

Ligonier Township Supervisors
Minutes
January 14, 2014

The Supervisors of Ligonier Township met in regular session at 7:00 pm with all three Supervisors present: Chairman Paul Knupp, Timothy R. Komar and D. Scott Matson.

It was announced that the meeting was being recorded and requested that the board be notified if anyone else was recording.

PUBLIC COMMENT:

Cynthia Angelo submitted a written request for a copy of the current pension plan document.

A motion was made by Timothy Komar and seconded by Scott Matson to approve the minutes of the December 10, 2013 meeting. Motion carried.

A motion was made by Scott Matson and seconded by Timothy Komar to approve the minutes of the December 27, 2013 special meeting. Motion carried.

A motion was made by Scott Matson and seconded by Timothy Komar to approve the minutes of the January 6, 2014 Reorganization meeting. Scott Matson made a clarification that in voting no to appointing Michael Matrunicas as Chief of Police with a pay increase of 2%, his intention was to only vote no in regards to the 2% raise, he was not opposed to appointing Michael Matrunicas as Chief of Police. He also made a clarification that in voting no to appointing Eric Eslary as Lieutenant with a pay increase of 2%, his intention was to only vote no in regards to the 2% raise, he was not opposed to appointing Eric Eslary as Lieutenant. Motion carried.

A motion was made by Timothy Komar and seconded by Scott Matson to approve the minutes of the January 6, 2014 special meeting. Motion carried.

ZONING OFFICE:

Zoning Officer Shelly Kaltenbaugh reported that she has prepared RFP for Third Party Building Inspection Services and has sent out 40 proposals in regards to opting back in. The deadline for response is February 3, 2014. She has also been designing planning and zoning sites for the Township Web Page and anticipates that it will be active in two weeks. She is also preparing the year end report on Permits issued in 2013 and has verified a number of 911 addresses for the postal service and residents.

POLICE DEPT:

Police Chief Michael Matrunicas stated that there was nothing to report on public awareness, such as thefts or burglaries. Matrunicas said gun permits will be available again at the Ligonier Township Municipal Building. He also stated that the drug drop-off

box is at the township building and is available during regular business hours. Anyone who cannot come in during regular hours are asked to call the police to set up a time to meet them so they can meet at the office to drop off any unused drugs.

A motion was made by Timothy Komar and seconded by Paul Knupp to approve the police incident report for December. Motion carried.

Bruce Robinson reported that last year the preliminary approximation of income over expenses was approximately \$100,000.00. The township ended up with a very good year last year and will not have to look at distressed township status, Act 47. The reserve account has approximately \$798,000.00 at this time.

ENGINEERS REPORT- nothing to report at this time.

A motion was made by Timothy Komar and seconded by Scott Matson to approve the current bills as presented. Motion carried.

OLD BUSINESS:

Scott Avolio gave an update on looking into hiring a township manager. He stated that he will have the information at the next work session.

NEW BUSINESS:

- 1) A motion was made by Paul Knupp and seconded by Scott Matson to adopt Resolution 2014-R-01 appointing Scott Matson as township treasurer for 2014. Timothy Komar opposed. Motion carried.
- 2) A motion was made by Scott Matson and seconded by Timothy Komar to approve the request of the Municipal Authority of Westmoreland County to release a \$2,500.00 cash bond held for McKelvey Road Project. Motion carried.
- 3) A motion was made by Timothy Komar and seconded by Scott Matson to advertise the township's intent to appoint a CPA to perform the annual audit in place of the elected auditors for the year 2013. Komar stated that this needs to be advertised for 30 days. Motion carried.
- 4) A motion was made by Paul Knupp and seconded by Timothy Komar to approve the suspension of street lights and fire hydrant taxes for 2014. Komar stated that this suspension occurred several years ago after it was brought to the supervisors attention and requested that it be suspended as some of the residents being charged were not within sight of the street lights. Under the original plan set up any property within so many feet of the street light was assessed for a street light tax, but some residents cannot see the street light from their house. Motion carried.

- 5) A motion was made by Scott Matson and seconded by Paul Knupp to appoint Timothy Komar as voting delegate for the State Convention and Paul Knupp as alternate voting delegate. Motion carried.
- 6) A motion was made by Timothy Komar and seconded by Paul Knupp to authorize the purchase of an atthey loader with the maximum bid price of \$1,000.00. It was noted by Timothy Komar that this is a bid and may not go through. Motion carried.
- 7) A motion was made by Paul Knupp and seconded by Timothy Komar to approve a procedure for the distribution of free woodchips. Motion carried.
- 8) A motion was made by Scott Matson and seconded by Timothy Komar to authorize the chairman to sign the tax claim notice for the sale of tax delinquent property identified as Tax Map Number 51-16-12-0-125, 51-16-12-0-126, 51-16-12-0-127, 51-16-12-0-128 from the unsold property repository. Motion carried.
- 9) A motion was made by Timothy Komar and seconded by Scott Matson to address a request from Vita Charge to update fuel management computer. Komar stated that the fuel management computer needs replaced. A quote for \$1,300.00 was received from Vita Charge, but the township has a computer that may be able to be used. This will be checked out by Vita Charge. Motion carried.
- 10) A motion was made by Paul Knupp and seconded by Timothy Komar to approve the authority of the secretary to open an escrow account at First Commonwealth Bank. Motion carried.
- 11) A motion was made by Scott Matson and seconded by Timothy Komar to appoint PA Municipal Services to collect the following taxes under the local tax enabling act 511 for 2014: Current and Delinquent amusement tax, current and delinquent per capita tax, delinquent earned income tax and delinquent local services tax (LST). Timothy Komar stated that there was a motion made at the reorganization meeting to have Berkheimer collect these taxes. However the process of converting the collection to them would be approximately a three month process and may create a cash flow issue. The process of converting to Berkheimer will take place sometime in August. Motion carried.
- 12) A motion was made by Timothy Komar and seconded by Scott Matson to appoint Berkheimer to collect the following taxes under the local tax enabling act 511 for 2014. Earned income tax as executed under contract September 24, 2010 and Local Services Tax (LST) as executed under contract dated April 5, 2012. Motion carried.

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Supervisors Comments:

Paul Knupp stated his appreciation to everyone who has submitted letters to serve on the various township boards. He also thanked Bruce Robinson for serving as secretary. He

also asked that residents with complaints see Barbara Hollick to sign a complaint form so that the matter can be addressed

Timothy Komar asked residents to sign up at the front desk if they are interested in wood chips, dirt or fill. He also asked that residents not park on the streets as that would interfere with snow removal.

A motion was made by Timothy Komar and seconded by Scott Matson to adjourn the meeting at 7:25 pm. Motion carried.

Respectfully submitted,

Barbara L. Hollick
Assistant Secretary