally, there have been process changes.

Public Works Report

Mr. Morgan commended the department for keeping up with the workload despite being short staffed. 380 tons of anti-skid have been ordered to date under the 2019-20 winter season; the minimum contractual order is 480 tons, remaining 100 tons to be ordered. Presently planning for the bituminous and seal & chip roads in the spring.

Engineer Report

Storm Water Project Study – Laughlintown. See attached report distributed by Mr. Faas.

Ligonier Valley Police Department: Year End Budget Report

Supervisor Verna gave an update on Dec \$130K excess. \$113K was held for the first payroll of 2020 which was advanced by the Township. Additionally, \$50K is reserved, \$45K to building study and \$5K for vehicle wraps. We were approximately \$30K over budget driven by the delay in collection from Fort Days, Inc. for services rendered. The end result was \$7K over budget for the first year.

Chief Berger added they have been very busy with 5,549 incidents for the year.

Solicitor Report

An executive session was held prior to the meeting to discuss personnel and litigation and was in compliance with the Pennsylvania Sunshine Act. Attended the planning commission meeting on Jan 23rd. A work session has been scheduled in February to deal with gas and oil ordinance. A second work session will be scheduled to focus on issues other than gas and oil. These sessions will be advertised and open to the public.

Zoning Report: CAV Audit Report

Mr. Nieusma went over his handout. There were serious potential findings with records and enforcement. We have changed processes to meet compliance – e.g. the floodplain manager needs to do routine site checks of the floodplain. Permit applications need to be verified – people don't know they're in a floodplain and will check the "no" box. There was a discussion about how to correct non-compliance with homeowners and address the findings. We need to disseminate this information – using our newsletter, website, and face book page. Supervisor Verna would like to explain why this is important, as it helps keep flood insurance affordable.

Code Officer Report: The Planning Commission met and approved 2 sub-divisions (with conditions)

Correspondence

McGinley Foundation Grant – Larry Shew collected \$5K for the Memorial Park to build a fishing dock. It is in the floodplain. Don't want to build on West Penn's side.

Wilkins Internet Service – need to make some changes to the website

Treasurer's Report

The 2018 Liquid Fuels Audit was completed with no findings.

January 28, 2020	
General Fund Account	\$416,880
Act 13 Account	52,991
Developers Account	16,344
Liquid Fuels Account	44,527
Equipment Fund	12,272
Ligonier Beach Account	393
Capital Reserves	662,015

Total Funds Balance: 1,205,422

Approval of bills for January

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

Old Business

1. Tire Cost Analysis report / policy of Township: discussion about the process.
 - A motion was made by Scott Matson to charge the LVPD for vehicle tire changes. No second, motion failed.
 - A motion was made by Stephanie Verna and seconded by Dan Weimer for the Township to continue to provide the service of changing the LVPD's vehicle tires. Motion passed 4:1.

New Business

1. Approval of Engineering Contract with EADS Group (vote)
 - A motion was made by Dan Weimer and seconded by Paul Knupp to approve the EADS contract. Motion carried.

2. Resolution 02-2020 Ligonier Valley Police Vehicle Purchase (vote)
Supervisor Verna provided background on the vehicles – did not purchase any in 2019, need to purchase 2 new vehicles. It is in their budget to finance the vehicles. Supervisor Matson asked why PDs are using trucks now. Chief answered that they're roomier and better equipped for some of the steeper drives, can carry things in the bed, and it's \$10k cheaper than the Explorer.
 - A motion was made by Stephanie Verna and seconded by Dan Weimer to approve Resolution 02-2020. Motion carried.
3. Request to Dispose of 2002 Ford Econoline Van (vote)
Mr. Carcella said this vehicle is not used often, especially in the winter as it is a two-wheel drive and will be replaced with a pickup truck eventually. Mr. Carcella would like to put it on Muncibid, with a \$3,500 minimum. The funds will be deposited in the Equipment Fund.
 - A motion was made by Dan Weimer and seconded by Paul Knupp to sell the Econoline Van on Muncibid with a \$3,500 reserve. Motion carried.
4. Nicely Road / Fisher Lane Water Line improvements and potential land development / road dedication.

