

**October 6, 2025**

The regular meeting of the Ligonier Borough Council was held Monday, October 6, 2025 at 7pm in the Town Hall with President Matt Smith presiding.

**Members Present:** Matt Smith, Mariah Fisher, Judy Hoffer, Carol Barton, Jordan Frei, Karen Lynn, 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, and Fire Chief Matt Ferry.

#### **APPROVAL OF MINUTES**

*A **motion** was made by Jordan Frei and seconded by John Poznick to approve the minutes of September 11, 2025 as presented. The motion carried unanimously.*

#### **BILLS PAYABLE**

*A **motion** was made by Judy Hoffer and seconded by Carol Barton to approve the Bills Payable as also presented. The motion carried with all in favor.*

#### **CONSENT CALENDAR**

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

#### **PUBLIC COMMENT**

N/A

#### **EXECUTIVE SESSION**

A brief executive session was called by Borough Solicitor Mark Sorice at 7:01pm. Council returned from executive session at 7:27pm with no action taken.

#### **UNFINISHED BUSINESS**

##### **Temporary Traffic Restrictions & Other Designations for Fort Days 2025:**

Street Supervisor Ron Ross supplied a map for placement of barriers & barricades to go along with the Temporary Traffic Restrictions & other designations.

*A **motion** was made by Jordan Frei and seconded by Judy Hoffer to approve the map and Temporary Traffic Restrictions and Other Designations. The motion carried with all of Council in favor.*

##### **Grant Procurement Specialist:**

Councilman Jordan Frei explained to Council why he feels the Borough needs a Grant Procurement Specialist. Grant Procurement Specialists know grant deadlines and when windows will be open to apply. Available grants are not always known about and an advocate will aid in awareness.

Mariah Fisher clarified to all that the Grant Procurement Specialist will not be assisting the Borough in writing the grants but may identify grants that the Borough could potentially apply for.

Jordan Frei agreed but stated that a grant procurement specialist will take a very hands on approach to engineering grants by sitting down with the Borough engineer or any other consultant that the Borough may have on a particular project. However, the Borough would still be tasked with filling out and filing for the grant.

*A **motion** was made by Jordan Frei and seconded by Karen Lynn to enter into agreement beginning November 1, 2025 with **Regola Consultants** with the cost not to exceed \$3,000 per*

*month for the facilitation, consulting and advocating on Ligonier Borough's behalf in grant work. The motion carried 5-2 with Mariah Fisher and Judy Hoffer opposing.*

#### **Signage for Local Truck Delivery Only:**

Street Supervisor Ron Ross presented to Council an example of a sign for No Tractor Trailer Trucks except for Local Deliveries and provided a list of intersections that would need a sign.

1. Walnut at West Main
2. Walnut at Vincent
3. W Fairfield at West Main
4. E Loyalhanna at S St. Clair
5. W Church St. at N Market
6. E Church at N Market
7. E Vincent at N Market
8. Deeds St. at N Market
9. Franklin St. at N Market
10. Delaware at N Market

***A motion** was made by Mariah Fisher and seconded by Carol Barton to approve and to begin using signage for local deliveries in the designated spots. The motion carried with all in favor.*

#### **Recommendation for Appointment by Governor for Emergency Management Coordinator:**

Councilman Jordan Frei reported that after alternate Greg Sullenberger declined to take over the open Emergency Management Coordinator position Corey Blystone has agreed to take the position.

***A motion** was made by Jordan Frei and seconded by John Poznick to recommend Corey Blystone for appointment by Governor Shapiro for the position of Emergency Management Coordinator. The motion carried unanimously.*

#### **CORRESPONDENCE**

**Email received from Dillon Vaughan requesting to set up a table on the Diamond offering to play chess with people passing by for free.**

As Diamond Park is a public park it cannot be reserved. He can come and set up a chess board game and invite passersby to play. However, by following the rules of Diamond Park he cannot place any furniture in the park and therefore cannot bring a table.

