

January 10, 2019

The regular meeting of the Ligonier Borough Council was held Thursday, January 10, 2019 @ 7:00 PM in the Town Hall with Sam St. Clair presiding.

Members Present: Sam St. Clair, Matt Smith, James McDonnell, Mariah Fisher, Judy Hoffer, Jeff Craig, and Terry Murphy.

Others Present: Secretary-Treasurer Paul Fry, Mayor Ormond "Butch" Bellas, Engineers Greg Elliott & Ben Faas, Solicitor George Welty, Zoning Officer Rick Schwab. Absent was Police Chief John Berger, Fire Chief Steve Barron and Code Enforcement Officer Shawn Knepper.

APPROVAL OF MINUTES

A motion was made by James McDonnell and seconded by Matt Smith to approve the minutes of December 13, 2018 as presented. All of Council was in favor.

BILLS PAYABLE

A motion was made by Judy Hoffer and seconded by Terry Murphy to approve the Bills Payable. The motion carried with all in favor.

CONSENT CALENDAR

A motion was made by Jeff Craig and seconded by Judy Hoffer to approve the Consent Calendar as presented. The motion carried unanimously.

UNFINISHED BUSINESS

Ordinance 572: Street Opening

(Proof of Publications has been received as well as receipt from Westmoreland County Law Librarian)

An ordinance of the Borough of Ligonier providing that no roads of the Borough be opened or cut by any person, firm, corporation or utility without first securing a permit in accordance with ordinance and regulations pursuant thereto; providing for the restoration of Borough roadways when opened; providing for construction of and modification of driveways entering Borough roads; providing penalties for violation thereof.

A motion was made to adopt Ordinance #572 Street Opening by James McDonnell and seconded by Terry Murphy. The motion carried unanimously.

Audit 2017:

A motion was made by Judy Hoffer and seconded by James McDonnell to accept 2017 full audit. The motion carried 7-0.

CORRESPONDENCE

Application for a temporary Banner was received from Amy Hepler of Scamps Toffee to place two 25" x 72" banners @ 111 N. Fairfield St. from January 24 – February 14, 2019.

A motion was made by Judy Hoffer and seconded by Mariah Fisher to approve. All of Council was in favor.

COMMITTEE REPORTS

PARKS & RECREATION

Chair Mariah Fisher thanked everyone involved for decorating the Diamond for Christmas. Fisher reported that an 8 minute video has been completed by Video by LoveLight on the Diamond Grand Opening Ceremony. It is hoped to have the link soon on the Borough website.

TOWN HALL

Chair Judy Hoffer reported that Public Works is painting the floors in the boiler and air handling rooms.

The chandeliers in the auditorium are being updated with new LED lights. These will be much more efficient and hopefully save money.

It was noted also that the annual Police Training was taking place in the Community Room this past Thursday and Friday.

PUBLIC WORKS

Chairman Terry Murphy reported concerns with items residents are leaving out for the public works crew to pick up beyond leaves and brush. Sam St. Clair suggested the public works committee prepare a list of acceptable and unacceptable items for discussion next month. The list could then be advertised as well as placed on the Borough website.

PUBLIC SAFETY

Chairman Jeff Craig reported that the Police Consolidation is going smoothly. Sometime within the next 60 days a new wrap design for the police cars will be decided upon and be completed.

FINANCE

Chairman James McDonnell thanked all departments for staying within the guidelines for the 2018 budget.

McDonnell commented on the 2017 audit and thanked Paul and Jan for their work. It was also noted that it was advertised.

PLANNING / PERSONNEL

N/A

President St. Clair announced changes for the Ligonier Borough Committee list for 2019:

TOWN HALL

Judy Hoffer – Chairperson
Terry Murphy
Jim McDonnell

FINANCE

Jeff Craig – Chairman
Mariah Fisher
Matt Smith

PARKS & RECREATION

Jim McDonnell - Chairman
Judy Hoffer
Terry Murphy

PUBLIC SAFETY

Mariah Fisher – Chairperson
Matt Smith
Jeff Craig

PUBLIC WORKS

Terry Murphy – Chairman
Jeff Craig
Jim McDonnell

PLANNING / PERSONNEL

Matt Smith - Chairman
Mariah Fisher
Judy Hoffer

NEW BUSINESS

A. Re-Enact Ordinances:

- #262 Real Estate Transfer Tax 1%
- #328 Wage Tax .5%
- #329 Per Capita tax \$5.00
- #361 Amusement Tax 5%
- #368 Occupational Privilege tax \$5.00
- #569 LST Tax \$52.00 (47.00 + 5.00)

A motion was made by Jeff Craig and seconded by Mariah Fisher to re-enact the above ordinances. All of Council was in favor.

