

**November 13, 2025**

The regular meeting of the Ligonier Borough Council was held Thursday, November 13, 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 via zoom. Also present was JR Council 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 Mariah Fisher and seconded by Jordan Frei to approve the minutes of October 6, 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. The motion carried with all in favor.*

**CONSENT CALENDAR**

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

**PUBLIC COMMENT**

**Jeff Stahl** of 417 N Avenue spoke regarding his concern on the time frame from when parking violators receive a letter for unpaid parking tickets and that of when the police file citations for such.

**UNFINISHED BUSINESS**

**Appoint Planning Commission Member:**

*A motion was made by Karen Lynn and seconded by Mariah Fisher to appoint Rev. Bryan Jarrell to serve as member of the Planning Commission. All of Council was in favor.*

**Contract with Regola Consulting (hired as grant procurement specialist) & Payment:**

Councilman Jordan Frei stated that when the contract was originally provided at the October 6, 2025 meeting that it stated a timeline of 30 day notice should we wish to separate and terminate contract dated November 1, 2025.

Jordan Frei reported that an anonymous donor has come forward to fund the work of Regola Consulting for the first few months for \$15,000.

*A motion was made by Jordan Frei and seconded by Karen Lynn to sign the contract with Regola Consulting. The motion carried 5-2 with Mariah Fisher and Judy Hoffer opposing.*

*A motion was made by Jordan Frei and seconded by Carol Barton to pay Regola Consulting and add to the November Bills. The motion carried 5-2 with Mariah Fisher and Judy Hoffer opposing.*

**Retroactive – vote to approve closure of N Fairfield from N Main to Bank Alley for Halloween Market Saturday, October 25, 2025 from 1-5pm.**

*A motion was made by Mariah Fisher and seconded by Jordan Frei to approve the above closure retroactively to October. All of Council was in favor.*

Councilman Jordan Frei addressed an issue with closure of this portion of N Fairfield Street for safety in regards to the Fire Department for future considerations.

Ginny Fitzner, President of Ligonier Hose Co. #1 clarified that as the Fire Department themselves also make the same request they do however move the trucks in advance of event

to ensure easy accessibility should the need arise; unfortunately there was not ample time given with the above request to have the trucks moved.

**Category 4 Facilities LSA Grant Resolution:** pedestrian vehicle barriers

*A motion was made by Jordan Frei and seconded by Mariah Fisher to proceed with the official resolution for the Category 4 Facilities LSA Grant. The motion carried unanimously.*

**Authorization to post clerk job opening:**

*A motion was made by Karen Lynn and seconded by Jordan Frei to approve the posting for the job opening on Indeed.com. All of Council was in favor.*

**CORRESPONDENCE**

Letter received from **Ligonier Country Market** asking permission for their **2026 Saturday Market Detour**. Detour will be directed out of the LVHS onto Carey School Road, to W Vincent Street. At the stop sign at W Vincent Street and N Walnut Street, traffic will be detoured to turn right onto N Market and continue to Route 30. Date for 2026 Markets will begin Saturday, May 16 and run every Saturday through September 26, 2026 (8am-noon) & Saturday, November 7, 2026 (12pm-4pm). Signs will be placed at Carey School Road / Second Street, W Vincent Street / Indian Street, & W Vincent / N Walnut Street. Signs will be put up Saturday morning and taken down following the Market at noon.

*A motion was made by Mariah Fisher and seconded by Carol Barton to approve the request. The motion carried with all in favor.*

Letter received from **LV Chamber of Commerce** requesting permission to host a **community Christmas Concert on December 20, 2025 from 1pm-2:30pm** in the Town Hall Auditorium featuring the Scottdale Area Community Band. The event would be free and open to the public.

*A motion was made by Mariah Fisher and seconded by Judy Hoffer to approve the request for the free community Christmas Concert. The motion carried 7-0.*

Notice received from the **LV Chamber of Commerce** asking to hold a costume parade of **Grinch's around the Diamond Sunday, December 7<sup>th</sup>** from 10:30am-12:30PM or Town Hall Auditorium if rain during the previously approved Town Wide Open House / Ligonier Wholidays.

*A motion was made by Judy Hoffer and seconded by Mariah Fisher to approve the request for the Parade of Grinch's December 7, 2025. The motion carried with all of Council in favor.*

Letter received from **Fort Ligonier** asking permission to **display two signs 2'x3' promoting winter hours** on the post and rail fence December 1-March 31, 2026; and one at the entrance.

