

September 10, 2020

The regular meeting of the Ligonier Borough Council was held Thursday, September 10, 2020 at 7PM via ZOOM due to the Coronavirus (COVID-19) Pandemic. President James St. Clair presided over the meeting.

Members Present: James St. Clair, Matt Smith, Robert Barron, Mariah Fisher, Judy Hoffer, Jeff Craig, and Nate Sylvester.

Others Present: Secretary-Treasurer Jan Shaw, Street Supervisor Ron Ross, Mayor Ormond “Butch” Bellas, Engineer Ben Faas, Solicitor George Welty, Police Chief John Berger, and Zoning Officer Rick Schwab. Absent was Fire Chief Corey Blystone, and Code Enforcement Officer Shawn Knepper.

APPROVAL OF MINUTES

A motion was made by Mariah Fisher and seconded by Judy Hoffer to approve the August 2020 minutes as presented. The motion carried with all in favor.

BILLS PAYABLE

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

CONSENT CALENDAR

A motion was made by Jeff Craig and seconded by Matt Smith to approve the Consent Calendar before them. The motion carried 7-0.

PUBLIC COMMENT

None

UNFINISHED BUSINESS

None

CORRESPONDENCE

Letter received from Julie Donovan of Fort Ligonier along with an application for 2 temporary vinyl banners to be displayed September 22-October 11, 2020 at Fort Ligonier Entrance on Post & Rail Fence promoting the Battle Commemoration Weekend.

A motion was made by Mariah Fisher and seconded by Nate Sylvester to approve the request. All of Council was in favor.

Letter received from Abigails Coffeehouse on behalf of a group of Ligonier Merchants asking to
1) sponsor a Free Parking Saturday by offering to make a \$600 donation to Ligonier Borough to allow free parking on Saturday, October 10, 2020.

2) Also requested is permission to hold an additional sidewalk sales on October 3rd and 4th.

3) It is the group’s hopes to find a sponsor to make a donation to have free parking on Saturday, October 3, 2020 and ask for approval for this date if made possible by sponsorship.

A motion was made by Nate Sylvester and seconded by Jeff Craig to approve the request(s) from Abigails Coffeehouse on behalf of a group of Ligonier Merchants and thanked them for their donation. The motion carried unanimously.

Email received from Jennifer Shultz of Westmoreland Ballet Co. requesting permission to film a scene of “**Nutcracker Alive!**” on the Diamond Sunday, September 27, 2020 and to reroute / close traffic around Diamond Park temporarily. The production team will include 10 dancers

and 3 film crew members. Ligonier residents and business owners are asked to join the scenes. The production will follow all health and safety protocols including social distancing.

As there is not enough time to get a PennDOT permit, Council agreed with LV Police Chief John Berger's suggestion to have a dedicated officer on site during the filming, in addition to the two other regularly schedule officers if not on call; given the short amount of time needed. Chief Berger volunteered to be the designated officer for a two hour period.

A motion was made by Mariah Fisher and seconded by Judy Hoffer to approve the request from Westmoreland Ballet Company to film scenes on Diamond Park provided Chief Berger have an officer or himself present along with the other two officers on duty, if not on a call, for traffic control as well as make PennDOT aware of the temporary traffic closure. All of Council was in favor.

Letter was received from Howard Nair of Kingfisher Coffeehouse asking Council to open discussion of signage identifying the businesses on each of the streets surrounding Diamond Park and to be paid for the by the merchants themselves.

It was decided that the merchants should come up with a sign proposal with design standards to bring before Council.

Letter received from the **LV Chamber of Commerce** requesting to use the sidewalks and parking areas around the Diamond for its Fall into Ligonier – A Restaurant Tasting (amendments from previously approved) on November 7 from 11am – 2pm. The restaurants would set up on the street area (parking spots) of the Diamond and provide some sort of fall food. The Chamber will sell up to 250 tickets with participants.

A motion was made by Mariah Fisher and seconded by Jeff Craig to approve with the suggestion to stagger start times with half of the 250 ticket holders coming at 11am-2 pm and the other half from 2-4pm due to concerns on crowd size. The motion carried unanimously.

Letter received from the **LV Chamber of Commerce** amending their previously approved October 8-10, 2020 Merchant Sidewalk Sales date to include Sunday, October 11. The Chamber plans to advertise the weekend as Ligonier Chamber Days.

A motion was made by Nate Sylvester and seconded by Jeff Craig to approve the request from the LV Chamber. The motion carried with all in favor.

Letter received from the **LV Chamber of Commerce** requesting permission to close off Bank Alley from North Market Street to the end of Lot A to place picnic tables by or before the October 8 date of Ligonier Chamber Days for restaurant patrons to enjoy grab-and-go meals.

A motion was made by Jeff Craig and seconded by Mariah Fisher to approve. The motion carried unanimously.

Letter received from the **LV Chamber of Commerce** to amend the previously approved Wine and Chocolate Walk to Wine and Sweets Walk along with requesting permission to use the sidewalks and parking areas around the Diamond on Sunday, October 24, 2020 from 1-5pm and bagging the meters around 11 am for set up.

The LV Chamber also plans to sell 250 tickets with each participant receiving a wristband at registration with a special wristband sold for designated drivers. The Chamber also requests Council to suspend the enforcement of its Open Container Ordinance during this event.

