

**MINUTES
COLLIER TOWNSHIP BOARD OF COMMISSIONERS**

WORKSHOP MEETING

March 27, 2019

7:00 P.M.

- I. CALL TO ORDER:** Commissioner Durisko called the workshop meeting of the Board of Commissioners to order at 7:00 P.M.

A. PLEDGE OF ALLEGIANCE

B. ROLL CALL:

BOARD

Wilson Durisko – Present
Wayne Chiurazzi, Esq. - Present
Dawn Williams-Zabicki – Absent
Rick Ruffennach – Present
George Macino – Absent

STAFF

Chuck Means, Solicitor - Absent
Kevin Brett, Engineer - Absent
Craig Campbell, Police Chief – Absent
Robert Caun, Planning Director – Absent
Sean Gramz, Bldg./Codes Officer - Absent
Jeff Hinds, Finance Director – Absent
Bob Palmosina, PW Director – Absent
Rochelle Barry, Parks Director – Absent
Kyle Thauvette, Twp. Manager - Present
Valerie Salla, Twp. Secretary – Present

- C. EXECUTIVE SESSION:** Executive session was held prior to the meeting to discuss personnel matters.

II. PUBLIC COMMENT ON NEW BUSINESS ITEMS:

Mr. Terry Bell of 793 Marigold Court approached the Board stating he was recently submitted a Right to Know request to review the correspondence calculations, drawings et. Al. pertaining to the proposed relocated drainage swale as described in Paragraph 1 of the Settlement Agreement, dated September 7, 2018, between the Township and Woodville Associates. Earlier today the Township invoked Section 902 (a) (2) of the Right to Know Law requesting a 30-day time extension because the records he requested are off site. Section 902 (b) (3) states if the requester agrees to the extension the request shall be deemed denied on the day following the date specified in the notice of the agency if the agency has not provided a response by that date. It appears he has the decision to accept or reject the Township’s request for a time extension. He is here tonight to say he does not agree with this extension request. The Right to Know Law states upon receipt of a written request for access to a record, the agency shall make a good faith effort to determine if the record request is a public record and whether an

agency has possession, custody or control of the identified record. Clearly these records exist. They are public records and they are in possession of, custody or control of the Township Engineer who is located in Coraopolis, Woodville Associates who is a whopping two (2) minutes away from the Township building or the Township itself. None of these are a geographic challenge. This request for a 30-day extension has no basis and as such he interprets that it does not represent good faith on the part of the Township, that effort mentioned earlier. He will confirm this in writing tomorrow.

Commissioner Durisko asked if anyone else from the public would like to speak.

There were no other speakers and Commissioner Durisko moved onto new business.

III. NEW BUSINESS:

1. Consider action Transfer funds from the General Fund to the Capital Checking in the amount of \$71,000.00.

Motion was made by Commissioner Chiurazzi, seconded by Commissioner Ruffennach, to transfer funds as stated above. By unanimous vote the motion carried.

2. Consider action to approve Resolution number 032719-01; A Resolution that Kyle P. Thauvette, Township Manager is hereby authorized, for and on behalf of Collier Township to do and perform any and all acts and things which may be necessary to carry out the foregoing application to the National Park Service for, and secure the transfer to, Property at Lot-N-Block 330-L-01 – Charles E. Kelly Support Facility.

Commissioner Durisko stated this is a Resolution making an application to the National Park Service for the area of land that the Township currently owns up behind the golf ball and behind where the Grist House is going.

Commissioner Chiurazzi questioned what the Township is going to do with it.

Mr. Thauvette stated the current site plan lists future playground area, pavilion, and passive single trail walking trails throughout the 10.9733 acres.

Motion was made by Commissioner Ruffennach, seconded by Commissioner Chiurazzi, to approve Resolution 032719-01 as stated above. By unanimous vote the motion carried.

