

**MINUTES
COLLIER TOWNSHIP BOARD OF COMMISSIONERS**

WORKSHOP MEETING

May 22, 2019

7:00 P.M.

- I. CALL TO ORDER:** Commissioner Macino 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. - Absent
Dawn Williams-Zabicki – Present
Rick Ruffennach – Present
George Macino – Present

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:

John Garber of Neville Park questioned the Board if there has been any movement on the Agreement for Jack Cargnoni, Developer of Neville Park.

Commissioner Macino stated there has been no movement.

III. NEW BUSINESS:

1. Consider action to recommend the award of the Base Bid and Add Alternate Nos. 1, 2, 3, 4 and 5 of Contract No. 19-R01-2019 Roadway Improvement Program to Youngblood Paving, Inc., as low bidder in the amount of \$568,742.50, subject to Youngblood Paving, Inc. obtaining the required insurance certificates, performance bond, and payment bond, and review and approval of same by the Township Solicitor prior to execution of the Agreement by the Township.

A section of Steen Road from Thoms Run Road to Chartiers Creek will be added to the contract via Change Order No. 1 in the approximate amount of \$163,081.00. As part of Change Order No. 1, the work on Fort Pitt Road will not be completed until work on all other roads has been completed. Once all other roads are complete, a second change order will be issued to adjust the scope of work of Fort Pitt Road (Add Alternate Numbers 3, 4 and 5) in order to bring the total contract expenditures to \$600,000.00 based on in place quantities at the time.

Mr. Thauvette and the Engineers met to look at Steen Road. The Engineers measured the distance between Thoms Run Road and the beginning of the bridge. To do a topcoat with no milling will cost approximately \$163,081.00. The hope with this contract is to remove Fort Pitt Road from the original base bid, insert Steen Road which should still be under the \$600,000.00 allocated for the 2019 Road Paving Program. Then whatever is left over, that money will be used to begin Fort Pitt Road in 2019 and to finish it, we can put into the 2020 budget. Also, this money does not include Steen Road repairs to the sides of the road and the surface water run-off. The Engineer is working with the Public Works Department to do the repairs before the paving.

Motion was made by Commissioner Williams-Zabicki, seconded by Commissioner Ruffennach, to award the base bid and add alternate Numbers 1,2,3,4 and 5 to Youngblood Paving, Inc. as stated above. By unanimous vote the motion carried.

IV. DISCUSSION:

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

1. ***Eagle Scouts.*** The Eagle Scouts from Troop 860 will be honored at the June 12, 2019 meeting.
2. ***Glass Recycling.*** This event was on May 18th and was a huge success.

Commissioner Durisko stated this was a really good event. We had 200 participates come to drop off glass. It was not all Collier residents. We were talking about having another one but currently the schedule is filled up and we are also trying to see if we can get the other local communities around Collier to join together to have one glass event in a central location.

3. ***Alice Training.*** The Township employees participated in the Alice Training for active shooters on May 15th at the Community Center. The instructor was Collier Township Police Officer Bill Oslick.
4. ***CONNECT.*** We joined CONNECT and they would like to do a town tour on May 31st. Mr. Thauvette will be taking them on the tour around the Township. If any of the Commissioners are interest in going, they will be leaving at 10:00 a.m.
5. ***Discovery Path Ribbon Cutting Ceremony.*** Will be held on at the Discovery Trail on June 13th from 2:00 p.m. to Dusk.

6. **Manager's Coffee Hour.** Will be held on June 10th at 9:30 a.m. at the Community Center.

Commissioner Williams-Zabicki attended the Chamber Luncheon last week and there was a panel of Manager's there from all different communities. Each Manager spoke about what development was happening in their communities. Mr. Thauvette was not only the youngest manager there but was the most well-spoken and appropriately funny. Mr. Thauvette represented the Township well.

7. **Truth in Advertising.** Commissioner Macino stated we have been working hard to get people to say they are located in Collier. Vocelli's Pizza is on the radio constantly advertising stating visit their location in Bridgeville, which they are really located in the Chartiers Valley Shopping Center in Collier. He will be calling the President of the company to tell them they need to say they are located in Collier Township with a Bridgeville zip code. On the flip side, the sports guys on 93.7 were at the Bottle Shop last week and every time they would say they were at the Bottle Shop in Collier Township. The new owner of the Bottle Shop is very pro Collier and making sure people know they are located in Collier Township.

Commissioner Macino stated there are still other businesses we need to get to say they are located in Collier Township.

- B. COG Committee:** Commissioner Ruffennach informed the Board he was unable to attend the meeting/dinner to due illness, so the manager went. Mr. Thauvette reported the following:

1. The meeting/dinner was held in Kennedy Township at Rockefeller's. Several local and state officials were there. Anita Kulick was the guest speaker. She spoke about communities in this area working together and multi-municipal cooperation. Topics were the opioid crisis and selling of the CBD Oils and its effect on the economy.
2. Jim Morosetti received the President's award for serving as president of the COG for nine (9) years.