*A motion was made by Judy Hoffer and seconded by Carol Barton to approve the signs for Fort Ligonier winter hours. All of Council was in favor.*

Letter received from **Premier Express Care** requesting permission to **install a temporary 2'x6' vinyl banner on the exterior above the entrance door until the end of the year** to help the public clearly identify the location of business.

*A motion was made by Judy Hoffer and seconded by Carol Barton to approve the vinyl banner. The motion carried with all in favor.*

Letter received from **Brenda Shaffer of My Honeybee** planning a ladies' shopping night on **December 19, 2025 from 5-8pm**. Ms. Shaffer requests permission to have **horse and carriage**

**rides** that would go up and down Main Street and around the Diamond. It is further requested to bag 3 meters on N Fairfield to park the carriage / horses and one meter by Town Hall.

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

## **COMMITTEE REPORTS**

### **PARKS & RECREATION**

Chair Mariah Fisher thanked Amy Gaynor of Backachers Farms for providing and designing the Borough's hanging baskets as well as the ground flowers.

Mariah added that Diamond decorating has begun for the Holiday Season. Mariah thanked LV Chamber Director Amy Beitel, The Valley School 8<sup>th</sup> grade class as well as Ron Ross, Carole Henderson and Jan Shaw for their help. Mariah expressed that she hopes to see all at Light Up Night and wished everyone a Happy Thanksgiving.

### **TOWN HALL**

Judy Hoffer, Chair of Town Hall Committee wished everyone a safe and Happy Thanksgiving.

### **PUBLIC WORKS**

Chair, Carol Barton reported that the Public Works crew has been very busy with Leaf Pick Up and reminded everyone to rake their leaves to the curb and to keep them off the streets. Carol echoed Happy Thanksgiving wishes.

### **FINANCE**

N/A

### **PLANNING / PERSONNEL**

Planning / Personnel Chair Karen Lynn reported that it is planned to interview applicants for Clerk Carole Henderson's position beginning December 1, 2025. It is hoped to have a recommendation shortly after that.

### **SHADE TREE**

N/A

### **PUBLIC SAFETY**

Chairman Jordan Frei thanked Street Supervisor Ron Ross and the Public Works Crew for their work in using the street sweeper to clean the streets with the recent excessive amounts of dry wall screws that have been found mostly on Main Street and Market Street as well.

Jordan acknowledged Ligonier Hose Co. #1 President Ginny Fitzner at the meeting in the absence of Fire Chief Matt Ferry.

### **STORMWATER AUTHORITY**

Carol Barton reported that the Stormwater Authority has had their first meeting which went smoothly and the next meeting will be Thursday, November 20, 2025 at 6:30pm in the Town Hall. Everyone is welcome to come.

### **NEW BUSINESS**

#### **Age Friendly Designation Presentation:**

Margie Zelenak, the Westmoreland County Community engagement coordinator for Age-Friendly Greater Pittsburgh gave a small presentation on steps Ligonier Borough can take to become an age-friendly community for both young and older residents. Zelenak noted that Ligonier Borough can apply for a no-cost designation through the AARP as an age-friendly community, which opens up Municipal Assistance Program funding opportunities.

**Pass Resolution to withdraw from agreement with LMIA and approval to waive intergovernmental agreement by mutual agreement (Ord. 583 & 584):**

Solicitor Mark Sorice stated that a motion is needed to adopt and accept the Resolution to withdraw the governmental cooperation and participation within the Property Maintenance Program of the Cambria County Building Code Enforcement Agency.

*A motion was made by Mariah Fisher and seconded by Jordan Frei to adopt the Resolution to withdraw agreement with Laurel Municipal Inspection Agency (LMIA). All of Council was in favor.*

**Appointment of new zoning / code enforcement: PA Municipal Code Alliance:**

PA Municipal Code Alliance has provided a contract and will provide services as the Borough dictates. They have also provided a schedule of fees. The schedule can be flexible depending on the Borough's needs.

*A motion was made Karen Lynn and seconded by Jordan Frei to appoint PA Municipal Code Alliance as the Borough's new Zoning and Code Enforcement. The motion carried with all in favor.*

It was noted that several companies were interviewed and PMCA was thoroughly vetted, & met with Council representatives twice. Several municipalities who already use the agency were also contacted to inquire about their services.