This piece of land is currently zoned "agriculture" and needs to be changed to "residential" for potential development. Supervisor Verna asked if there were other areas that needed changed. The Zoning Officer said there are other areas, but sewage (pending Act 537 plan approval) needs to be installed first.

Public Comment "B" - None

Supervisor Comments - None

- A motion was made by Paul Knupp and seconded by Dan Weimer to adjourn the meeting at 5:42 p.m. Motion carried.

Respectfully Submitted,

Bethany Caldwell
Assistant Secretary

**Ligonier Township
Engineer's Report
January 28, 2020**

1. Ligonier Beach

- a. Field work associated with the site and structural evaluation were completed on January 15th, and the report is currently being drafted. The drone survey is complete and the site plan is being updated with the new information. We are currently preparing cost estimates associated with some of the anticipated site improvement options. We are also preparing for public meeting presentations beginning in February.

2. Laughlintown Area Stormwater Study

- a. EADS was requested to perform a stormwater study in the Laughlintown area and extending to Ligonier Beach. Field crews will be mobilized in the near future to inventory and identify potential deficiencies in the existing stormwater collection and conveyance features including catch basins, pipes, culverts, headwalls, ditches, road gutters, and streams. This information will be inventoried in GIS. The inventory will be reviewed for obvious possible corrections to alleviate current issues. The system will be modeled at critical areas to better understand current problems and evaluate potential corrective measures. Cost estimates will be prepared for the identified corrective measures. Prioritization of identified corrective measures will then be discussed with Township staff and the Supervisors.
- b. OPTIONAL – We have used an online GIS application to provide residents the ability to notify the Township of stormwater issues they are experiencing and provide documentation of their stormwater issue in the form of photos and videos of the flooding events. It would take relatively little effort to activate the reporting application for the Township's use; however, following up on reports may be a significant task. Please let me know if this is an option the Township is interested in employing.

3. General

- a. An updated FEMA Floodplain Map was prepared and provided to Jim for his use.
- b. We are currently preparing an estimate for survey of Memorial Park and preparation of a site plan.

4. Planning

- a. LCCC Land Development – Final Plan review comments were provided by our January 20th letter. Conditional approval was recommended by the PC on January 23rd.
- b. Emma R. Clark Estate Subdivision Plan – Comments were provided by our January 20th, and 22nd letters. Conditional approval was recommended by the PC on January 23rd.

LIGONIER VALLEY POLICE DEPARTMENT

Draft Budget (as of 9/17/18)

