

February 8, 2024

The regular meeting of the Ligonier Borough Council was held Thursday, February 8, 2024 at 7pm in the Town Hall with President Matt Smith presiding.

Members Present: Matt Smith, Mariah Fisher, Judy Hoffer, Jordan Frei, Brad Chartier, & Carol Barton. Adriel Ginsburg via ZOOM.

Others Present: Secretary-Treasurer Jan Shaw, Street Supervisor Ron Ross, Mayor Ormond "Butch" Bellas, Engineer Ben Faas, Solicitor George Welty, Police Chief Mike Matrunic, and Fire Chief Corey Blystone.

APPROVAL OF MINUTES

A motion was made by Jordan Frei and seconded by Mariah Fisher to approve the minutes of January 11, 2024 as presented. All of Council was in favor.

BILLS PAYABLE

A motion was made by Judy Hoffer and seconded by Brad Chartier to approve the Bills Payable presented. The motion unanimously carried.

CONSENT CALENDAR

A motion was made by Jordan Frei and seconded by Mariah Fisher to approve the Consent Calendar provided. The motion carried with all in favor.

PUBLIC COMMENT

None

UNFINISHED BUSINESS

Food Truck Guidelines:

A committee was formed comprising of Judy Hoffer, Jordan Frei and Carol Baron to create an ordinance on Food Truck guidelines for the Borough.

CORRESPONDENCE

Letter received from **LV Library** thanking the Borough for the \$1,200 **contribution in 2023** as well as asking for possible consideration of increase to \$2,000 this year to meet the demand for services requested by local residents.

No action was taken from the letter.

Temporary banner form received from **Heritage Methodist Church** for one 2'x5' banner to be hung on the white railing of church from April 22-27, 2024 for **rummage sale**. One 3'x4' banner to be hung on white railing of church from April 18-May 2, 2024 for **National Day of Prayer**. One 3'x5' banner to be hung on white railing of church from July 8-August 9, 2024 for **Vacation Bible School**. One 2'x5' banner to be hung on railing from September 9-14, 2024 for **rummage sale**. One 2'x5' banner to be hung on railing from October 7-12, 2024 for **Fort Days Pancake Breakfast**. All banner sizes were estimated by the church and not yet made.

After discussion it was noted that the Heritage Methodist Church would be sure that the banner sizes would not exceed 12 sq. ft.

A motion was made by Judy Hoffer and seconded by Carol Barton to approve the banners as long as under required size. The motion carried with all of Council in favor.

Use of Diamond and Bandstand and **temporary banner** form received from **Susan Dominick of Heritage Church** asking for use of Bandstand for **National Day of Prayer** Thursday, May 2, 2024 from 11-1:30pm also requested is to **hang a banner from a table during event**.

*A motion was made by Jordan Frei and seconded by Mariah Fisher to approve the Use of Diamond and Bandstand request **without** hanging a banner from a table. All of Council was in favor.*

Letter received from the **LV Chamber of Commerce** requesting permission for **Wine, Whiskey & Sweets Walk Saturday, May 11, 2024**. Permission is asked to use the sidewalks & parking areas around the Diamond plus 2 blocks on East & West Main Streets for the event from 1-5pm. LV Chamber further asks to bag the meters at 9am for an 11am set up. The same format will be used as the Ligonier Night Market. LV Chamber asks to use the Town Hall Auditorium Foyer for registration and bottle pick up services. Suspension of the enforcement of Open Container Ordinance during the event is requested. Participants will consume samples at vendor tents only. All vendors must provide proof of insurance with the application. The Chamber will purchase liability insurance. Permission is also asked for merchants to have sidewalk sales the day of the event.

A motion was made by Mariah Fisher and seconded by Brad Chartier to approve the event on May 11th, 2024 with all the stipulations as listed. All of Council was in favor.

Letter received from the **LV Chamber of Commerce** requesting permission to bag the meters around Diamond Park and the first two blocks of East & West Main Streets for the Chamber's **Antiques on the Diamond** event on June 1 from 9am to 2pm. It is requested to bag the meters the night before.

A motion was made by Jordan Frei and seconded by Mariah Fisher to approve the request for Antiques on the Diamond. The motion carried with all in favor. The meters will be bagged between 8-9pm the night before.

Letter received from the **LV Chamber of Commerce** requesting permission to block off the Northeast quadrant of Diamond to traffic for **Sunday Evening Band Concerts**. It is requested to bag the first four meters on the North side of East Main Street for Laurel Highlands Antique Auto Club each Sunday from **June 16-August 25**. Further requested is for Scout Troup #372 to sell lemonade and or popcorn in the Courtyard. If inclement weather, the concert will be held in the Town Hall Auditorium.

