

September 11, 2025

The regular meeting of the Ligonier Borough Council was held Thursday, September 11, 2025 at 7pm in the Town Hall with Vice President Mariah Fisher presiding in the absence of President Matt Smith.

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

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

APPROVAL OF MINUTES

*A **motion** was made by Jorden Frei and seconded by Karen Lynn to approve the minutes of the regular meeting of August 14, 2025 and the special meeting of August 27, 2025 as presented. All of Council was in favor.*

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 Jordan Frei and seconded by Karen Lynn to approve the Consent Calendar provided. The motion carried unanimously.*

PUBLIC COMMENT

Tom Stablein of Fort Ligonier Days Inc. reported that they have received their permits for detour routes for Fort Ligonier Days and provided copies for the Borough office and the township. Stablein clarified that Fort Ligonier Days Inc. have purchased 6 road barriers with grant money not only for Fort Ligonier Days but “for the community” as was a stipulation of the grant. Stablein added that it was felt that 4 more are needed. After talks with the company in N Dakota to get a price on 4 more; 6 more barriers and a trailer are now on the way with a good deal made. Stablein added that more grants will be pursued to purchase smaller ones. Stablein explained that when a vehicle hits the barriers, the vehicle is lifted in the air while spikes go up and damage the car.

EXECUTIVE SESSION

An executive session was called at 7:11pm for litigation matters by Solicitor Mark Sorice. Council returned at 7:42pm with no action taken.

UNFINISHED BUSINESS

LVPD Code of Conduct:

Solicitor Mark Sorice stated that there have been several revisions made to the LVPD Code of Conduct. It was noted that if it is approved by Ligonier Borough Council it still must be approved by the Township.

*A **motion** was made by Jordan Frei and seconded by Karen Lynn to approve the LVPD Code of Conduct. The motion carried with all in favor.*

Nate Sylvester - Laurel Highlands Youth Cycling Request – trailer:

It was reported that Matt Smith reached out to Nate Sylvester regarding parking the trailer at the American Legion here in town. Nate contacted American Legion.

CORRESPONDENCE

Letter was received from **Jeremy Springer owner of the Tavern Property located at 139 W Main** requesting **consideration of the removal of one metered parking space between** their lot and on street parking on S Fairfield Street to better allow the safe entrance/exit of vehicles in the lot.

Jeremy Springer requested to use **two meter spaces on S Fairfield Street temporarily Monday-Friday from 7am-4pm while working on the Tavern until approximately December.** They would not use them during any event happening in town.

Street Supervisor Ron Ross was to give an average amount of the money received on those 2 meters within a two week time period.

*A **motion** was made by Judy Hoffer and seconded by Karen Lynn to accept the request to remove the meter as well as to include the parking available on Fairfield Street on a temporary basis. All of Council was in favor.*

Jeremy Springer further requested to install temporary fencing for safety leaving the sidewalk open in the front but to close off the sidewalk along S Fairfield where work is being done.

*A **motion** was made by Jordan Frei and seconded by Karen Lynn to close the entry and sidewalk to pedestrian traffic and to work with Street Supervisor Ron Ross to make sure the sidewalk closure to the alley is well communicated to pedestrians. All of Council was in favor.*

A letter was received from **Borough Tax Collector Robin Roberts** requesting that a **payment be taken at discount for an individual whose original check was fraudulently altered.** The individual was told that this request would have to be taken to both the County as well as the Borough. The difference between discount and penalty is \$61.00 for the Borough and \$70.88 for the County. The County has already agreed to approve the payment be made at discount.

*A **motion** was made by Judy Hoffer and seconded by Jordan Frei to approve the request. The motion was unanimously approved.*

Email was received from **American Legion** Auxiliary member Carol Wolford requesting **one of the lanterns on the Diamond be light green for the week of November 9-15, 2025 to promote Veteran's Day holiday and our veterans.**

*A **motion** was made by Judy Hoffer and seconded by Jordan Frei to approve the request by the American Legion. All of Council was in favor.*

Letter received from Jenny Goswick of **HT High Flyers Jump Rope Team** requesting to **host a Jump-A-Thon event May 16, 2026 from 1-3pm at the bandstand** to promote physical fitness & community spirit while raising funds for the HT High Flyers. Other jumpers would be stationed at the two approved sub sale corners. Participants would gather pledges ahead of event based on the number of jumps they complete.