A motion was made by Jeff Craig and seconded by Matt Smith to approve the event and suspend the enforcement of the Open Container Ordinance during the event. All of Council was in favor.

Letter received from **LV Chamber of Commerce** requesting to amend the previously approved date for the Annual Scarecrow Contest. The scarecrows are to now be put up Friday, October 16 through Sunday October 18, 2020. The contest dates will be from Monday, October 19 through Sunday November 1, 2020.

A motion was made by Nate Sylvester and seconded by Mariah Fisher to approve the amendment to the Scarecrow Contest. The motion carried 7-0.

Letter received from the **LV Chamber of Commerce** to hold Merchant Trick or Treat on either Friday, October 30, or Saturday, October 31, 2020 from 5-6pm to coincide with the Ligonier Borough Trick or Treat Date.

A motion was made by Mariah Fisher and seconded by Nate Sylvester to **deny** the request due to concerns with crowds during the pandemic crisis. The motion carried with all of Council in favor.

Saturday, October 31, 2020 from 6-8pm is set for Halloween Trick or Treating in the Borough.

Letter received from the **LV Chamber of Commerce**:

1. Planning to decorate the Diamond Park area beginning the two weekends starting November 13, 2020.
2. Asks permission to decorate the lampposts in the Diamond Park area and around the sidewalks for its annual Adopt a Lamppost.
3. Planning its annual Christmas Town Wide Open House on Sunday, December 6, 2020 from noon-5pm. The Chamber is requesting that two meters be bagged in front of the Library from 9am-5pm for the kettle corn vendor and the first two meters on Fairfield Street beside the YMCA from 10am-5pm for sleigh / carriage rides for visitors.
4. Hold annual Light-Up Night Friday, November 27, 2020 at 5:30 for Santa's arrival. The Chambers requests that the LV Police Dept. detour traffic for Santa's Parade along with bagging meters on the northeast quadrant of the Diamond by Town Hall and the first four meters on Fairfield Street beside the YMCA for the sleigh/carriage, which would bring Santa to town and offer sleigh rides. The Chamber understand that this request be dependent on what COVID restrictions are in place.

A motion was made by Matt Smith and seconded by Robert Barron to approve #1-#3 requests from the LV Chamber. However, #4 - Light-Up Night approved **ONLY if COVID Pandemic restrictions are lifted**, otherwise the lights would just be turned on. The motion carried with all in favor.

COMMITTEE REPORTS

PARKS & RECREATION

Parks & Recreation chair, Mariah Fisher reported that the committee hopes to reschedule a public forum, possibly at Friendship Park, to discuss the potential renovation of the tennis courts. In the meantime, residents are asked for their feedback and ideas by sending letters or emails to the committee at the Borough office.

Bartlett Tree Experts continues to monitor three sickly trees around Diamond Park with no recommendations made as yet to the committee.

TOWN HALL

A motion was made by Judy Hoffer, Town Hall Chair, and seconded by Matt Smith that the Town Hall Auditorium, Community Room and 2nd Floor meeting rooms will remain closed for another month. All individuals entering Town Hall must don a mask. The motion carried 7-0.

Deadline for bids for the Town Hall roof; (copper gutters & liners work) is October 2, 2020 at 3pm. Special meeting to open the bids will be advertised for October 2, 2020 at 3:01pm via ZOOM.

A door for the East Main Street side to Auditorium has been ordered.
Town Hall carpeting is to be cleaned by Borough employees.

ELECTION:

A motion was made by Judy Hoffer and seconded by Jeff Craig to hold the November 2020 election again at the former Borough Police Station.

A roll call vote was taken with Judy Hoffer, Jeff Craig, Sam St. Clair, Matt Smith voting for the former Police Station site and Robert Barron, Mariah Fisher, and Nate Sylvester voting for voting to take place at the Town Hall.

The motion carried 4-3 in favor of the former Police Station as the site for the November 2020 Election.

PUBLIC WORKS

Chairman Robert Barron reported that leaf pick in the Borough will begin in October.

PUBLIC SAFETY

Nothing to report.

FINANCE

Chairman Nate Sylvester reported that revenue is up and expenses down and holding steady.

PLANNING / PERSONNEL

Council went into a brief executive session for personnel at 8:10 pm and returned at 8:15 pm.

COVID-19 Policy:

A motion was made by Matt Smith and seconded by Mariah Fisher to adopt a COVID-19 Policy for Borough employees, adding that masks must be worn when not able to consistently maintain social distancing of at least six feet. The motion carried unanimously.

The policy is available at the Town Hall borough office.

NEW BUSINESS

NONE

ADDITIONAL PUBLIC COMMENT

NONE

COMMENDATIONS & COMMENTS from OFFICERS & DEPARTMENTS

Secretary-Treasurer Jan Shaw advised that Monday, October 5th will be the next regularly scheduled meeting of the Ligonier Borough Council.

SOLICITOR

Solicitor Welty advised that a quorum is needed for the special meeting on October 2, 2020 for the bid opening for Town Hall.

MAYOR BELLAS

Mayor Bellas reported on a request of a curb-cut on Bell and Main Street and working with the Engineers.

MOTION TO ADJOURN

A motion was made by Mariah Fisher and seconded by Robert Barron to adjourn the meeting. All of Council was in favor. The meeting was adjourned at 8:20 pm.

Respectfully submitted,

Janette Shaw
Secretary-Treasurer