For the Year Ending December 31, 2019

REVENUES:	BUDGET	3 Payrolls												FORECAST 2019	Versus Budget FAV / (UNF)
		ACTUAL January	ACTUAL February	ACTUAL March	ACTUAL April	ACTUAL May	ACTUAL June	ACTUAL July	ACTUAL August	ACTUAL September	ACTUAL October	ACTUAL November	ACTUAL December		
Fines & Restitution	\$ 33,500	-	650	1,910	1,381	1,605	1,410	4,804	1,876	3,440	2,513	815	1,866	21,711	(11,789)
Donations & Grants	25,000	910	1,050	11,875	3,291	20	350	4,275	-	-	11,795	45,135	1,245	79,946	54,946
Service Contracts	19,700	-	300	900	2,200	300	900	900	600	600	3,779	900	900	12,779	(6,921)
Reimbursed Hours	-	-	-	-	-	1,750	2,546	1,411	-	-	1,775	3,405	1,815	12,656	12,656 Offset (A)
SRO and other LVSD Income	-	-	-	-	-	-	-	2,455	-	2,464	-	5,400	3,576	18,895	18,895
Other	1,300	-	180	105	170	150	4,384	75	120	-	75	105	90	5,454	4,154 Offset (B)
Total Revenues	\$ 79,500	910	2,210	14,190	3,761	6,546	7,864	11,130	8,582	6,504	19,486	55,764	14,493	151,440	71,940
Expenditures:															
Patrol Officer Wages	\$ 383,000	35,506	34,837	35,553	30,804	30,897	36,422	48,116	31,345	31,360	30,294	30,577	35,908	411,809	(28,809)
Task Force & Aggressive Driving	-	-	-	1,708	3,136	980	696	595	1,001	3,762	1,307	1,618	990	19,562	(19,562) Offset (A)
Court Time	-	-	-	598	501	598	598	195	195	707	1,164	141	274	4,811	(4,811)
Chief & Asst. Chief Salaries	145,000	11,154	11,154	11,154	11,154	11,154	11,154	14,231	11,154	8,654	11,147	7,404	11,154	130,666	14,334
Health, Life and Disability Insurance	143,500	11,234	12,287	12,093	11,893	11,893	(600)	(400)	(400)	(400)	(400)	50,555	1,000	131,725	11,775 13 months of payment
Unemploy. & WC Insurance	47,000	13,580	-	3,724	10,185	2,720	10,185	270	270	-	131	90	37,164	9,936	9,936 Offset (C)
Payroll Taxes	43,000	8,998	(480)	2,602	3,394	3,514	3,768	5,267	3,385	3,694	2,996	3,971	4,027	45,135	(2,135)
Paid Time Off	26,000	-	-	-	-	-	-	910	(1,903)	3,456	3,400	7,206	3,320	16,389	26,000 Need to refine this estimate
SRO Expense	-	-	-	-	-	-	-	-	-	-	14,958	3,957	-	18,915	(16,389)
Other Reimbursable Expenses	-	-	-	-	-	-	-	-	-	-	63	108	12,293	33,920	(16,915)
Protective & KS Equipment	20,200	33	797	110	12,183	6,643	564	152	-	903	63	108	12,293	33,920	(13,720)
Vehicle Fuel	18,000	1,309	1,309	1,309	1,334	1,734	1,734	-	-	-	-	-	3,580	15,717	2,383
Vehicle Equip. & Maint.	16,300	18,196	4,984	1,447	848	1,471	156	8,951	-	3,898	896	772	4,504	45,805	(29,505) \$18K K-9 Vehicle & \$4K accident repair offset (B)
Computer & Office Supplies	15,400	1,111	1,750	1,980	1,905	3,425	784	2,582	67	1,674	3,186	1,007	1,019	20,490	(5,090)
Liability Insurance	15,100	10,800	-	7,500	-	8,045	100	-	-	-	-	149	-	25,793	(10,693) Offset (C)
Clothing & Uniforms	12,500	2,492	1,095	3,527	921	1,345	303	1,548	-	488	1,821	2,382	1,359	17,281	(4,781)
Training & Travel	11,800	-	105	246	246	57	-	92	1,106	2	2	495	1,375	3,478	8,322
Professional Services	9,000	1,005	345	240	405	9,820	202	1,797	(8,700)	610	121	613	649	7,106	1,894 Recover pension costs in September
Miscellaneous	5,750	146	106	270	54	135	15	42	16	365	98	152	38	1,438	4,312
Total Expenditures	\$ 911,550	113,455	67,713	98,731	68,598	90,852	92,949	89,175	37,687	59,172	71,184	111,108	86,379	387,203	(78,653)
Net Cost of Operations	\$ (832,050)	(112,545)	(65,502)	(84,542)	(64,837)	(85,084)	(85,084)	(78,045)	(29,105)	(52,668)	(51,698)	(55,345)	(72,086)	(835,763)	(3,713)
Funding Sources															
Ligonier Township (70%)	\$ 582,435	97,073	97,073	-	97,073	97,073	97,073	97,073	-	-	87,073	-	113,543	685,978	-
Ligonier Borough (30%)	\$ 249,615	41,603	41,603	41,603	41,603	41,603	41,603	41,603	41,603	41,603	41,603	41,603	41,603	249,615	-
Total Funding Sources	\$ 832,050	138,675	138,675	138,675	138,675	138,675	138,675	138,675	138,675	138,675	138,675	138,675	138,675	945,593	107,943
Net Balance	\$ -	26,130	31,570	(42,839)	32,235	(42,704)	11,988	60,630	(29,105)	(11,066)	45,375	(13,742)	41,457	109,830	107,943
QB P&L	26,130	31,570	(42,839)	32,235	(42,704)	11,988	60,630	(29,105)	(11,066)	45,375	(13,742)	41,457	109,830	107,943	-
Difference	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Balance (excluding K-9)	26,807	48,455	(39,586)	32,518	(43,015)	18,626	60,535	(32,821)	(11,066)	45,375	(13,742)	41,457	133,545	133,545	133,545
YTD (excluding K-9)	26,807	75,252	35,676	68,195	25,180	43,806	104,341	71,520	60,454	105,629	92,087	133,545	133,545	133,545	133,545
K-9 ACCOUNT															
Net Activity and Bank Account Reconciliation:		January	February	March	April	May	June	July	August	September					
K-9 Opening Balance (Transfer)		47,348	46,671	29,786	35,433	26,150	26,461	19,823	19,918	23,634					
K-9 Donations		15	1,050	275	2,991	5	5	3,770	4	4					
K-9 Account Interest		5	5	6	5	4	4	4	4	4					
K-9 Expenses		697	17,940	3,635	287	2,684	6,643	259	58	58					
K-9 Ending Balance		46,671	29,786	26,433	36,150	26,461	19,823	19,918	23,634	33,634					
K-9 Bank Account Balance															
Difference															