**Approval for Dave Byers to refinish base & re-mount Town Hall Bicentennial Bell:**

*A motion was made by Jordan Frei and seconded by Carol Barton to authorize Dave Byers to refinish the bell and re-mount. All of Council was in favor.*

**Gas Contract Renewal:**

*A motion was made by John Poznick and seconded by Jordan Frei to accept a three-year natural gas contract for the Town Hall and Public Works building with Snyder Brothers Inc. of Kittanning at a \$0.55 per dekatherm basis (transportation). The motion carried with all in favor.*

**Electric Contract Renewal** – Enter into a memorandum of understanding with the Western PA Consortium as it relates to our electric supply:

Due to time constraints and time of year it was decided to look further in the spring. Councilman John Poznick is to get together with Secretary-Treasurer Jan Shaw to look for a preliminary 8 month contract and pricing options and provide a range to establish basic parameters to help with the preliminary discussion and ratifications in the future.

**MAWC estimate for Hazel Alley Stormwater Project:**

Engineer Jason Mash reported that a waterline must be moved at a cost of \$17,800 for the change order. The waterline is blocking the route of the new stormwater pipe.

*A motion was made by Jordan Frei and seconded by Carol Barton to approve the \$17,800 change order for Hazel Alley Stormwater Project. All of Council was in favor.*

**Refine Bamboo Ordinance: only permitted indoors:**

Solicitor Mark Sorice explained that the 2013 existing bamboo ordinance contains some conflicting terms and should read that bamboo is not only prohibited in byways and public borough property but that it is prohibited anywhere outdoors in the municipality. Bamboo will only be permitted indoors.

**A motion was made by Mariah Fisher and seconded by Karen Lynn to authorize Solicitor Sorice to proceed with drafting the clarifications to refine the Bamboo Ordinance for review. The motion carried with all of Council in favor.**

**2026 Budget:**

Council man John Poznick reported the draft budget for 2026 currently has a \$144,000 shortfall. To meet the shortfalls six options were discussed.

**A motion was made by John Poznick and seconded by Carol Barton to prepare and advertise a balanced budget with an increase in taxes from 24.5 to 28mils; an increase in parking fines from \$7 to \$10; and use of reserves of approximately \$68,000 from proceeds of sale of property of Nature Run Road or old Town Hall. The motion carried unanimously.**

**State Wide LSA Grant Application** – due November 30 for Friendship Park Restrooms & New Street Sweeper:

Street Supervisor Ron Ross expressed concern that the short time frame does not allow him enough time to research what best suites the Borough's needs and to find the best street sweeper he can. A street sweeper is a big ticket item costing approximately \$300,000.

**A motion was made by Jordan Frei and seconded by Carol Barton to pursue a State Wide LSA Program grant for Friendship Park restroom improvement. The motion carried unanimously.**

**COMMENDATIONS & COMMENTS from OFFICERS and DEPARTMENTS**

**JR Council Emma Betz** wished everyone a Happy Thanksgiving.

**Solicitor Mark Sorice** reported that there is ongoing litigation for the enforcement of several Borough ordinances before the Court of Common Pleas.

**Street Supervisor Ron Ross** reported that he has received the No Truck Delivery Signs for local streets.

**Ginny Fitzner, President of LVHC#1** summarized the Fire Chief Report the absence of Chief Matt Ferry. LVHC#1 held safety programs at the YMCA, LV Learning Center as well as RK Mellon Elementary School and two fundraisers in October. It was noted that the Fire Department will hold a "Stuff A Truck" food drive from 9am to noon at the station Saturday, November 15<sup>th</sup>. All donated food will be distributed to the Westmoreland County Food Bank to support local families in need.

**Police Chief Mike Matrunics** reported no major incidents during Fort Ligonier Days. Matrunics thanked Ron Ross for his time spent on the plans for the barricades.

**Mayor Bellas** wished everyone a Happy Thanksgiving and stated that Light Up Night on Friday will be his last proclamation.

**President Matt Smith** also wished everyone a Happy Thanksgiving and stated that the next meeting of the Ligonier Borough Council will be Thursday, December 11, 2025 at 7pm in the Town Hall.

**MOTION TO ADJOURN**

**A motion was made by Jordan Frei and seconded by Mariah Fisher to adjourn the meeting. The motion carried with all of Council in favor. The meeting was adjourned at 8:34pm.**

Respectfully submitted,

Janette Shaw  
Secretary-Treasurer