Mr. Thauvette stated this was a very nice event and the COG did a good job.

- C. Finance Committee:** Commissioner Macino reported the Auditor will be at the June 12th meeting to inform the Board of the 2018 Audit results.

- D. Parks and Recreation:** Commissioner Durisko reported the following:

1. **Webb Park Playground.** The new playground is installed at Webb and they are working on installing the outer rings of it. Once it is finished a bench will be installed so the parents can watch their children play. This is a nice improvement to this park.

Commissioner Ruffennach questioned if the Contractor came back to clean up the area of the demolition at the Community Center.

Mr. Thauvette stated the Contractor did come back and cleaned up. They rock hounded it, drop in topsoil and re-seeded it. If the grass grows, we should be able to close out that contract.

Commissioner Macino stated he drove by Hilltop Park a couple of times and was glad to see families using the park.

- E. Planning and Zoning:** Commissioner Williams-Zabicki reported the Planning Commission meeting last week and there was continued discussion about the cluster mailbox regulations that the U.S. Post Office as implemented. Our Engineers, Lennon, Smith, Souleret has done evaluation on the rules of these cluster mailboxes and put together a couple of designs. The Planning Commission is looking at this because it will be a common area in the development and the HOA will have to take care of them. They talked about the following:
1. Parking; parallel verses head in
 2. Lighting
 3. Trash receptacle – the HOA will have to take care of.
 4. Roof

They will come up with two (2) different designs and decide what is best. The Planning Commission is just brain storming things so there is nothing in stone.

- F. Public Safety Committee:** Commissioner Macino reported on the following:
1. **Fire Study.** Commissioner Macino questioned Mr. Thauvette if Kirwan Heights VFD has turned in everything they needed to for the study.

Mr. Thauvette stated he didn't know and if they have, he was not copied on that email to Nick. Nick did send out an email to meet with all the Chiefs on Monday. Mr. Thauvette will follow up with Nick to see if this has been done.

Commissioner Ruffennach stated if they have not turned in the items needed for this study then we need to put pressure on them. This has gone on long enough and Nick has better things to do.

Commissioner Macino stated these items were due a while ago.

Mr. Thauvette stated he will follow up on this.

Commissioner Macino stated the Police had their fundraiser.

Commissioner Durisko stated he attend the fundraiser which was a great event. It raises money for the Police Association and they do a great job putting it on. They get a lot of sponsors and donors.

Commissioner Macino stated this fundraiser is a clay shoot at Seven Springs. They do this every year to raise money for the Police Association. They sell tickets and anyone is entitled to go including residents.

Mr. Garber stated we would have to know about it to go. We never heard about it.

Commissioner Macino stated is was on the website.

Commissioner Durisko stated they have a kickoff party at the Bridge two (2) weeks before and they sold raffle tickets for it.

Commissioner Macino stated for next year we will make sure they do a better job letting everyone know and questioned if they could have handled more.

Commissioner Williams-Zabicki stated the shoot was sold out.

Commissioner Durisko explained how the fundraiser went.

G. Public Works Committee: No report.

Commissioner Ruffennach questioned if Mr. Palmosina got the new tractor yet.

Mr. Thauvette stated no. The trailer has been ordered and should be in soon.

Commissioner Ruffennach questioned why Mr. Palmosina waited so long to order the tractor?

Mr. Thauvette stated the tractor and tip trailer cost together exceeded the budget and then they looked at another tractor and didn't like it. After Mr. Palmosina talked to the Commissioners, he was able to get both.

Commissioner Ruffennach stated Mr. Palmosina should have had this ordered at the end of March and would have gotten it in April so when the grass started growing, we would have had it.

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

1. ***Loss Control Inspection.*** We had our loss control inspection today through our property and liability insurance. The adjuster came out and checked out all of our property to make sure we are ensuring safety in the workplace; no trip hazards or items laying around. We walked through the Public Works garage and made sure the eye wash works and chemicals are properly labeled. New this year the adjuster toured our Parks to make sure they are safe. The adjuster will be compiling their report and getting it back to us. The adjuster was impressed with the Active Shooter Training and Stop the Bleed Training we did with the employees. Later this year we will be doing CPR training again. We do need some improvement by cleaning up some clutter in the mechanics garage, keeping tools off the ground and throwing our tools we do not need anymore. This does not affect our score our premiums in any way. They just want to make sure we are providing a safe place to work.
2. ***Active Shooter Training.*** During the training Officer Oslick spoke about a window security film that can be put on tempered or non-tempered glass. There is

a mesh inside this film that you can't tell is there by looking at it. It is not bullet proof. It helps prevent from someone just shooting out the glass and walking in. This helps give someone a chance to get away on the other side of the glass. All the locked entrances at Chartiers Valley have this. Mr. Thauvette stated this is expensive and this is something we are talking about for the Township Offices.