B. Depositories for Borough Funds:

BNY Mellon Bank
Citizens Bank
Commercial Bank
First National Bank
PNC Bank
Standard Bank
First Commonwealth Bank
Somerset Trust Co.

A motion was made by Jeff Craig and seconded by Judy Hoffer to approve the list of Depositories for Borough Funds. All of Council was in favor.

C. Financial Services:

Berkheimer Tax Administrator – Act 511 Taxes, LST Tax
PNC Advisors – Police Pension Fund
Guyasuta Investment Advisors – Town Hall & P&R Funds
Mockenhaupt – Police Pension Fund

A motion was made by Jeff Craig and seconded by Mariah Fisher to approve the list of Financial Services. The motion carried unanimously.

D. Appointments for 2019:

Auditor – Delisi Keenan and Associates
Solicitor – Welty & Welty LLP (George Welty)
Engineer – EADS Group (Ben Faas)
Fire Chief – (Steve Baron)
Assistant Secretary-Treasurer / Public Works Advisor (Paul Fry)
Secretary-Treasurer – (Jan Shaw)
Zoning Board Counsel – (David DeRose)
Vacancy Board Chairman – (Robert Bell)
Zoning Officer – (Rick Schwab)
UCC Appeals Board Counsel – (Mark Sorice)
Delegate for State Borough's Convention – (Jan Shaw)
Right to Know Officer – (Jan Shaw)
Chief Financial Officer (Pension Plan) – (Jan Shaw)
Delegate for Act 32 Tax Collection Committee for 2019 – (Jan Shaw)
Emergency Management Coordinator – (Gene Stouffer)
Code Enforcement Officer – (Shawn Knepper)
Animal Control Officer – (Amber Noel)
Planning Commission Council Representative 2019 – (Matt Smith)

A motion was made by Matt Smith and seconded by James McDonnell to approve the list of appointments for 2019. All of Council was in favor.

E. Re-appointment to Planning Commission

Jeff Markle - 4 year term to expire 2022:

A motion was made by Matt Smith and seconded by Jeff Craig to re-appoint Jeff Markle to 4 year term serving on the Planning Commission. The motion carried with all in favor.

F. Re-appointment to Zoning Hearing Board

Ed Matson – 3 year term to expire 2021:

A motion was made by Matt Smith and seconded by Jeff Craig to re-appoint Ed Matson to a 3 year term on the Zoning Hearing Board. The motion also carried with all in favor.

G. Zoning Hearing Board Vacancy - Term to Expire February 15, 2021:

A motion was made by James McDonnell and seconded by Judy Hoffer to appoint Robert Bell to fill the Vacancy on the Zoning Hearing Board term to expire February 145, 2021. All of Council was in favor.

Bidding Threshold for 2019

The Pennsylvania Department of Labor & Industry published the authority and municipal bidding thresholds for 2019. Under Act 90 of 2011, the bidding thresholds provide for an annual inflation adjustment based on the Consumer Price Index for All Urban Consumers. The percentage change for the 12-month period ending September 30, 2018, is 2.3%. Beginning on January 1, 2019, the bidding thresholds for the Borough will be as follows:

- Purchases and contracts below \$11,100 require no formal bidding or written / telephonic quotations.
- Purchases and contracts between \$11,100 and \$20,600 require three written / telephonic quotations.
- Purchases and contracts over \$20,600 require formal bidding.

Public Comment

Nothing

COMMENDATIONS & COMMENTS from OFFICERS & DEPARTMENTS

Secretary-Treasurer Paul Fry reported that the street sweeper just had annual service.

Solicitor Welty wished everyone a Happy New Year.

Engineer Greg Elliott presented payment application #9 for Darr Construction in the amount of \$55,015.23.

A motion was made by Mariah Fisher and seconded by Jeff Craig to approve payment application #9 to Darr Construction in the amount of \$55,015.23. All of Council was in favor.

Greg Elliott said the firm is retaining approximately \$20,000 for punch list items Darr has left to complete in March or April.

It was reported that even after the final payment, Ligonier Borough will have more than \$100,000 in a reserve fund for long-term maintenance of the Diamond.

Zoning Officer Rick Schwab wished all a Happy New Year.

Mayor Bellas reminded everyone to please remove snow from their sidewalks. Bellas wished all a Happy New Year.

President Sam St. Clair also wished everyone a Happy New Year and is looking forward to 2019.

MOTION TO ADJOURN

A motion was made by Jeff Craig and seconded by Judy Hoffer to adjourn the meeting. All of Council was in favor. The meeting was adjourned @ 7:43 pm.

Respectfully submitted
Paul A Fry
Secretary-Treasurer
Office Manager