

Ligonier Township Supervisors
Regular Meeting
September 9, 2014

The Ligonier Township Supervisors met in regular session at 7:00 pm. Chairman Paul Knupp took roll call. Present were Chairman Paul Knupp, Vice Chairman D. Scott Matson. Timothy R. Komar was absent.

- A motion was made by Scott Matson and seconded by Paul Knupp to approve the minutes of the August 12, 2014 meeting. Motion carried.

Public Comment for Agenda Items:

Chuck Shadron questioned why people are against placing a cell phone tower in the Ligonier Valley Cemetery. He stated that he feels one person should not control whether or not this happens. Mr. Shadron asked if either of the attending supervisors had attended an event at Foxley Farms when it is occurring to see if the noise is an issue. Paul Knupp and Scott Matson stated that they have not.

Manager's Report:

Ligonier Township Manager Terry Carcella stated that he has directed the accounting department to immediately remove funds placed with Oppenheimer where the investments were not protected from loss as required by law. He has asked to look at a budget for next year and anticipates an early start on the budget process. He will be meeting with the police union to start negotiations. The township has received approximately 50 applications for the new position of Finance/Administrative Assistant. Financial Consultant Rae Ann Tronetti will continue assisting in accounting until this position is filled. Work is continuing to draft new regulations for zoning and planning, in addition to securing a consultant to help with updating the employee manual. Carcella also stated that road work includes repair and maintenance to the Watkin's Bridge. They have also been repairing broken equipment in the garage and cutting and berming along the road right of way. He stated that he has met with numerous people and groups about updating our outdated Zoning Ordinance along with the SALDO (Subdivision and Land Development Ordinance) and comprehensive plan. He addressed the money spent on legal bills resulting from litigation and plans to begin the process of change in revising our ordinances using in house staff and consultants.

Zoning Office: Shelly Kaltenbaugh

- A motion was made by Scott Matson and seconded by Paul Knupp to approve a simple subdivision final for property formerly owned by Craig J. and Susan J. McKlveen and currently owned by Edward and Christine Gaskey to create a two lot subdivision for property located at the end of Red Fox Lane. Motion carried.
- A motion was made by Scott Matson and seconded by Paul Knupp to approve a simple subdivision final for Michael J. and Evelyn M. Lesko to create a three lot subdivision for property located near the intersection of Maple Drive and Hermitage Circle. Motion carried.

- A motion was made by Scott Matson and seconded by Paul Knupp to approve a final Land Development Site Plan to construct an addition to property owned by Kevin McVicker/Robb Farm, LLC located on Route 711 North (approximately 1.5 miles north of Ligonier Borough) with the conditions set forth in the application. Motion carried.

Police Department

Chief Michael Matrunics announced that there are phone, computer and door to door scams occurring in the area. He warned residents to be careful and not provide any information to these individuals. He also requested the addition of one or two part-time police officers for the Ligonier Township Police Department.

- A motion was made by Scott Matson and seconded by Paul Knupp to approve advertising to hire one or two part-time police officers. Motion carried.

Treasurer's Report:

Rae Ann Tronetti presented the treasurer's report on behalf of township treasurer Scott Matson. She reported that the cash balances as of August 31, 2014 for General Fund is approximately \$1,033,963.00 and of that balance approximately \$550,000.00 of that money was transferred from Oppenheimer into First Commonwealth. Based on her forensic examination in 2013 she discovered and identified funds that were not secured in accordance with the second class township code and Pennsylvania Law as far as collateralizing public funds. She stated that in spring of 2014 she and Secretary Robinson recommended that those monies be liquidated and insured, however, due to the process of hiring a new manager that was put on hold. This money has since been liquidated and deposited into the General Fund. She consulted with Janney Montgomery Scott and both she and Janney Montgomery Scott recommend that these funds should be invested with Janney Montgomery Scott in a five year ladder with an average yield of 1.37%. That would mean withdrawing \$500,00.00 dollars from First Commonwealth and investing it in \$100,000.00 CD's over one, two, three, four and five years to average 1.37%. This money would be fully collateralized in accordance with Pennsylvania Law and is fully liquidated in case of emergencies. She recommended placing this money aside with Janney Montgomery Scott, in addition to designating \$100,000.00 for legal fees and \$100,000.00 for machinery and equipment reserve. The remaining funds in First Commonwealth also exceed the FDIC insured limit of \$250,000.00. There is approximately \$300,000.00 that is uninsured above the \$250,000.00 and her recommendation is to contact First Commonwealth to determine if they can set up a sweep account where money is swept out of a checking account to keep enough in for operating reserve to sweep it out to earn an amount above the .01% interest rate that it is currently earning. The State Liquid Fuels fund has approximately \$187,000.00 after the road project that was just completed. There is a new Developer Account that was set up and includes fire escrow money, with a balance of \$23,574.00 and in the future this account will hold storm water maintenance bonds and developer bonds. The K-9 fund is currently at \$26,809.00 and has increased significantly this year due to donations and fund raising events. The Wilpen playground account has \$1,915.00, which is used to maintain property owned by the township in Wilpen. The Act 13 Impact Fee account has approximately \$103,000.00, which does not include the 2014 Impact Fee money that came through this year from gas wells. Approximately