2020 Summary:
 113,543 LT January 2020 payment (to have payroll coverage)
 45,000 Building Grant
 5,000 Car Wraps (estimate of remaining balance)
 163,543 Net Balance (from above)
 (39,998) Net Balance (adjusted for restricted funds)
 Driven by P.D. payment delay

Ligonier Township, Westmoreland County, PA

Bill Payments for All Vendors

January 16 - 31, 2020

Vendor	Type	Num	Amount
Jan 16 - 31, 20			
AA Septic Tank Service	Bill Pmt -Check	23201	600.00
Deiss & Halmi Engineering, Inc.	Bill Pmt -Check	23202	357.50
Fayette Parts Service, Inc.	Bill Pmt -Check	23203	56.52
Glassmere Fuel Service	Bill Pmt -Check	23204	2,009.37
Good Year	Bill Pmt -Check	23205	948.60
Green Guard	Bill Pmt -Check	23206	59.15
Hampton Office Products	Bill Pmt -Check	23207	49.15
Keystone Collections Group	Bill Pmt -Check	23208	18.00
Laurel Valley Hardware Inc.	Bill Pmt -Check	23209	77.14
Ligonier Township Municipal Authority	Bill Pmt -Check	23210	3,100.00
Maiello, Brungo & Maiello, LLP	Bill Pmt -Check	23211	1,925.00
Merle Krupp - V	Bill Pmt -Check	23225	88.00
PSATS	Bill Pmt -Check	23226	1,636.00
Ramsey Machine	Bill Pmt -Check	23212	135.00
Royal Oak Retriever, LLC	Bill Pmt -Check	23213	60.00
Standard Insurance Company	Bill Pmt -Check	23214	698.66
Stephenson Equipment, Inc.- Old Walsh	Bill Pmt -Check	23215	471.54
Terry Carcella	Bill Pmt -Check	23216	187.08
The Eyeglass Shoppe	Bill Pmt -Check	23217	200.00
Trib Total Media	Bill Pmt -Check	23218	217.00
U.S. Municipal	Bill Pmt -Check	23219	132.91
UAW LOCAL 204	Bill Pmt -Check	23220	255.32
UniFirst Corporation	Bill Pmt -Check	23221	67.60
Washington National Insurance Company	Bill Pmt -Check	23222	303.40
Wessel & Company	Bill Pmt -Check	23223	780.24
West Penn Power	Bill Pmt -Check	23224	1,197.75
Jan 16 - 31, 20			15,630.93

SEA
1-28-2020