

January 9, 2025

The regular meeting of the Ligonier Borough Council was held Thursday, January 9, 2025 at 7pm in the Town Hall with President Matt Smith presiding.

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

Others Present: Secretary-Treasurer Jan Shaw, Street Supervisor Ron Ross, Mayor Ormond "Butch" Bellas, Engineer Jason Mash, Solicitor Mark Sorice, Police Chief Mike Matrunics, & Fire Chief Matt Ferry.

APPROVAL OF MINUTES

A motion was made by Jordan Frei and seconded by Karen Lynn to approve the minutes of December's regular and special meeting as presented. The motion carried with all in favor.

BILLS PAYABLE

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

CONSENT CALENDAR

A motion was made by Mariah Fisher and seconded by John Poznick to approve the Consent Calendar provided. All of Council was in favor.

PUBLIC COMMENT

Barry Harvey of 312 E Loyalhanna Street thanked LV Chamber, Fire Department and the LVPD and Council for a job well done. Harvey moved here a year ago and added that Ligonier is an enjoyable town to live in.

UNFINISHED BUSINESS

Remove new custodian Debbie Grguric from probationary period:

A motion was made by Judy Hoffer and seconded by John Poznick to remove Debbie Grguric from probationary period. The motion carried with all of Council in favor.

Mullen Refrigeration quote for HVAC upgrades to Town Hall @ \$327,575:

A motion was made by Judy Hoffer and seconded by John Poznick to approve the quote by Mullen Refrigeration for the Town Hall upgrades. The motion carried with all in favor.

CORRESPONDENCE

A letter was received from Judy Ridgway of **Weeders & Seeders** presenting a request for **May Day Contest Sunday, May 4, 2025**. Fundraiser is to take place on the Bandstand & Diamond area from 12-2pm. Fresh floral arrangements in baskets or displays are to be judged by the garden club. Maypole dance by local children's dance group held in Diamond area near the bandstand at 12:30PM.

A motion was made by Mariah Fisher and seconded by Jordan Frei to approve the May Day Contest on Bandstand and Diamond area Sunday, May 4, 2025. The motion carried unanimously.

Letter received from the **LV Chamber of Commerce** requesting permission to **block off the Northeast quadrant of the Diamond to traffic for the Sunday Evening Band Concerts from June 22 through August 24, 2025**. Also requested is to bag the first four meters on the North side of East Main Street for Laurel Highlands Antique Auto Club as well as use of Auditorium in case of inclement weather.

A motion was made by Jordan Frei and seconded by Karen Lynn to approve the Summer Evening Band Concerts from June 22 through August 24, 2025. All of Council was in favor.

Letter received from **LV Chamber of Commerce** requesting permission to use the Town Hall auditorium for registration for the 15th **Annual Soup's On! Event** to be held **Saturday, March 15th**. Registration to begin at 10:30am and conclude at 12:30pm. Event runs from 11am-2pm.

A motion was made by Mariah Fisher and seconded by Judy Hoffer to approve the request for Soup's On! Saturday, March 15, 2025 with registration to be held in the Town Hall Auditorium foyer only. The motion carried with all in favor.

Letter received from **LV Chamber of Commerce** requesting permission to bag the meters around Diamond Park and the first two blocks of East and West Main Streets for the Chamber's **Antiques on the Diamond Saturday, June 7, 2025 from 9-2pm**. It is requested to bag the meters the night before.

A motion was made by Jordan Frei and seconded by John Poznick to approve the request for Antique's on the Diamond Saturday, June 7, 2025 from 9-2pm. The motion carried unanimously.

Letter received from **LV Chamber of Commerce** requesting permission to hold **Diamond Market (formally named Ligonier Night Market)** the third Thursday of each month from June through September from 2-6pm. It is asked to suspend the enforcement of Open Container Ordinance during this event for samples from some of the vendors. Samples to be consumed at vendor tents only. Also requested is to bag the meters around the Diamond and the first two blocks of East and West Main Street (one side only) from 1pm-7pm.

Solicitor Mark Sorice advised for those vendors offering samples to be required to have a sign saying any samples must be consumed only in this location to alleviate any liabilities.

A motion was made by Mariah Fisher and seconded by Carol Barton to approve the Diamond Market described above by LV Chamber of Commerce. The motion carried with all in favor.

Letter received from **LV Chamber of Commerce** requesting permission to co-host a new event with the Ligonier Country Market. **Made in Ligonier Market** would take place Saturday, **May 3, 2025** from 11am-3pm. It is requested to bag the meters around the Diamond and the first two blocks of East and West Main (one side only) from 10am-3pm.

A motion was made by Karen Lynn and seconded by Judy Hoffer to approve the request for new event Made in Ligonier Market, Saturday, May 3, 2025 from 11am-3pm. The motion carried 7-0 with all in favor.

Email received from Julie Donovan requesting to **use the bus lot** for overflow parking for **Ralph Bennett's memorial service Saturday, January 11, 2025 from 2-5pm**.

A motion was made by Judy Hoffer and seconded by Mariah Fisher to approve use of the bus lot Saturday, January 11, 2025. All of Council was in favor.

COMMITTEE REPORTS

PARKS & RECREATION

Chairwoman Mariah Fisher reported that the committee previously submitted a grant application to Wish Book through the Pittsburgh Foundation and have received a few donations through this with the last one coming in at \$2,400.