IV. DISCUSSION:

A. Administrative Committee/Public Affairs: Commissioner Ruffennach reported the following:

1. **CV Girls Basketball:** Congratulations to them for being the State Champs as of Saturday night. On May 8th meeting, the team will be honored at our regular scheduled meeting. Commissioner Chiurazzi advised Mr. Thauvette to place this on the LED Sign.
2. **Keep Collier Beautiful:** Saturday, April 27th. Anyone interested to volunteer, we are meeting at the Community Center.
3. **May 18, 2019:** We are working with the Pennsylvania Resources Council in recycling glass. This event is for residents and non-residents. It will be held here at the township building from 9:00 a.m. to 2:00 p.m. If it works out well, we will discuss having them a couple times a year.
4. **Panhandle Trail:** Has been all resurfaced and looks magnificent.
5. **Dog Park:** Trees are being removed and we hope to have the fence put up sometime in May.
6. **Discovery Path Ribbon Cutting:** Will be on June 13th from 2:00 p.m. to dusk. All are welcome to attend to explore the new trail.
7. **Coffee Hour with the Manager.** Is on Monday, April 8, 2019 at 9:30 a.m. at the Community Center.

B. COG Committee: Commissioner Ruffennach reported the following:

1. **The meeting was hosted by Coraopolis** and held in Neville Island.
2. **Vector Truck.** There are many openings for the use of this truck.
3. **Next COG Meeting.** Will be held by Neville Island.

Commissioner Ruffennach gave Mr. Thauvette reading material that he received at the meeting for different projects.

C. Finance Committee: No Report.

D. Parks and Recreation: Commissioner Ruffennach reported the following:

1. Still in need on an Alternate or two (2) on the Parks Board.
2. They talked about clean-up day.
3. Discovery Trail Ribbon Cutting
4. They will be working on their bylaws.
5. CollierFest – They were talking about possibly having it on a Friday night and Saturday. Friday would be a kick off night with a band, beer and hotdogs just from the Community Center and all the vendors would show up on Saturday to do their thing. They are looking for volunteers for numerous committees for CollierFest to be a success.
6. **New Business:** A water fountain back by the lockers in the Community Center; concession stand; build a fire pit off the big recreation room and patio area. It would be similar to the one the Eagle Scout built on the Panhandle Trail.
7. **Re-Organization:** They want to re-organize next month. Three (3) new people started and are excited about helping with parks and recreation.

Commissioner Durisko questioned if colors were decided on for Webb Park playground.

Commissioner Ruffennach stated the new playgrounds will be blue with an accent color. Each park will be blue with an accent color.

E. Planning and Zoning: No Report.

F. Public Safety Committee: Commissioner Chiurazzi reported the following:

1. There was a big house fire at the bottom of the hill. There were no injuries.

Commissioner Ruffennach stated there were several fire departments there from all the surrounding communities.

Commissioner Chiurazzi stated “speaking for myself, we want our departments to work together and hopefully they did relative to this fire. He has no idea if they did. He is not an expert like some of the other Board members maybe. We are demanding and want our departments to work together on fires.”

Commissioner Durisko stated we are not saying they didn’t.

Commissioner Chiurazzi stated he was not there and can not comment on if they did or didn’t. In his six (6) years sitting here, he could have said this the first day he ever sat here, he is exhausted in attempting that they work together. Hopefully Commissioner Ruffennach can help us out on that. He is in Commissioner Chiurazzi’s opinion the expert relative to this Board on the fire issues.

G. Public Works Committee: Commissioner Durisko reported the following:

1. The Public Works Department has been helping on the Panhandle Trail resurfacing project.

H. Township Manager / Township Business: Mr. Thauvette reported the following:

1. **New Police Cars** – They will be completed without fittings in the next four (4) to five (5) weeks. We will have all SUV police cars now.
2. **Dog Park** – Public Works has been working hard clearing the new dog park area. Pittsburgh Fence will be doing a re-installation of the fence. They have been great working with and they will be keeping our fence materials in their yard for as long as we need to. They are also able to use some of the materials we can’t and have given us free privacy fencing for the back side of the dog park that faces the stockyard.

Commissioner Durisko questioned if Pittsburgh Fence will be very cognizant of the new trail and not destroy it or disturb it in any shape or form.