3. ***Basketball Hoops.*** Commissioner Durisko questioned if the basketball hoops have been installed at the elementary yet.

Mr. Thauvette stated no; this is on the school.

4. ***Tablets for the Board of Commissioners.*** Mr. Thauvette has been looking into software for the tablets and asked the Board for their thoughts.

Commissioner Williams-Zabicki stated she did not feel anxious about purchasing the tablets and software. She is comfortable with the why Ms. Salla is providing the information electronically.

Commissioner Macino stated a tablet is not going to do much more than the way we are already receiving it electronically.

Mr. Thauvette stated that was correct. It will provide a dedicated screen for Township issues.

Commissioner Williams-Zabicki stated we can get this from our own screens. She doesn't want to put the expense out just yet.

Commissioners Durisko and Macino agreed and did not have a problem using their own tablets.

V. OTHER BUSINESS:

1. ***Codes Administration:*** Commissioner Williams-Zabicki has been working on the new Codes Officer recommendations on updates and additions to Ordinances.

Commissioner Williams-Zabicki put together a presentation regarding updates and additions. She suggested considering the recommendations to the Property Maintenance Code (Chapter 5), including Means of Appeal, Public Nuisance and Prohibited Furniture & Appliances and the additions to Chapter 10: Abandoned Real Property & Blighted Property Registration. She suggested accepting the recommendation to increase the Tenant Registration Fee to \$25 but suggested waiting to see the operating effectiveness of implementing the Tenant Registration process before implementing any additional changes.

Discussions took place on Commissioner Williams-Zabicki recommendations and most important items that we can possibly get in this year are as follows:

1. ***Property Maintenance***

- Appeals. Change right to appeal from 20 days to 10 days.
- Public Nuisance vehicles (excessive, inoperative, disassembled), equipment, boats, trailers, unsightly storage, tools, furniture and appliances.

A discussion took place regarding this issue.

Commissioner Durisko stated there is a fine between not telling people what they can do with their property.

Commissioner Macino questioned if this is for both residential and commercial.

Commissioner Williams-Zabicki stated she will note this in the commercial section.

Commissioner Macino stated we need to change the word unsightly because what is unsightly for you may not be for me.

A discussion took place with people parking cars, boats, rv's, trailers, etc., in their driveways.

A discussion took place the following:

- on comparing Collier to other municipalities.
- Hoarders

2. ***Inspections and Certificates of Occupancy.*** Recommends postponing until after Tenant registration is operating effectively.
3. ***Abandoned Real Property and Blighted Property Registration.*** Recommends establishing a registry of these properties. Enforcement of property management agent in a 30-mile radius. Registration fee of \$250, potential increasing fee each year of registry. Maintenance requirements of reglazing or clear boarding of windows instead of wood. Fee schedule for violations.
4. ***International Fire Codes.*** Recommends postponing.
5. ***Bulk Storage Container and Dumpster Requirements.*** Establish permit fees based on the size, use and timeline. Some dumpsters in housing developments are full and overflowing causing a hazard to the residents.
6. ***Tenant Registration.*** Recommends raising tenant registration fee to \$25.00 (from \$10.00) and ensure this is operating effectively before introducing inspections.
7. ***Licenses, Permits and General Business Regulations: Contractor Registration.*** Recommends all Contractors have to register with the Township. Insurance requirements, license fees, renewal and revocation of the license, violations and penalties. \$125.00 annual fee.

Discussion took place on having a list of Contractors, so we know who the bad contractors are.

Commissioner Williams-Zabicki asked the other Commissioners to look over the presentation papers so the Board can make a decision on the changes at the June 12th meeting and have it advertised and then have it approved at the July meeting.

Nepotism Policy

Commissioner Macino stated a few years ago a question came up if we have a nepotism policy and we do not have one in the Township. This is described as a relative at some level of the elected official being hired with in the Township. There was a concern of a Commissioners relative being considered for the manager's position. Everyone knew this was going on. It didn't happen and then we tabled it. This has surfaced and the Board wants to move forward with this. We have a tentative policy and the Board needs to discuss this.

Commissioner Durisko stated he looked at Robinson Townships policy and really likes it.

Commissioner Williams-Zabicki stated it has the definition of what a relative is.

Commissioner Durisko stated he would be happy supporting the policy Robinson Township, which is very clear cut and has with the definition of a relative in it. It also gives definition of the casual part time positions. We need to incorporate this into the policy that Solicitor Means wrote.

Commissioners Williams-Zabicki, Ruffennach and Macino agreed.

More discussion took place regarding the policy. Supervisory positions, etc.

The Board will look at this further when all Board members are present.

VI. ADJOURNMENT:

Motion was made by Commissioner Durisko; seconded by Commissioner Ruffennach; to adjourn the workshop meeting at 8:30 p.m. By unanimous vote of the Board the motion passed.

George E. Macino – President
Board of Commissioners

Valerie A. Salla
Township Secretary