

August 14, 2025

The regular meeting of the Ligonier Borough Council was held Thursday, August 14, 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, and John Poznick.

**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.

**BID OPENING – HAZEL ALLEY STORMWATER PROJECT:**

COMPANY	BID
Redstone Excavating	\$259,936
W.A. Petrakit	\$232,669
Quigley Development	\$167,369
Protocol LLC	\$198,694
Ligonier Construction	\$199,594
Curry & Kepple	\$221,172.50
Straw Construction	\$220,883.72
Forest Hills Excavating	\$279,000

At the advice of Solicitor Sorice, Council tabled the bid results until next month after a more comprehensive review due to the range between the high and low bids. It was noted that this may require a special meeting.

**APPROVAL OF MINUTES**

*A motion was made by Jordan Frei and seconded by John Poznick to approve the regular & special meeting minutes of July 10, 2025 as presented. All of Council was in favor.*

**BILLS PAYABLE**

*A motion was by Karen Lynn 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 John Poznick to approve the Consent Calendar as also presented. The motion carried unanimously.*

**PUBLIC COMMENT**

None

**EXECUTIVE SESSION**

Solicitor Mark Sorice called for a brief executive session for litigation @ 7:10pm Council back from executive session at 7:43pm with no action taken.

**UNFINISHED BUSINESS**

**Firemen Parking Permit: define who gets permit – no ordinance needed:**

Secretary-Treasurer Jan Shaw stated that at the June meeting a motion was made to have Solicitor Sorice prepare an ordinance for the permits, however it was later discovered that an ordinance is not needed. The firemen permit does need defined in the minutes as well as defining who it is who gets the permits.

Councilman Jordan Frei and Matt Ferry answered that the permits would go to the “active” Ligonier Borough Fire Fighters who have made 20% of calls, training, and other activities considered as extra credit.

Secretary-Treasurer Jan Shaw stated a meeting was held with Chief Matt Ferry and it was decided that the permits would run throughout the year with Chief Matt Ferry submitting a new list the following year with the names of who should receive a permit. The Fire Department would “self-police” the permits.

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

Councilman Jordan Frei commented that for transparency he would like to see a small addition that the PA Right To Know (RTK) law applies as in the Borough code.

President Matt Smith agreed and stated that he would try to have a copy for all for the next meeting.

#### **Cleaning and Preserving Bandstand Roof:**

Secretary-Treasurer Jan Shaw commended Carole Henderson on a job well done for figuring out how to do the survey and getting it placed onto the website.

#### **The survey results as of today are:**

**Out of 219 responses; 146 would like the light green patina and 73 would like the shiny new copper.**

#### **Ice Cream Truck – Movie Night:**

Parks & Recreation Chair Mariah Fisher explained that Ligonier Creamery would like to bring their ice cream truck down to Friendship Park this coming Saturday Night for the Movie Night hosted by the Borough. The Creamery plans to donate 20% back to the Borough for the Friendship Park Sports Complex Project.

Judy Hoffer referred to the new Vendor / Mobile Vendor License Ordinance in regards to the request.

Jordan Frei explained that the Ligonier Creamery is exempt from the Ordinance because they are a Brick and Mortar business within the Borough and that technically a motion is not even needed.

#### **Proposed Quiet Hours - 10pm-7am:**

Councilwoman Karen Lynn reported that the planning committee is proposing an ordinance or addendum to the ordinance for quiet hours in the Borough to be from 10pm -7am for 365 days of the year.

Mariah Fisher wished to add that the intent of the quiet hours is to not affect any public services i.e.; garbage, sirens, snow removal that may need to run at midnight to benefit the community.

***A motion** was made by Jordan Frei and seconded by Mariah Fisher to proceed and authorize Solicitor Sorice to amend the ordinance reserving the right to be fully supportive of the concept until Council sees the draft. The motion carried with all in favor.*

Frei appreciated the Planning Committees efforts.

#### **Website Changes:**

Secretary-Treasurer Jan Shaw stated that she was asked that Website Changes be placed on the agenda. Shaw reported that Todd Wilkins came in and spoke with her and relayed that he is willing to sit down with anyone on Council as to what they may want changed or seen on the website.

Council was advised to make a list of anything they wish to see on the website.

#### **CORRESPONDENCE**

Email received from Michael Strelac that the **Township** will be **applying to the following grants & foundations for the LV High School Pedestrian Safety Project:**

Southwestern PA Commission, Transportation Alternatives Set Aside (SPC/TASA). A pre-application was submitted, and the Township is now advancing to the full application process.

PennDot/TASA pre-application. Similar to the SPC/TASA.  
Allegheny Foundation  
Ligonier Valley Endowment  
Local Share Account Category 4, funded by the Hempfield Casino.

Secretary-Treasurer Jan Shaw informed everyone that the Borough does not have any work in this project nor do we have any money. There is an 80-20 match for the grant but the Township has the money from the DCED grant that can be used for the match. There is no match required from the Borough.

