

**July 10, 2025**

The regular meeting of the Ligonier Borough Council was held Thursday, July 10, 2025 at 7pm in the Town Hall with President Matt Smith presiding.

Members Present: Matt Smith, Judy Hoffer, Carol Barton, Jordan Frei, Karen Lynn, John Poznick, and JR Council Emma Betz. Absent was Mariah Fisher.

Others Present: Secretary-Treasurer Jan Shaw, Street Supervisor Ron Ross, Mayor Ormond “Butch” Bellas, Solicitor Mark Sorice, Police Chief Mike Matrunics, Ligonier Hose Co. #1 President Ginny Fitzner. Absent was Engineer Jason Mash.

#### **APPROVAL OF MINUTES**

*A **motion** was made by Karen Lynn and seconded by John Poznick to approve both special and regular meeting minutes of June 12, 2025 as presented. All of Council was in favor.*

#### **BILLS PAYABLE**

*A **motion** was made by Judy Hoffer and seconded by Carol Barton to approve the Bills Payable. The motion carried unanimously.*

#### **CONSENT CALENDAR**

*A **motion** was made by Jordan Frei and seconded by John Poznick to approve the Consent Calendar provided. The motion carried with all in favor.*

#### **PUBLIC COMMENT**

Jeff Stahl of 417 North Avenue was present and voiced his concern of the residents at 415 North Avenue who approximately 6 months ago moved their parents into their unattached garage in the R1 Zoned district. Mr. Stahl has filed a complaint through Laurel Municipal Agency of high grass, garbage piled up due to the parents living in the garage with no bathroom. The Stahl’s have observed the male zipping up his jeans outside the garage; leaving the assumption that he has been urinating outside. Mr. Stahl is asking for help and is complaining that Laurel Municipal is not doing their job.

Solicitor Sorice asked Stahl for contact information on the owners at 415 North Avenue.

Lindsay Matlock, New Director of the LV Library was present to introduce herself to Council.

#### **UNFINISHED BUSINESS**

##### **LVPD Code of Conduct:**

*A **motion** was made by Jordan Frei and seconded by John Poznick to table the topic to review the language for transparency. The motion carried unanimously.*

##### **SAMA – PA 250 Banners:**

Kristin Miller, Site Director of SAMA was present & gave a brief history of the PA 250 project. Permission is asked to place one 4’x8’ “art installation” banner on wallpaper like polytab to be rolled out and painted on and put on light board material and then placed at Town Hall for the PA 250 celebration next July. Banner to be in place from May through October. Blue Sky Design will help affix them. Funding for the project has been secured through a grant.

A discussion ensued on placement. It was decided to place the free standing banner at the corner of Town Hall by the Lincoln Marker and tree as there would be no interference of any arrogation.

*A **motion** was made by Jordan Frei and seconded by Judy Hoffer to approve with updates provided to Council on the PA 250 project celebration. All of Council was in favor.*

## **CORRESPONDENCE**

Letter received from **Margaret Fry of Mountaintop Faith Ministries, Inc.** requesting to hold **Gospel Concert on the Diamond Friday September 5, 2025 from 6-8pm**. Fry had previously requested and it was approved to hold the Concert September 4, 2025. Fry wishes to change the date to the 5<sup>th</sup>.

***A motion** was made by Jordan Frei and seconded by John Poznick to approve the request. The motion carried with all in favor.*

Email received from **Jim & Christy Boyd of Brandon J Boyd Memorial Fund** requesting Bandstand to hold **Pet and/or Family Christmas Photos Saturday, December 6, 2025 from 10am-2pm**. Money raised will go towards the purchase of Christmas gifts for local students in need.

***A motion** was made by Judy Hoffer and seconded by Jordan Frei to approve the request. The motion carried with all of Council in favor.*

Email received from **Esther Ulery** with complaint of individuals smoking during the Sunday Evening Band Concert. Ulery **asks Council to consider making Diamond Park a no smoking area**.