Letter received from **LV Chamber of Commerce** requesting **permission for merchants to hold sidewalk sales on Thursday, October 9, 2025.** All participants will follow all sidewalk sales guidelines.

***A motion** was made by Mariah Fisher and seconded by Judy Hoffer to approve. All of Council was in favor.*

Letter received from **Ligonier Hose Co. #1 President Ginny Fitzner** requesting **permission to hang a banner on the back of the old Borough building (facing the municipal parking lot), and one on the fire station facing Fairfield Street from October 1-October 31, 2025.**

***A motion** was made by Jordan Frei and seconded by Karen Lynn to approve the request. The motion carried 7-0.*

#### **COMMITTEE REPORTS**

##### **PARKS & RECREATION**

Chair Mariah Fisher reported that the committee met with Richard Rauso again and are in talks to adjust the project design to scale it back to be more in line with the fundraising received.

### **TOWN HALL**

Judy Hoffer, Town Hall Chair reported that Johnson Control is installing the fire alarm in the elevator and then it will be inspected. It was learned that we are now required to have a cell phone in the elevator. Right Elevator will be taking care of this.

### **PUBLIC WORKS**

Chair, Carol Barton reported that the Public Works Crew have already started doing leaf pick up around town and will be around daily weather permitted. It is requested to rake leaves to edge of property and not on the streets.

### **PUBLIC SAFETY**

Jordan Frei, Chairman of the Public Safety committee thanked Chief Mike Matrunics, Street Supervisor Ron Ross and Public Works for their work with Fort Ligonier Days.

### **FINANCE**

Chairman John Poznick reported recently receiving state aid pension costs in the amount of \$53,325 which helps reduce the Borough's pension costs. The Borough has also received from the state fire assistance monies in the amount of \$10,941 which will be a direct pass through to the fire department. It was further reported that the Finance Committee will be working on the 2026 budget after Fort Ligonier Days. The committee will start formulating the budget looking at estimated revenues and the estimated cost for 2026. Poznick reported that the Borough is currently still on track for a balanced budget for the remaining 2025.

### **PLANNING / PERSONNEL**

Karen Lynn, Chair of Planning and Personnel Committee reported that the personnel committee interviewed 4 very strong candidates for the Planning Commission. The candidates gave the committee a lot of good input and suggestions for the Borough. At this time the Personnel Committee recommends that Rev. Bryan Jarrell be appointed to serve on the Planning Commission.

It was reported that an individual is also needed to serve on the Joint Comprehensive Plan Committee.

Solicitor Mark Sorice advised Council that the Planning Commission position has been advertised but must be on the agenda in order to act on it. The open position on the Joint Comprehensive Plan Committee will need to be advertised and placed on the agenda before it can be voted on.

### **SHADE TREE**

Nothing

### **NEW BUSINESS**

#### **Trick or Treat Date:**

Mayor Ormond "Butch" Bellas stated that the **Trick or Treat date for the Borough will be Friday, October 31, 2025 from 6-8pm** with Merchant Trick or Treat set from 5-6pm on the same evening.

#### **Sewage Enforcement Officer:**

Councilwoman Karen Lynn reported that it has been suggested to hire **Emil Bove** to be on call as the Borough's registered engineer and sewage enforcement officer at a rate of \$80 per hour plus government travel time.

***A motion was made by Mariah Fisher and seconded by Jordan Frei to approve the hire of Emil Bove at \$80 per hour plus government travel rate to be the Borough's Sewage Enforcement Officer should we need one. The motion carried with all of Council in favor.***

**Continued contractual obligations with Laurel Municipal & potential termination of contract:**  
*A motion was made by Karen Lynn and seconded by John Poznick to sever relations with Laurel Municipal Agency contingent upon additional information from a new agency as well as new information from Inter-Government Agency Agreement. The motion carried with all in favor.*

**Potential appointment of new Zoning / Code Enforcement:**

To be on agenda for next month's meeting

**ADDITIONAL PUBLIC COMMENT**

Nothing

**COMMENDATIONS and COMMENTS from OFFICERS & DEPARTMENTS**

**Fire Chief Matt Ferry** reported that Ligonier Hose Co. #1 had 20 incidents this past month with 3 in the Borough and 10 in the Township, 5 in Cook Twp., 1 in Derry and 1 in Fairfield.