*A **motion** was made by Jordan Frei and seconded by Carol Barton to approve the request for the Jump-A-Thon. The motion carried 5-0.*

Letter received from **LV Chamber of Commerce in partnership with the Country Market** requesting to **host a Halloween Market featuring only Halloween-themed items on Saturday, October 25, 2025 from 1-5pm** after the Pumpkin and Spice event. Permission is requested to hold the Halloween Market on N Fairfield Street from W Main Street to Bank Alley & S Fairfield Street from W Main to Railroad Street. **Also requested is to bag the necessary parking meters beginning at 11am to allow for setup before the 1pm start time.**

A motion was made by Judy Hoffer and seconded by Carol Barton to approve but precludes any on site food preparation and any food truck contemplated should apply for a separate permit. All of Council was in favor.

Letter received from **LV Chamber of Commerce regarding Ice Fest scheduled for January 23-24, 2026** requesting the bagging of 2 parking meters in front of the Library for Hanson Original Kettle Korn from Thursday at 5pm through Sunday at 5pm. The bagging of the first 4 meters on Fairfield Street beside the YMCA from 8am-4pm Saturday and Sunday for Misty Haven Carriage to park their horse trailer and truck. Also requested is the use of the Town Hall Auditorium Saturday for a free public concert during the festival.

A motion was made by Jordan Frei and seconded by Karen Lynn to approve the request from LV Chamber. All of Council was in favor.

COMMITTEE REPORTS

PARKS & RECREATION

Parks & Recreation Chair Mariah Fisher reported a lower turnout for Movie Night due to the extremely hot and humid weather. Those who came had a very good time.

Mariah thanked sponsors Valley School of Ligonier, Laurel Valley Golf Club, Epiphany Anglican Fellowship & LaRue Orthodontics. Mariah reported that with minimal expenses upfront, the committee was able to raise \$1,740.00 in profits from the events of the night.

Mariah further reported that the playground and restrooms at Friendship Park will be locked and closed during Friday home football games for safety.

TOWN HALL

Town Hall Chair Judy Hoffer reported that work continues on the Town Hall elevator. There have been minor issues with the walls being thicker than anticipated and has taken longer to work on.

PUBLIC WORKS

Carol Barton, Chair of Public Works reported Fort Ligonier Days is right around the corner, October 10, 11, & 12. Barton spoke of the large amount of volunteers it takes for this event to come together.

PUBLIC SAFETY

Chairman, Jordan Frei thanked Police Chief Mike Matrunics and officers as well as Fire Chief Matt Ferry and his team along with Street Supervisor Ron Ross and the public works crew for the work they are about to put in for the safety and function of Fort Ligonier Days.

FINANCE

N/A

PLANNING / PERSONNEL

Chair, Karen Lynn reported that the committee has been working with Secretary-Treasurer Jan Shaw in regards to the replacement for Carole Henderson. It is hoped to interview for her replacement some time in November.

SHADE TREE

N/A

NEW BUSINESS

Grant Application for Vehicle Barriers:

Jordan Frei referred to Tom Stablein regarding the 12 barriers that they have or will be in possession of for this year. Frei stated that we have a lot of other intersections in the Borough to safeguard.

Frei spoke of a grant system funded by the **Casino of Westmoreland County Local Share Account (LSA) Category 4** in which he would like the Borough to apply for a grant to purchase smaller vehicle barriers. The deadline to file the grant is September 30, 2025. Frei wished to work on the grant along with Secretary-Treasurer Jan Shaw. An invitation was open to any on Council who wished to help; while being mindful of the Sunshine Role. Frei stated that it is not a matching grant but has an application fee of \$100.