***A motion** was made by Judy Hoffer and seconded by Karen Lynn to place small no smoking signs at all 3 parks in the Borough. All of Council was in favor.*

Letter received from **DEP regarding Asbestos notifications** requesting the Borough's help in increasing asbestos regulation awareness.  
Information to be placed on the Borough website.

Letter received from **LV Chamber of Commerce** asking permission for the **Western PA Region AACA to sell raffle tickets for a chance to win a 1996 Camaro Convertible during The Stroll on August 8, 2025**. Tickets would be sold at the AACA car spot in Lot A.

***A motion** was made by Jordan Frei and seconded by Judy Hoffer to **reject** the request that the Western PA region AACA sell raffle tickets during The Stroll. The motion carried with all of Council in favor.*

Letter received from LV Chamber of Commerce asking permission to hold **Bark in the Boro Sunday, August 24, 2025 from 12 to 4pm**. Permission requested to use the sidewalks and parking areas two blocks on E & W Main Streets for vendors; with meters needing to be bagged Saturday evening after 8pm. (information table on Diamond Park, dog waste bags available, permission for red carpet with photos on Bandstand, permission to hold dog agility stations in the courtyard, by Go Laurel Highlands and the sidewalk by Ligonier Echo). No dogs permitted on grassy areas of Bandstand.

***A motion** was made by Jordan Frei and seconded by Karen Lynn to approve Bark in the Boro event as requested for Sunday, August 24, 2025 from 12 to 4pm. The motion carried unanimously.*

Letter received from **LV Chamber of Commerce** asking permission to use the lampposts in front of the shops around the Diamond, N & S Market Streets, E & W Main Streets, a few poles by Abigail's Coffeehouse, the Ligonier Echo office, and the Town Hall Courtyard for their annual **Scarecrow Contest**. Scarecrows to be put up between October 16 & 17. Tear down will be complete by November 7, 2025 by 5pm.

*A **motion** was made by Judy Hoffer and seconded by Carol Barton to approve the request. All of Council was in favor.*

Letter received from **LV Chamber of Commerce** asking permission to hold a **Pumpkin & Spice Festival on Saturday, October 25, 2025 from 11am-2pm**. Permission requested to seek restaurant, bakery, and alcohol vendors to serve samples in merchant shops from 11am to 2pm. This is a ticketed event and appropriate liability insurance will be secured. It is further requested to organize a pumpkin decorating contest & silent auction on the Bandstand. All pumpkins will be artificial and decorated off site.

*A **motion** was made by Judy Hoffer and seconded by John Poznick to approve the Pumpkin & Spice Festival request as stated above. All of Council was in favor.*

Letter received from LV Chamber of Commerce asking permission for the following **Christmas Events; Diamond Decorating** beginning of November, **Adopt a Lamppost** (decorating lampposts in Diamond Park and around the sidewalks), **Light Up Ligonier** 6:30pm Friday, November 28 (bagging 2 meters by Town Hall and 4 meters on N Fairfield Street for Misty Haven Carriages), use of Community Room for Light Up Night, **Let's Get Ready to Crumble Cookie Walk** December 6, 2025 with use of Town Hall lobby for check in, **Town Wide Open House Ligonier Wholidays** December 7<sup>th</sup> with decorations placed December 4, 2025. It is requested to bag 2 meters by the LV Library from 9-5pm for the Kettle corn vendor, 4 meters on N Fairfield Street by YMCA for Misty Haven Carriage & 1 meter in front of Town Hall for carriage rides.

**Free Holiday Parking** – permission is asked to offer free parking on the four Saturdays beginning on November 29-Saturday, December 20, 2025. The Chamber will secure a \$1,200 sponsorship to cover the cost.