***A motion** was made by Mariah Fisher and seconded by John Poznick to join with Ligonier Township in support of multiple grant applications submitted for the LV High School Pedestrian Safety Project. The motion carried with all of Council in favor.*

Letter received from **Ligonier Prays** requesting **use of the Bandstand** for a **back to school prayer** gathering on **August 21, 2025 @ 6:30pm to 7:30pm**. It is further requested to have an acoustic guitar, keyboard and drums.

As Diamond Park is a public park it cannot be reserved. Ligonier Prays is welcome to hold the prayer gathering.

Letter received from Kristin Miller of **SAMA** requesting permission to hold a **“Quick Draw”** event **on and around the Diamond Wednesday, September 24, 2025**. The competition is to run for 2 hours during which time participating artists will paint or draw scenes from the Diamond and surrounding area. The art work will be judged, and awards will be announced at the Bandstand.

***A motion** was made by Judy Hoffer and seconded by Mariah Fisher to approve the event. The motion carried unanimously.*

Letter was received from **Clint Mullen of LMVS** regarding **annual 5k Race** scheduled for Friday, **September 26, 2025 from 10am-11am**. Map with route is included with the request.

***A motion** was made by Mariah Fisher and seconded by Judy Hoffer to approve the 5k Race as requested. The motion carried 7-0.*

Letter received from **Julie Donovan of Fort Ligonier** requesting use of **Loyalhanna Lot** for their **annual Cannon Ball Friday, September 19 from 5-9pm**. Also requested is for permission to replace Summer of Discovery temporary **banners** with fall banners beginning Monday, **September 22 through the end of November**. They would be the same size as existing banners & at 3 locations; Fort’s entrance, Loyalhanna Street post and rail fence, Fort’s metal fence facing Route 30. Further requested is to display **two temporary signs 4’x3’** to promote free admission to the Fort for youth ages 17 and under provided by Fort Ligonier Days Inc. **during this year’s Fort Ligonier Days, October 10-12, 2025**.

***A motion** was made by Judy Hoffer and seconded by Jordan Frei to approve the request from Julie Donovan of Fort Ligonier. All of Council was in favor.*

Letter received from **Byers-Tosh American Legion together with Fort Ligonier VFW** requesting the use of the Diamond for their annual **Veteran’s Days Ceremony Tuesday, November 11, 2025 as well as Wednesday, November 11, 2026 and Memorial Day Saturday, May 23, 2026**. Ceremonies to begin at 11am. Traffic detours are also requested.  
Street Supervisor Ron Ross added that he would take care of all the PennDot permits needed for the traffic detours.

***A motion** was made by Mariah Fisher and seconded by Judy Hoffer to approve both Veteran's Day and Memorial Day ceremonies on the Diamond with Street Supervisor Ron Ross handling the traffic detours. The motion carried 7-0.*

Letter received from **Ligonier Youth Baseball & Softball Assoc.**, requesting permission to **perform maintenance on A and B fields at Donaldson Park.** (A) grade the field, remove the outfield lip for smooth and safe playing surface. (B) grade the field, plant new sod along edge and repair existing water line.

***A motion** was made by Mariah Fisher and seconded by John Poznick to approve the upgrade requested as well as that they get in touch with Street Supervisor Ron Ross and follows his guidelines doing one field at a time while leaving the other open for anyone to use. The motion carried with all in favor.*

Letter received from **Nate Sylvester of Laurel Highlands Youth Cycling** asking permission to **park a 7x14 trailer in the bus lot between the months of April and October** when not in use. The trailer can fit inside a standard parking space. Sylvester added that the trailer would be removed whenever needed and that they are willing to pay a monthly parking fee.

A discussion ensued with Council sending the request to the Public Works Committee to come up with a viable solution.

A letter was received from LV Chamber of Commerce & submitted by Gina Masciola of WQED with an opportunity to have the Chamber host a screener of the exciting new PBS film The American Revolution/PBS from Ken Burns at the Town Hall. A reply is requested by August 18, 2025.

***A motion** was made by Mariah Fisher and seconded by John Poznick to grant permission for the Chamber to host the screener of The American Revolution/PBS at the Town Hall. All of Council was in favor.*

LV Chamber submitted an email received from **Waterford Fire Hall** with an informational flyer "Remembering 9/11" a **community and family night spaghetti dinner** at the fire hall on September 11 from 5-8pm. Those interested may contact the LV Chamber or use the QR Code to register.

## **COMMITTEE REPORTS**

### **PARKS & RECREATION**

Mariah Fisher, Parks & Recreation Chair reported that the committee is hosting a family movie night at Friendship Park with entertainment, basket raffle and food for purchase from 6-8 prior to the movie. The movie to begin at dusk; approximately 8:30pm.

### **TOWN HALL**

Chair, Judy Hoffer reported that the elevator work has begun. With the elevator not in use, a temporary meeting room has been made available on the first floor until the elevator work is complete.

### **PUBLIC WORKS**

Carol Barton, Chair of Public Works Committee reported that the streets have recently been tarred and chipped. Carol felt that the notification from Savvy Citizen helped in notifying the residents.