A motion was made by Jordan Frei and seconded by Judy Hoffer with the condition that Secretary-Treasurer Jan Shaw's time spent be limited in the process to file a grant application not to exceed \$50,000 for 40 smaller vehicle barriers. The motion carried with all in favor.

Temporary Traffic Restrictions & Other Designations for Fort Days 2025:

Police Chief Mike Matrunics presented a detailed list of certain restrictions to regulate traffic and parking.

At the direction of Solicitor Mark Sorice Council will review and will approve at next month's meeting after receiving the festival map.

Chief Mike Matrunics stated that he is looking for funding for drones.

Letter of Resignation from Tracy Pelesky with the Planning Commission:

A motion was made by Karen Lynn and seconded by Carol Barton to approve the Resignation from Tracy Pelesky. The motion carried unanimously.

Notice will be placed on Savvy and Website that the Borough is looking for a new member to serve on the Planning Commission.

Draft Revisions to LVPD Finance Charter Language:

Solicitor Sorice explained that the additions are concerning bonding of the treasurer and this is to reassure the insurance carrier that this safeguard is in place. Solicitor Sorice further stated this if Council is okay with this it must be approved and the township must do the same.

A motion was made by Jordan Frei and seconded by Carol Barton to approve the draft revisions. The motion carried with all in favor.

Letter of resignation from Ron Ross as Emergency Management Coordinator:

A motion was made by Karen Lynn and seconded by Carol Barton to accept Ron Ross's resignation as serving as the Borough's Emergency Management Coordinator. The motion carried with all in favor.

ADDITIONAL PUBLIC COMMENT

N/A

COMMENDATIONS & COMMENTS from OFFICERS and DEPARTMENTS

Secretary-Treasurer Jan Shaw reported receiving notice from Michael Strelac of Ligonier Township that at their September 3rd meeting the RK Mellon Foundation approved a grant to the Township totaling \$588,000 which combined with the previously awarded DCED grant for \$587,000 they have enough to move forward on the Bridge and Sidewalk Project. Strelac noted that they would have been fully funded if costs had been stable since the original application. The latest estimate from their engineer now puts the cost of the project near \$1.7

million. The Township has multiple other grant requests out with the hopes to get additional funding. The Township thanked both the Borough and LVSD for working with them.

Jan further reported that there was a PA250 meeting this morning as they continue to plan for the July 18, 2026 celebration. The committee is looking for volunteers to help on different sub-committees.

Ron Ross Street Supervisor reported that the gas company plans to replace gas lines on the 16th of September. They are planning to begin at Indian Street to Chestnut, across Chestnut and back down to MillCreek Street.

Ron further reported that we are having an influx of tractor trailers in the Borough. Their GPS is bringing them in Walnut Street up Bunker and turning onto Village Court which is a private road to take them to Bouquet.

Ron asked if public works could try signage. Walnut is a 10 ton road but is not marked.

Solicitor Mark Sorice explained that Council would need to decide on where the signage would be placed and then an ordinance would be needed.

Jordan Frei advised Ron to come up with a list of intersections that would need a sign.

Ron will provide a list for the next meeting in October.

Engineer Jason Mash gave a brief update on the Hazel Alley Stormwater Project. He has just issued a notice of award to Quigley after the special meeting and has already received all of their documents today in the mail; bonds, proof of insurance etc. Mash will check over everything and if all is good he will then issue the notice to proceed.

Police Chief Mike Matrunics reported that Kilo underwent surgery and hopefully will be back on the road within another month. He had bone spurs on the elbow and should recover. A lot of donations have been received. Chief Matrunics thanked everyone for their donations.

JR Council Emma Betz thanked Mariah Fisher and committee for putting together the Movie Night.

Vice President Mariah Fisher noted that the next meeting of the Ligonier Borough Council will be held Monday, October 6, 2025 at 7pm in the Town Hall.

MOTION TO ADJOURN

*A **motion** was made by Judy Hoffer and seconded by Jordan Frei to adjourn the meeting. All of Council was in favor. The meeting was adjourned at 8:44pm.*

Respectfully submitted,

Janette Shaw
Secretary-Treasurer