

**Ligonier Township Supervisors  
Special Meeting Minutes  
*April 5, 2022***

The Supervisors of Ligonier Township met in special session at 5:00 p.m. Present were Chair, Dan Resenic; Vice Chair, John Beaufort; Secretary/Treasurer, Stephanie Verna; Supervisor, D. Scott Matson; and Supervisor, Erik Ross.

Also present were Engineer, Ben Faas; and Finance Officer, Bethany Caldwell.

Chairman Resenic explained this was a special meeting for the purpose of discussing the Ligonier Beach Property development and as such it will be a casual proceeding with back and forth conversation. There will be no formal action taken tonight.

Supervisor Verna discussed the concept of a Feasibility Study and noted everyone has a different idea of what this means. She facilitated an interactive working session where the possibility of hiring a consultant to do a feasibility study was discussed. What are the elements / components of this study? Understand these might change based upon new information and that the Supervisors are not making any promises.

There was a brainstorming session and the Board of Supervisors, members of the Friends of Ligonier Beach (FOLB) and general public provided input. Below is a typed version of the notes that were taken on the flip-chart during the session. As a starting point, FOLB provided the DCNR's list of requirements when they award grants for current or new facility assessments. It was noted that all discussion is to include the entire site and all elements of the Master Plan, once finalized.

**What type of items would we like to see in a study of the Ligonier Beach property?**

- Potential funding sources
  - Requirements for eligibility
  - "Green" considerations
  - Alignment with 2020-2024 PA Outdoor Recreation Plan
- Operating Budget
  - Revenue and Expenses
  - Support for line item figures (sources, assumptions, etc.)
  - Fee Structure
  - Maintenance program and costs
  - Capital expenditure plan
- Organization Structure
  - Wages
  - Job Titles and Duties
- Market Analysis
  - Demand for programming (and statistics of existing programs)
  - Demographics
  - Competitor analysis

- Economic Impact Projections
- Environmental Impact
- Quality of Life Consideration – recreation and historic value, surrounding property values, effects on population
- Site Analysis
  - Physical condition of remaining structures, infrastructure, and equipment
  - Flood considerations
  - Access from Route 30
- Legal Structure
  - Who would run the pool? Other elements of the master plan? (agreement, lease, etc.)
  - What contingency plans would be in place to address unforeseen financial or operational deficiencies?
  - Risk Analysis during both the project and ongoing operation phases
  - How will the Township (and taxpayers) be insulated from legal and financial risk?
- Compliance Considerations
  - DEP
  - DOH
  - Penn Dot
  - List of other regulatory concerns and agencies to consider (ADA?)
- Timeline and Milestones for the project from Report to Ribbon Cutting
  - Metrics to measure progress
- Recommendation
- Summary
- References and sources to support all data presented

### **Next Steps (“Homework”) before deciding to move forward with a study?**

The Officers of the Friends of Ligonier Beach will be engaged throughout these steps to provide or participate in the items listed below.

#### Step #1

- Align on SINGLE Master Plan and Concept for the ENTIRE property. Incorporate feedback from the Recreation Board, Friends of Ligonier Beach and the Board of Supervisors, as well as other meetings and discussions to date.
  - Dan Resenic and John Beaufort (community development committee) to ensure this is provided for the 4/26/22 meeting.

#### Step #2 (these can be worked on in parallel)

- Develop a Business Plan with supporting documentation, list of assumptions, and source references for the ENTIRE property based on the Master Plan provided in #1 above.
  - Stephanie Verna and Erik Ross (finance committee) to ensure this is provided for 5/24/22 meeting.

- Obtain documentation from DEP and DOH regarding any regulatory concerns and considerations in relation to the development and operation of the Master Plan.
  - John Beaufort to ensure this is provided by the 5/24/22 meeting.
- Complete free consultation and obtain a proposal, including scope and fee, from a professional firm that specializes in feasibility studies for similar Master Plans.
  - Dan Resenic to ensure this is provided by the 5/24/22 meeting.

### Step #3

- Meet with neighboring municipalities to solicit support for the study of the Master Plan.
  - No action to be taken at this time

### **Decision to proceed with feasibility study:**

- Supervisors to decide whether to proceed with the feasibility study or not based on review of the items listed in the above steps. (Target 6/14/22 meeting)
- If we decide to proceed,
  - How will the study be funded?
  - Who will lead the study?

Align on expectations for next steps and timelines after study is received

- A motion was made by Erik Ross and seconded by Stephanie Verna to adjourn the meeting at the 6:45 p.m. meeting. Motion carried.

Respectfully submitted,

Bethany Caldwell  
Assistant Secretary/Treasurer