A motion was made by Judy Hoffer and seconded by Brad Chartier to approve the request but to only sell the popcorn / lemonade outside. All of Council was in favor.

Letter from the **LV Chamber of Commerce** requesting permission to hold **Ligonier Night Markets** on the third Thursday of each month from June through September; June 20, July 18, August 15 and September 19. Permission is asked to suspend the enforcement of Open Container Ordinance during the event for those vendors who supply alcohol. Samples will be consumed at vendor tents only. LV Chamber asks to bag the meters around the Diamond and the first two blocks of East and West Main Streets from 3pm to 9pm to allow vendors time to set up. An information booth will be set up in front of the Town Hall steps.

A motion was made by Mariah Fisher and seconded by Jordan Frei to approve the above request with Open Container Ordinance suspended at vendor tents only that are supplying alcohol samples. The motion carried with all in favor.

Letter received from the **LV Chamber of Commerce** requesting permission to use the Bandstand as well as to apply to use the Fort Ligonier Days detour for **The Stroll on August 9, 2024** from 5pm to 9pm with Merchants having permission to have sidewalk sales. Permission requested to bag all the meters in the detour area from 1pm to 9pm with bagging to begin at

1pm. Chamber further requests to bag the row of 15 spaces in Lot A that face North Market Street and pay for the parking there from 3pm to 5pm.

A motion was made by Jordan Frei and seconded by Mariah Fisher to approve The Stroll event on August 9, 2024. The motion carried unanimously.

COMMITTEE REPORTS

PARKS & RECREATION

Chair Mariah Fisher reported moving along with Friendship Park Sports Complex project. The committee has begun sending out sponsorship letters to community partners and are continuing to search for grant opportunities.

Mariah cleared up a miscommunication that has occurred. It was previously announced that Ligonier Borough was awarded a grant from the DCNR through its Community Conservations Partnerships Program for the Friendship Park when in fact we have not but instead are being referred and encouraged to apply for a grant through the (NPS) National Park Services Land and Water Conservation Fund. It was believed that Ligonier Borough was awarded the amount requested as our local representatives have called to congratulate the Borough as well as posting on the DCNR website.

The committee has since clarified the information with the DCNR and are now working on applying through the National Park Service. The DCNR believes that the Borough is a good fit to receive federal funds which then would allow them to reserve their grants for other projects that may not qualify federally. The committee is anticipating still receiving the amount that we believe we were awarded but through a different organization.

Fisher further reported that the committee is in the process of making plans to host a community Easter Egg hunt Saturday, March 16 beginning at 1pm at Friendship Park. Mariah thanked Carol Barton who will be spearheading the event. The plan right now is that it will be a free community event but the committee will be willing to accept any donations and will share information on the project at the event.

A motion was made by Mariah Fisher and seconded by Jordan Frei to host an Easter Egg hunt at Friendship Park March 16, 2024 beginning at 1pm at the Friendship Park Sports Complex area. The motion carried with all in favor.

TOWN HALL

Chair Judy Hoffer announced that the Town Hall Committee has started renovations in the Town Hall Community Room.

PUBLIC WORKS

Council Chair Carol Barton reported that Public Works crew has been busy. Yearly servicing of all trucks and equipment has been completed. The no parking barrels received a new facelift. Approximately 350 of them are ready for Fort Ligonier Days. 180 tons of salt has been delivered to the maintenance building in case needed. Several pot holes have been patched. A flagger training class was recently held with Jan Shaw, Tom Burns, Ron Ross, Jeff Rhodes, Gary Roberts and Tom Gibson attending along with the Township Public Works and Municipal Authority.

Barton reported that there is a bidding process ready for proposals for bituminous seal coating for Bunger, East & West Vincent, North Avenue, Boyd, Kastner, Garfield, Hickory Alley, Ambrose, Pike, West & East Wellington, Magnolia, West & East Burd, North & South St. Clair, and Snyder Alley.

PUBLIC SAFETY

N/A

FINANCE

N/A

PLANNING / PERSONNEL

Chairman Adriel Ginsburg reported that the personnel committee met and narrowed down the solicitor position to 4 candidates. Interviews will take place this coming Monday with all 4 candidates. The committee will then submit their recommendation to council.

SHADE TREE

Matt Smith reported that a large pine tree was taken down in the cemetery by Town Hall that was pretty much rotten.