Mr. Thauvette stated the closest part of the fence will be 20 feet off the trail and will not have to go on it at all.

3. **Public Works Trucks** - Commissioner Durisko questioned if the Public Works trucks are still in salt mode.

Mr. Thauvette stated Bob Palmosina has the trucks getting out of plow mode and ready for Springtime. The tractors are getting ready to go also.

4. **Ballfields** – Public Works has done all the ballfields.
5. **Summer Help**. Commissioner Durisko questioned if it is too early to put out for summer help applications, when does that process start, how many are we looking to take one this year and when is it in the works.

Mr. Thauvette stated it is already in the works, we have received a couple of applications already. We would like to cut down on the number this year. Last year we had over ten (10) and would like to keep it at eight (8) so we can send them out with an individual crew instead of two (2) or three (3) of them going with one person. Also, with the amount of money we have in the budget for summer help gives the workers an extra day worth of work.

6. **Collier Township Vehicle Usage** – In what situations and scenarios should the Township vehicles be used that do receive gas allocation from the Township. Police and Fire.

Commissioner Durisko questioned what do the fire trucks get from us? Do we cover their insurance? Do we cover their fuel? Obviously, we give them an allotment and some of that money goes towards the payment of said trucks. Upfront it is basically just the money for the fuel and.....

Mr. Thauvette stated the money for the fuel is separate from the money they receive.

Commissioner Durisko stated the Township covers insurance on the trucks. Every time that truck goes out on the pavement it is the Township's insurance money carrying it.

Mr. Thauvette stated he found in our motor vehicle code, we do have a section 15-107, use of streets by processions and assemblages which outlines the policy we currently have in place. This involves notifying the Chief of Police at least a week prior to the event and it is up to the Chief of Police to make a determination if that procession can occur. The procession shall not include a funeral van or military convoy. They are excluded for the code. We saw this happen when a request came to escort the CV Girls basketball team. For a policy moving forward, if there is to be a Collier Township police vehicle, fire truck, etc. to be used in a ceremonial escort or procession, they contact the Township Manager at least a week prior to the event. The manager will reach out to the Board of Commissioners for their approval.

Commissioner Durisko questioned if we are looking for a number on how many vehicles can be taken to an event or procession or per event stipulation.

Mr. Thauvette stated he is relying on the Board for what you are comfortable with.

Commissioner Chiurazzi stated he did not think it should be the Chief of Police to give the authority, it should be the Manager and a week has to be flexible. For example. The school busing of the Girls Basketball Team, we did not know until three (3) days before. It is ideal to have a week's notice, but it would be up to the discretion of the Manager after board approval is how Commissioner Chiurazzi would word it.

Commissioner Durisko stated anytime a Collier Township vehicle is going out the door not in an emergency situation, there needs to be a reason.

Commissioner Chiurazzi agreed with Commissioner Durisko.

Commissioner Chiurazzi questioned why are the funerals and military are excluded from the provisions. Is there another provision in there for them?

Mr. Thauvette stated they are listed under the definition of procession that those two (2) are excluded from the definition.

Commissioner Chiurazzi stated it should be that any use of Township vehicles regardless what it is should get approval, ambulances are excluded. It could be any vehicle that has any association title or otherwise relative to the township has to come to the Manager for approval after the Board has been contacted and approved it.

Mr. Thauvette stated he will put something in writing, have the Board of Commissioners approve and sign off on it.

Mr. Bell expressed his concern with someday every organization requesting an escort and the Township should think about it.

Commissioner Chiurazzi stated right now every organization can come to us asking and we will have to tighten up. A few months ago, he attended a funeral and was shocked to see the amount of equipment that Collier township used and it is tax payers dollars and was not comfortable.

Mr. Bell stated anyone now can come in and make a request. If you say yes to one guy, you will have to say yes to everyone.

Commissioner Chiurazzi stated we can't exclude people. Let them all ask, and we can either approve it or not approve it. The Board will have to take the heat on it. We can not start figuring out right now what is allowed and what isn't.