*A **motion** was made by Jordan Frei and seconded by Karen Lynn to approve the Christmas Events as listed above. The motion carried with all in favor.*

**Solicitor Sorice asked for a brief executive session for litigation.**  
**Council returned with no action taken.**

## **COMMITTEE REPORTS**

### **PARKS & RECREATION**

In the absence of Chair Mariah Fisher, President Matt Smith reported that The Creamery has offered to provide their Food Truck for the upcoming Parks & Recreation fundraiser – Movie Night at Friendship Park on August 16<sup>th</sup>.

Due to the fact that this information just became available it was decided to place on the agenda for next month.

### **TOWN HALL**

Chair, Judy Hoffer reported that Right Elevator is waiting on a few small parts for the elevator project. It is hoped to begin the work in the first week of September and to be completed by the end of the month.

### **PUBLIC WORKS**

Carol Barton, Chair for the Public Works committee commented on a clip she saw of the recent flooding in Texas and expressed her concerns to get the Stormwater Authority up and running.

### **PUBLIC SAFETY**

Nothing

## **FINANCE**

Chair, John Poznick stated that he will get together with the board of the Stormwater Authority to make sure Ligonier Borough has a budget for the remainder of the year with any cost it is felt that they may incur. and work on 2026 budget until fees are in place.

## **PLANNING / PERSONNEL**

**Planning:** Chair, Karen Lynn reported that after extensive research on the best way to handle the noise level in the Borough; a thorough review of the existing ordinances, zoning & noise levels, plus a thorough review of decibel readers by Chief Matrunics, the committee is deferring to the Borough's existing ordinance. Under the Ligonier Borough Zoning Ordinance Section 6-1 2009-603 there is **not** denoted a 'quiet hours' section. The Planning Committee recommends that quiet hours be reflected as 10pm-7am either as an addendum to, or as a separate section under the advisement of our solicitor for the proper placement.

**Personnel:** Karen Lynn reported meeting regarding Carole Henderson's replacement upon her retirement in January. Carole & Jan provided list of duties in day to day operations and Jan will making a determination on hours and duties moving forward in regard to compartmentalizing these duties with the potential of duties of in house billing once the stormwater authority makes that determination.

Karen Lynn also reported that the committee is working on the Employee Handbook & revising from 2008. Additionally, the committee would like to have a future training session for all employees in collaboration with the new employee's handbook.

## **SHADE TREE**

Nothing

## **NEW BUSINESS**

### **Cleaning & Preserving Bandstand Roof:**

Solicitor Mark Sorice reported being approached regarding the bandstand and the copper roof. Solicitor Sorice was told about a treatment that provides a cleaner with a coating that will keep the bright copper shine from Everbrite Coatings. Sorice was asked to approach Council. Products could be donated and may not involve Borough employees. Solicitor Sorice asked Council if this was an interest. It was however suggested by the company if it is done, to wait until cooler temperatures to be completed.

President Matt Smith stated he himself is torn between the shiny copper color and the green.

President Matt Smith suggested getting input from the community.

A survey is to be placed on the Borough website.

Secretary-Treasurer Jan Shaw reported receiving an email yesterday from **Laurel Municipal Agency** stating that the process of filing charges from now on will be as follows; the initial complaint fee: will be \$75 and all costs associated with mailing. Follow up inspection trips for legality purposes only or at the request of the municipality including mailings: will be \$50 plus all cost associated with mailing.

## **ADDITIONAL PUBLIC COMMENT**

None

## **COMMENDATIONS & COMMENTS from OFFICERS and DEPARTMENTS**

Secretary-Treasurer Jan Shaw reported that today the Borough employees had training on identifying overdoes and how to use Narcan. Shaw stated that we now have this in the Town Hall.

Jan Shaw further reported that in regards to the **PA250**; the committee is looking at **July 18, 2026** as the day to celebrate in Ligonier. The celebration is still in the planning stages but may

include a small parade with the boy scouts & community. Other activities being planned is bell ringing, having a band & closing the Diamond, as well as picnics on Diamond Park with dignitaries speaking and possibly a street dance to follow.