\$50,000.00 deposited into the Capital Reserve Funds. The financial statements year to date revenues are approximately 1.4 million for the General Fund and \$300,000.00 for the Special Revenue Fund. Expenditures at 1.1 million for the General Fund and \$140,000.00 for Special Revenue Funds. We are showing an excess of revenues over expenditures of the General Fund, at this point, of \$238,000.00. The Special Revenue Fund is also an excess of revenues over expenditures of approximately \$168,000.00. The 2014 adopted budget compared to actual figures through August 31, 2014 shows that the township is on target for year to date numbers but currently showing under budget net on the public works, including state liquid fuels of about \$304,000.00. The Police Department budget adopted for 2014 was approximately \$375,000.00. The department has spent approximately \$250,000.00 as of August 31, 2014. The police department is under budget approximately \$126,000.00. Remaining bills for 2014 include wages, uniform allowance, health benefits and supplies and the department should be under budget, or at least on budget. Legal fees to date are approximately \$70,000.00 and we are looking to be over budget approximately \$26,000.00.

- A motion was made by Scott Matson and seconded by Paul Knupp to approve the Financial Statement for August. Motion carried.
- A motion was made by Scott Matson and seconded by Paul Knupp to approve the bills as presented. Motion carried.

Engineers Report:

Brian Vogelsang of Markosky Engineers reported they had wrapped up a few subdivision plans mentioned earlier and ongoing consultation regarding the Bethlen Home storm water issues.

Solicitor's report:

Solicitor Michael Korn reported that they have received a real estate tax office notice that property located at rear of 2745 Route 30 owned by Edward and Diane Gabler have received an offer of sale for this property in the amount of \$600.00. They need approval from all taxing bodies to sell this property. It is a good idea to approve this because then the property will not appear as delinquent for taxes and puts it back on the tax rolls. His recommendation to the Supervisors was to approve the sale of the property at their next meeting. The Board went into executive session regarding personnel and litigation matters at 7:35 pm. They returned from executive session at 7:50 pm. Solicitor Korn verified that he was present at executive session and verified that it was protected by the Pennsylvania Sunshine Act relating to personnel and litigation issues.

- A motion was made by Scott Matson and seconded by Paul Knupp to invest with Janney Montgomery Scott Fund for a five year ladder, open sweep account with First Commonwealth Bank. Motion carried.

Old Business – None

New Business –

- 1) Chairman Knupp thanked Latrobe Specialty Metals for their \$500.00 donation to the Ligonier Township K-9 Account.
 - A motion was made by Scott Matson and seconded by Paul Knupp to approve assistance with traffic control during Fort Ligonier Days. Motion carried.
2. Chairman Knupp announced that a thank you card addressed to Tim Komar had been received from Teresa Kuhns for the excellent job done by the road crew on Shady Road.
3. It was announced that a fireworks permit has been issued for Fort Ligonier Days.
4. Managers Memo –
 - A. The Manager requested permission to attend the Bar Association Conference in Pittsburgh on September 15, 2014. This is only a half day seminar with a cost of \$129.00.
 - B. Zoning Consultant Service from the EADS Group as consultant to advise us, cost not to exceed \$5,908.00 on a bid.
 - C. Career Track Human Resource training is a one day seminar in Greensburg on October 1 at a cost of \$129.00.
 - D. Training course sponsored by PMPEI (Pennsylvania Municipal Planning Education Institute) addressing Zoning Administration Training for the Zoning Hearing Board Members, Planning Commission Staff and Elected Officials. The schedule is November 5, 12th and 19th in the Township Meeting Room with a cost of \$1,600.00, but the township will be reimbursed \$100.00 per person for non-township residents.
 - A motion was made by Paul Knupp and seconded by Scott Matson to approve Township Manager Terry Carcella's requests of item A, B, C, and D. Motion carried.
 - A motion was made by Paul Knupp and seconded by Scott Matson to approve rescheduling the November Supervisors' meeting date from November 11, 2014 to November 10, 2014. Motion carried.

Township Manager Terry Carcella reported that he had consulted with EDCS located in Pittsburgh regarding the Township Employee Handbook. It will take approximately four to six months with a cost of slightly less than \$5,000.00.

- A motion was made by Scott Matson and seconded by Paul Knupp to approve Halloween trick or treating in the township on Friday, October 31, 2014, between the hours of 6:00 pm till 8:00 pm. Motion carried.

Supervisors Comments:

Supervisor Scott Matson had no comment

Supervisor Paul Knupp stated that it has been a pleasure working with the new Township Manager and looks forward to moving the township forward.

Public comment:

Charles Shadron stated concerns regarding the amount being spent on legal fees. Paul Knupp stated that they plan to address this issue. He wanted to know where the investigation stands regarding employees that were fired. It was stated by Solicitor Michael Korn and Supervisor Paul Knupp that the investigation is still on-going.

- A motion was made by Scott Matson and seconded by Paul Knupp to adjourn the meeting at 7:58 pm. Motion carried.

Respect submitted,

Barbara L. Hollick
Assistant Secretary