Carol further reported that the recent National Night Out went very well.

Fire Chief Matt Ferry reported that \$540 dollars was raised for the canine and swat team.

## **PUBLIC SAFETY**

Chairman Jordan Frei congratulated the organizers involved with the recent National Night Out. Frei spoke of recent retirement ceremony for Ligonier Hose Co. #1 where he presented a proclamation prepared by Mayor Bellas who could not attend.

## **FINANCE**

Chairman John Poznick reported the committee is continuing to track a balanced budget for 2025. Poznick reported the investment return year to day is 6% even after the recent downturn in the market. It was noted that work will begin on the 2026 budget within the next month or so.

## **PLANNING / PERSONNEL**

Karen Lynn, Chair for the Planning / Personnel Committee reported on several items. The committee is still working on the Short Term Rental Ordinance. It is hoped to have a rough draft before Council at next month's meeting.

Karen stated it has been brought to her attention by several that they would like to see work sessions come back to play. Karen added that she is open to suggestions from Council as to their thoughts and how often. Karen would like to see this happen by September.

Solicitor Mark Sorice stated that there would be a need to advertise the work session meetings. Karen suggested to hold a new Council Member Bootcamp to get new Council members up to speed. It was suggested for Personnel Committee to spearhead this.

Karen Lynn stated that she along with Peter Fitzner have signed up for the Planning Commission's training session to be held at the Ligonier Township building next week. Jordan Frei and Secretary-Treasurer Jan Shaw added that they too have signed up.

It was reported that the Personnel Committee continues working on a new employee handbook.

## **NEW BUSINESS**

### **Sidewalk repairs throughout the Borough:**

Carol Barton felt a letter or notice is needed to be drafted to warn residents / business owners who need to repair their sidewalks. A notice concerning sidewalk repair will be placed on Savvy.

### **Un-shoveled Sidewalks:**

Letters will be sent out from Mayor up to 3 attempts and then the District Justice would be the next step through Solicitor Mark Sorice.

### **Grant Procurement Consultant:**

Councilman Jordan Frei felt it would be worthwhile for the Borough to consider taking on a professional consultant for the purpose of being more successful when seeking grants. There is a level of skill that is only achieved with experience and understanding of the grant process particularly by grant giving agencies.

Jordan Frei stated that he looks forward to bringing a motion before Council in the near future. More details are needed to be gathered.

Fire Chief Matt Ferry noted that the Fire Department has a grant procurement specialist who has been with them for 2 years.

## **ADDITIONAL PUBLIC COMMENT**

N/A

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

Street Supervisor Ron Ross reported having 6 collapsing storm drains. Public Works Crew is still cleaning up after tar & chipping and re-painting lines.

Fire Chief Matt Ferry thanked Council for passing the parking permits for the volunteer firemen. Ferry also thanked Mayor Bellas and Councilman Jordan Frei for the retirement proclamation. Matt Ferry reported getting new rescue tools from a Scott Electric Grant.

Engineer Jason Mash reported looking forward to getting the Hazel Alley Stormwater Project started.

Chief Mike Matrunics reported receiving 580 complaints with 150 in the Borough, 373 in the Township and 57 in Laurel Mountain Borough. Of those, 515 were 911 calls.

Chief Matrunics thanked everyone who donated baskets and helped make National Night Out a success.

It was reported that Kilo started limping and then could not walk for a day. It was found that he has a bone spur in the right elbow. Surgery will take place next Monday. Chief Matrunics noted that a lot of donations have been received.

Stocks donations will now be accepted according to the Chief.

Officer Knepper is now a phlebotomist after attending and passing the Law Enforcement Phlebotomy Training. He can now conduct blood tests at the department.

Officer Dorazio completed his PT test, Night Vision training, and Defensive Tactics. He was called out on 7/31/25 to 2 callouts in Monessen.

Chief Matrunics spoke on an incident involving social media and warned that not all things posted are correct.

Mayor Bellas commented that he as well as Judy Hoffer were around when the work sessions took place. They were open to the public but no votes were taken during the sessions.

Mayor Bellas reported that he was a judge in a cookie contest for the Boys Foundation at the Watershed and sat with the acting Superintendent at the LV School District and learned that they also have work sessions. Mayor Bellas feels the works session are a good thing.

Mayor Bellas also felt that the prayer recently held on the Diamond for the children going back to school was a good thing.

Councilwoman Carol Barton wished to add to her report that Solicitor Lee Demosky got in touch with her today and that the Stormwater Authority is now official. Tomorrow she will have her first meeting with the Stormwater Committee.

Junior Council member Emma Betz encouraged everyone to stop in at the movie night.

Mariah Fisher thanked Emma Betz for all her hard work in helping with the movie night and for taking care of the social media end of it.

President Matt Smith concluded the meeting by stating that the next meeting of the Ligonier Borough Council will be held Thursday, September 11, 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 9:01pm.

Respectfully submitted,

Janette Shaw  
Secretary-Treasurer