Matt Ferry further reported that fire department has received a grant. The fire department partnered with Waterford and Wilpen Fire Departments and received 23 sets of bunker gear which is worth around \$150-160,000.

With the help from LVHC#1 grant writer the department has also received new SCBAs. The department spent nearly \$3,000 for approximately \$350,000 worth of equipment.

**Borough Engineer Jason Mash** reported Hazel Alley project work is to begin around October 13, 2025 and take approximately 2 weeks.

**Police Chief Mike Matrunics** spoke about the upcoming Fort Ligonier Days and thanked Street Supervisor Ron Ross for his work on the map. Chief Matrunics reported that there could be changes with the map depending what is necessary to make Fort Days better and safe. Chief Matrunics thanked Fort Ligonier Days Inc. for the barricades.

**Mayor Bellas** asked for update on the Town Hall elevator, Community Room floor and kitchen. Town Hall Chair Judy Hoffer stated that the Public Works crew will be saving the Borough a considerable amount of money by installing the flooring after Ice Fest as opposed to contracting it out. The flooring is here but will be a large expense to be bid out. As far as the elevator; the walls were thicker than expected and therefore the drilling took a longer period of time.

Councilwoman Karen Lynn questioned the fact that the floor would not be finished before Festival of Lights and Ice Fest.

Street Supervisor Ron Ross answered that we are waiting for the elevator to be inspected. Most of the work is done. They do have some cleaning up to do and all of the mechanical work should be done this week.

The flooring in the kitchen has been completed. The appliances have been moved. Ron stated that the walls were caving in. Tile was falling off the walls and the cabinets were rotten. The public works crew put ¾ inch plywood on all the walls, new ceiling and lights were put in, & new wall coverings on.

As there have been a few events booked for the use of the Community Room the Public Works Crew could not begin the flooring in the Community Room and then risk someone stepping on the edge and breaking it.

Ron stated that the Public Works Crew cannot start on the floor in the Community Room until at least January because leaf pick up has started on the work involved with Fort Ligonier Days. If the winter is not bad the Public Works Crew will be in the Community Room working every day. It however, cannot be guaranteed to be done for Ice Fest. Ron Ross told Council that they are

welcome to bid the work out. The Community Room is usable as is but the kitchen is not as there are no cabinets, no sinks, and no dishwasher. The appliances are here but the stove is not hooked up as we are waiting on Johnson Controls to do so.

A discussion ensued regarding Ice Fest and the firemen's big fundraiser; their spaghetti dinner. It is unknown when the work in the Community Room / Kitchen will be completed.

Councilwoman Carol Barton and Karen Lynn urged Council to further discuss the matter.

JR Council Emma Betz wished everyone a Happy Fort Ligonier Days.

Judy Hoffer and Mariah Fisher congratulated Emma Betz on being selected as a member of the LVHS Homecoming Court as well as second runner up for Miss Ligonier.

President Matt Smith asked Secretary-Treasurer Jan Shaw to move JR Council's comments on the agenda to before Secretary-Treasurer so that she is not forgotten.

The next meeting of the Ligonier Borough Council will be Thursday, November 13, 2025 at 7pm.

#### **MOTION TO ADJOURN**

*A **motion** was made by Jordan Frei and seconded by Mariah Fisher to adjourn the meeting. All of Council was in favor. The meeting was adjourned at 8:18pm.*

Respectfully submitted,

Janette Shaw  
Secretary-Treasurer