TOWN HALL

Chairwoman Judy Hoffer reported that Town Hall is moving forward with the contractors for the Town Hall renovations. The concrete pad has been poured for the generator and the gas line is now through the Town Hall Community Room. The ceiling tiles are still down but will be replaced within the next several days.

Judy Hoffer thanked Street Supervisor Ron Ross and Secretary-Treasurer Jan Shaw for their input with project as well.

PUBLIC WORKS

Chairwoman Carol Barton thanked the Public Works Crew for their hard work during the recent snow. Barton asked everyone to be patient as far as seeing all streets cleared around town.

PUBLIC SAFETY

Chairman Jordan Frei introduced and congratulated new Ligonier Hose Co. #1 Fire Chief Matt Ferry.

Frei also noted that Ginny Fitzner is now the new President of Ligonier Hose. Co. #1.

Frei reported that as required by the Fire Service Agreement a meeting occurred earlier in the week with the Public Safety Committee along with Matt Ferry, Peter Fitzner and Ginny Fitzner. It was noted that a few ideas and revisions may be made to our ordinances and existing Fire Service Agreement in the near future.

FINANCE

Nothing to report.

PLANNING / PERSONNEL

Chairwoman Karen Lynn reported that the committee continues to do research for the noise ordinance and is currently under review. Karen thanked the mayor and a few of council for their input.

It was further reported that the short-term rental ordinance final rough draft is now on the Borough's solicitor's desk.

SHADE TREE

Nothing

NEW BUSINESS – Annual Appointments:

A. Re-Enact Ordinances:

#262 Real Estate Transfer Tax 1%

#328 Wage Tax .5%

#329 Per Capita Tax \$5.00

#361 Amusement Tax 5%

#569 LST Tax \$52.00

A motion was made by Mariah Fisher and seconded by John Poznick to re-enact the above ordinances for Ligonier Borough. All of Council was in favor.

B. Depositories for Borough

BNY Mellon Bank

Commercial Bank

First National Bank

Dollar Bank
Somerset Trust Co.

A motion was made by Judy Hoffer and seconded by Jordan Frei to accept the above banks as Ligonier Borough's depositories. The motion carried unanimously with all of Council in favor.

C. Financial Services:

Berkheimer Tax Administrator – Act 511 Taxes (EIT), LST Tax
PAMS – Per Capita
Guyasuta Investment Advisors – Town Hall & P&R Fund

A motion was made by John Poznick and seconded by Carol Barton to approve the Financial Services for Ligonier Borough. All of Council was in favor.

D. Appointments for 2025:

Auditor – The Keenan Group
Solicitor – Sorice Law, LLC
Engineer – (Mash Engineering) – Jason Mash
Fire Chief – (Matt Ferry)
Secretary-Treasurer (Jan Shaw)
Zoning Board Counsel – (Alexander Brown) – Meyer, Darragh, Buckler & Eck, PLLC
Vacancy Board Chairman – (TBD)
UCC Appeals Board Counsel – (TBD)
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 2025 – (Jan Shaw)
Emergency Management Coordinator – (Ron Ross & Asst. Greg Sullenberger)
Building Code Inspectors – Cambria County Building Code, Merle Musick – American Building Inspection Services, Inc. & TKL Code
Zoning / Code Enforcement – (Laurel Municipal Inspection Agency)
Borough Alternate on Ligonier Valley Police Commission – (Jordan Frei)

A motion was made by Mariah Fisher and seconded by John Poznick to approve the appointments for Ligonier Borough in 2025. The motion carried with all in favor.

Bidding Threshold for 2025:

The Pennsylvania Department of Labor and Industry released the 2025 bidding thresholds for public contracts and purchases.

Beginning on January 1, 2025, the updated bidding thresholds for contracts and purchases will be as follows:

- Contracts or purchases under \$12,900 require no formal bidding or written / telephonic quotations.
- Contract or purchases between \$12,900 & \$23,800 require three written / telephonic quotations.
- Purchases and contracts over \$23,800 require formal bidding.

ADDITIONAL PUBLIC COMMENT

N/A

COMMENDATIONS and COMMENTS from OFFICERS & DEPARTMENTS

Secretary-Treasurer Jan Shaw thanked Council for her re-appointment.

Street Supervisor Ron Ross reported that Public Works Crew and Office Staff will be un-decorating the Diamond Monday at 10am if anyone is interested in helping.

Ron Ross asked everyone to not throw snow out onto the streets when shoveling sidewalks.

Dumpsters Days is tentatively scheduled for April 25 & 26th, 2025.

Ron Ross advised that the Public Works Crew does not pick up Christmas trees. Christmas trees can be dropped off at the country market field for recycling hosted by the Loyalhanna Watershed through January 31, 2025.

Police Chief Mike Matrunics reported still researching and looking into a **decibel reader** for the Borough.

Mayor Bellas reported receiving complaints of both residents and businesses that are not clearing their sidewalks of snow.

JR Council member Emma Betz expressed that she enjoys being a part of Ligonier Borough Council.

President Matt Smith noted that the next meeting of the Ligonier Borough Council will be held Thursday, February 13, 2025 at 7pm in the Town Hall.

MOTION TO ADJOURN

A motion was made by Mariah Fisher and seconded by Judy Hoffer to adjourn the meeting. All of Council was in favor. The meeting was adjourned at 7:33pm.

Respectfully submitted,

Janette Shaw
Secretary-Treasurer