7. ***Nepotism Policy.*** Mr. Thauvette explained in late 2016 this was originally brought before the Board and there was no action on it. Mr. Thauvette had examples of other municipalities nepotism policies for the Board to review.

Commissioner Durisko questioned who the nepotism policy geared toward? The Board? The Department Heads? All employees?

Mr. Thauvette stated it is any Board or Commission to which the Board of Commissioners is entitled to or appointed.

Commissioner Chiurazzi stated that how this came about was the Manager's search and having a Board member that was a relative and it made us uneasy. We started drafting this policy and then it went away. Commissioner Chiurazzi is all for it but feels the Board needs to wait till all the Board members are present to discuss it. Commissioner Chiurazzi likes it has come up again and is all for it and would like to get something passed.

Mr. Thauvette stated the way one of the samples is laid out is anyone who receives appropriations from the Township or has entered into a continual and contractual relationship or operates under legal authority granted to them by the Township.

Commissioners Durisko and Chiurazzi both stated there was a lot of questions and a reason why we stopped but need to start this policy again and to protect the Township.

The Commissioners advised Mr. Thauvette to email out whatever he has to show them and they will comment on it and get back to him.

8. ***Street Parking Ordinance.*** Mr. Thauvette stated we received two (2) requests from residents at two (2) separate locations to amend our current street parking ordinance for restricting on street parking at certain times. Currently the Nevillewood community has restrictions for on street parking from 2:00 a.m. to 6:00 a.m. seven (7) days a week. Centennial Pointe and Walkers Ridge are requesting the same Ordinance. The HOA Manager for Centennial Pointe has requested this on behalf of all the residents and there were residents that contacted Mr. Thauvette from Walkers Ridge.

Commissioner Chiurazzi stated one of the things we debated when we put the restriction for Nevillewood, was enforceability. It is not enforced and it is okay. We can not get bombarded by HOA's saying get the police out here for a parked car on the street. We can amend the ordinance out of respect. The HOA's have to be aware they cannot bombard us asking why the police aren't enforcing this. We made it very clear to the Nevillewood HOA not to hound us relative to this. The idea behind this was an abandoned car. We had no power to remove it and that is why we established this Ordinance. Nevillewood had a car sitting on the street for weeks. The Chief said we had no power to remove it. This is the only reason we did this Ordinance. In this scenario, we did not have the power to cite it and tow it. There is a lot of resources used to chase cars from 2:00 a.m. to 6:00 a.m. We need to be careful because this Ordinance was just for removal of cars because we had nothing before.

Commissioner Durisko is more in favor of a Township wide for winter maintenance because it is hard for the snowplow trucks.

Commissioner Chiurazzi agreed but the Public Works has not said anything about it begin bad to plow in a certain area. The HOA's managers that want to impress will be sending off letters of way we are not enforcing our Ordinance. Mr. Chiurazzi is fine with doing the Ordinance, but they need to know why we are doing it.

Mr. Garber questioned why is the Township going to create an Ordinance that they are not going to enforce?

Commissioner Chiurazzi stated the only reason we created it for Nevillewood is for an abandoned vehicle.

Mr. Garber stated that is not what the ordinance says.

Commissioner Chiurazzi stated it might not but would Mr. Garber want to ticket everyone.

Mr. Garber stated if the Ordinance says you are not allowed to park there between 2:00a.m. and 6:00 p.m., the Township should ticket.

Commissioner Chiurazzi stated he would not do that.

Mr. Garber stated he believes in ordinances and would do it.

Mr. Bell stated Mt. Lebanon does it and if Commissioner Williams-Zabicki was here she would be on our side. She believes in tickets. This creates a lot of revenue for Mt. Lebanon.

Commissioner Chiurazzi stated we wouldn't ticket. If there is an abandoned car, we couldn't do anything about it and now we can. The Ordinance doesn't speak to abandoned cars.

Mr. Bell stated then write the Ordinance for abandoned cars then.

Commissioner Durisko stated the HOA for Centennial Pointe and Walkers Ridge are looking for this Ordinance.