NEW BUSINESS

Seal Coating Bid Package for 2024:

Secretary-Treasurer Jan Shaw reported that the Seal Coating Bid Package needs advertised and put out for bid. It is decided to have the bids turned into the Borough office by 3:30pm March 14, 2024 to be opened at the March 14th Council meeting.

A motion was made by Brad Chartier and seconded by Carol Barton to advertise for bids for seal coating. The motion carried with all of Council in favor.

America 250PA:

Dawn Lamuth & GO Laurel Highlands are working to get all Westmoreland County municipalities to adopt a resolution commemorating the upcoming 250th anniversary of the founding of the United States of America.

A motion was made by Jordan Frei and seconded by Judy Hoffer to approve the resolution and encouraged Council to check out the America250PA website to see all that the state's commission has planned for the celebration.

Quotes for Boundary & Topical Survey:

Parks & Recreation Chair Mariah Fisher explained that as part of the new grant the committee is applying for with the National Park Service it is highly recommended to obtain an updated Boundary & Topical Survey at Friendship Park Sports Complex. Two quotes were received from Jones Consultants for \$5,200 and one from Mash Engineering for \$3,500.

A motion was made by Mariah Fisher and seconded by Jordan Frei to accept Mash Engineering's survey quote at \$3,500. The motion carried 7-0.

Friendship Park Sports Complex grant request considerations:

PNC Charitable Trusts	\$10,000
American Eagle Foundation	\$ 5,000
Grable Foundation	\$50,000
Laurel Foundation	\$25,000
American Academy of Dermatology	\$ 8,000

Mariah Fisher explained that the grants are not matching grants but money the committee could possibly receive for the Friendship Park project. Fisher added that she is looking for Council's approval to proceed.

A motion was made by Judy Hoffer and seconded by Carol Barton to authorize Mariah Fisher & committee to apply for grants.

Dumpster Days:

Street Supervisor Ron Ross announced that Dumpster Days will be Friday, April 19 and Saturday, April 20 at the Borough garage. Flyers will be made up.

Request from Valley School of Ligonier to use Municipal Parking Lot B and Bus Parking Lot on April 20, 2024 from 4-9pm during Art Show and Auction.

A motion was made by Brad Chartier and seconded by Jordan Frei to approve the request. The motion carried with all of Council in favor.

Mariah Fisher to bag the meters in Lot B.

Conditional Use Hearing for property owned by Ed Gordon at 117 South St. Clair Street on March 14, 2024 at 6:30pm.

A motion was made by Mariah Fisher and seconded by Jordan Frei to authorize Solicitor George Welty to advertise for the Conditional Use Hearing March 14, 2024 at 6:30pm.

ADDITIONAL PUBLIC COMMENT

Susan Dominick of 216 E Main Street was present and discussed the situation of **Town Hall bell and the bell at Heritage United Methodist Church**. Dominick asked Council to form a committee to work with members of Heritage UM Church to figure out a plan to have the bell continue to ring. Dominick stated that there is money in grants to help with any modernization needed. Dominick asked to keep the bell on as it is to be turned off March 9, 2024 as Daylight Savings Time begins.

The church bell was to be turned off and the Town Hall bell turned on at Daylight Savings Time. There have been complaints previously of the clocks not being synced when both are on. Street Supervisor Ron Ross stated that if everyone wants them on he will turn them both on but there is no way to keep the clocks synced.

The Town Hall Committee will look more into the bells and bring a recommendation to Council.

COMMENTS & COMMENDATIONS from OFFICERS and DEPARTMENTS

Ron Ross Street Supervisor reported finding two old Myers plow cutting edges at the Municipal Building that will not work on any of the Borough's plows. Ross asked to place them on Municibid.

A motion was made by Mariah Fisher and seconded by Judy Hoffer to permit the sale of the two Myers plow cutting edges on Municibid. All of Council was in favor.

Fire Chief Corey Blystone reported that the fire department was awarded a \$14,000 State Fire Grant that will go towards communication equipment and personal protective equipment.

Engineer Ben Faas reported being on track to advertise Hazel Alley project next month.

President Matt Smith reminded all that there will be a Conditional Use Hearing March 14, 2024 at 6:30pm in the Town Hall before the Council meeting at 7pm.

MOTION TO ADJOURN

A motion was made by Jordan Frei and seconded by Mariah Fisher to adjourn the meeting. The motion carried with all in favor. The meeting was adjourned at 7:50pm.

Respectfully submitted,

Janette Shaw
Secretary-Treasurer