**Secretary-Treasurer Jan Shaw** reported that she was approached by the person who does the Ligonier Borough website and she told him that we were looking to do some upgrades. He has now included a search bar to our website and has asked if there is anything else we would like to see.

Jan Shaw reported that we now have 1,997 subscribers on Savvy and of which 397 are residents of the Borough.

Jan Shaw informed all that Tuesday, August 5<sup>th</sup> we have both Diamond Market and National Night Out scheduled.

Jan Shaw concluded her comments by stating that the Borough is still looking for an alternate for the Zoning Hearing Board. Individual must be a resident of the Borough. If anyone is interested they are asked to contact Jan at the Borough Office. The Borough is also looking for an attorney for the UCC Appeals Board. The Borough has put out this request before but no one has come forward.

**Street Supervisor Ron Ross** thanked Chief Matrunics and department in their help with traffic while line painting on 30 & 711 crosswalks. Tomorrow they will do all speed lines with the Police Department.

Mellon Park stumps may be taken care of Friday or next Monday.

Street Sweeper is almost 20 years old now. Public Works demoed a smaller street sweeper at a price of \$265,000 and a bigger one over \$300,000. Parts for the old street sweeper are almost obsolete. Ron added that they do make a sweeper attachment that would fit our high lift which is priced at \$15,000-\$30,000. Public Works has another street sweeper coming to look at as well.

**Mellon Park Grant:** Ron Ross asked Council to consider putting a group together to look into applying for a grant for Mellon Park upgrades.

President Matt Smith asked for volunteers to come forward for an exploratory committee for Mellon Park Grant.

Councilman John Poznick volunteered see what is needed at Mellon Park and look into applying for a grant along with Judy Hoffer and JR Council Emma Betz.

**Ginny Fitzner, President of LVHC#1** was present and gave a report on incident responses for June 2025. LVHC#1 responded to 25 incidents; 8 in the Borough, 14 in Ligonier Township, 5 in Cook Township and 1 in Laurel Mountain Borough.

Ginny invited everyone to their 4<sup>th</sup> Annual All-You-Can-Eat Crab dinner at Carol & Dave's Roadhouse on Monday, July 21<sup>st</sup>, 2025.

In the absence of Engineer Jason Mash, Secretary-Treasurer Jan Shaw mentioned that Jason has done the bid package and advertising for the **Hazel Alley Stormwater Project**. There is a mandatory pre-bid conference held Monday, August 4, 2025 at 10am in the Town Hall. Bids will be opened Thursday, August 14, 2025 at 7pm at the next Borough Council Meeting.

Chief Police Mike Matrunics gave his police report for the month of June. National Night Out will be held on Tuesday, August 5, 2025 from 5:30-8:30pm and will be held at the Parking Lot A in the Borough. Ladder truck rides, drop tank, hose demos, free hot dogs, and more are provided by Ligonier, Waterford, Wilpen and Darlington Fire Departments. Further activities include; SWAT Presentation, K9 Demonstration & Basket Raffle, Dunk Tank, Fish and Game Commission & Mutual Aid, Bounce Obstacle Course, and Pizza donated by Rep. Leslie Rossi & popcorn provided by Giant Eagle.

Chief Matrunics further reported that a new police car was purchased. The vehicle is being up fitted with emergency equipment and schedule to be complete the first week of July.

Mayor Bellas stated that he is glad Council is working on some of the problem areas around town.

President Matt Smith stated that he is impressed how the LV Police Officers and Department go out and learn new things on their own and keep trying to improve themselves. He feels it says a lot for a small community department.

President Matt Smith noted that the next meeting of the Ligonier Borough Council will be held Thursday, August 14, 2025 at 7pm in the Town Hall.

**MOTION TO ADJOURN**

*A **motion** was made by Jordan Frei and seconded by John Poznick to adjourn the meeting. All of Council was in favor. The meeting was adjourned at 8:35pm.*

Respectfully submitted,

Janette Shaw  
Secretary-Treasurer