Mr. Thauvette stated there is not an HOA for Walkers Ridge. It is just a few residents asking.

Commissioner Durisko stated we would have to post signs. Is the HOA willing to foot the bill for the signs?

Commissioner Chiurazzi stated we have on sign at the entrance.

Commissioner Durisko stated it is not enforceable.

Commissioner Chiurazzi stated it is enforceable.

Commissioner Durisko stated we need to discuss this and get our Chief's opinion and he would not request that our Police go ticketing car to car.

Mr. Thauvette stated the Chief will probably say if you ticket, they will go appeal it. The actual cost for the Township to go down to the Magistrate's office and fight it is more than the actual fine itself. He will include this information with the next meeting.

9. **Republic Services.** Mr. Thauvette informed the Board that Republic Services met with him to express the difficulty in the recycling market today. The recycling crisis is two (2) main problems. The first is when they go to the recycler, every single load is contaminated. It is not just Collier, it is everywhere. People are not recycling the way they are supposed to and it is leading to full loads of recyclables being contaminated and they get billed for every truck load that is contaminated. The second is the recycling market across the board is very down and when they used to make money on recyclables, they are not having to pay people to take the recyclables. They provided an official letter to the Township in which they request an approval to adjust their recycling fee to an additional \$1.38 per unit per month starting in June for 12 months to see if this helps offset the cost.

Commissioner Chiurazzi stated of course it will help offset the cost and questioned when their contract runs out and why would they come to us for that. The contract requires them to pick up the recycling.

Commissioner Durisko stated you can't get it unless you ask.

Mr. Thauvette stated the contract runs to 2023.

Commissioner Chiurazzi stated if we give them the money which we are not and if recycling picks back up would they give us our money back? No, they wouldn't.

Mr. Thauvette informed the Board that he told Republic Services the Township set their budget in December 2018 and this would be about a \$20,000.00 increase to our already of over a half a million-dollar budget for garbage. Also, Mr. Thauvette told Republic Services he was sure the Commissioners would not consider this in a middle of a contract.

Commissioner Durisko stated they do a good job picking it up but do a horrible job about getting the word out on how to recycle and to go from single stream putting anything in the can to 123 or 7, no glass, no 456 and has been conveyed horribly to our residents.

The Board agreed to not pay the extra fee for recycling.

I. OTHER BUSINESS:

Commissioner Chiurazzi stated when you pass Pittsburgh Fence on Noblestown road going out towards the back way I go to work, there is a Collier truck with the back of it sitting in a junk yard there. We need to get rid of the lettering off the vehicles before we get rid of them.

Commissioner Durisko stated it should have been cleaned off before we got rid of it. This should be a policy, when we get rid of a vehicle it should be stripped.

Mr. Thauvette stated we did contact the owner and asked him to remove it, so he is hoping it gets done but we absolutely take the lettering off before they are gone.

Parks Vehicle (Jeep) – Commissioner Durisko questioned where we are with the parks vehicle.

Mr. Thauvette did speak to a couple of board members about requesting the use of the Jeep. Currently he uses his private vehicle when he has to do anything around the Township. We have a truck and SUV here but our Codes/Building Inspector and Zoning Officer use those around the Township. He doesn't mind using his own vehicle however,.....

Commissioner Chiurazzi stated Mr. Thauvette should not be using his own vehicle for Township business around here.

Commissioner Durisko stated to get the Jeep out, get it running, make sure everything is up to par and park it over here.

Commissioner Ruffennach stated to get the Jeep maintenance and start using it.

Commissioner Chiurazzi stated we didn't know that and Mr. Thauvette should not have to use his private car and apologized.

Mr. Thauvette stated it was not a problem until we filled the building/codes position.

VI. ADJOURNMENT:

Motion was made by Commissioner Chiurazzi; seconded by Commissioner Ruffennach; to adjourn the work shop meeting at 7:45 p.m. By unanimous vote of the Board the motion passed.

George E. Macino – President
Board of Commissioners

Valerie A. Salla
Township Secretary