

**MINUTES  
COLLIER TOWNSHIP BOARD OF COMMISSIONERS**

**WORKSHOP VIRTUAL MEETING**

**February 8, 2021**

**7:00 P.M.**

- I. CALL TO ORDER:** Commissioner Chiurazzi called the workshop meeting of the Board of Commissioners to order at 7:00 P.M. This was a virtual meeting due to the COVID-19 regulations.

**A. PLEDGE OF ALLEGIANCE**

**B. ROLL CALL:**

**BOARD**

Mary Ann Cupples – Present  
Daniel Styche – Present  
Debra Zymroz – Present  
Rick Ruffennach – Present  
Wayne Chiurazzi, Esq.– Present

**STAFF**

Chuck Means, Solicitor – Absent  
Kevin Brett, Engineer – Absent  
Craig Campbell, Police Chief – Absent  
Bob Caun, Planning Director – Absent  
Jeff Hinds, Finance Director – Absent  
Tom Plietz – Bldg/Fire Codes – Absent  
Bob Palmosina, PW Director – Absent  
Kyle Thauvette, Twp. Manager – Present  
Valerie Salla, Twp. Secretary – Present

- C. EXECUTIVE SESSION:** Was held prior to the meeting to discuss legal and personnel issues.

**II. Board Discussion for Committees**

**A. Administrative/Public Affairs**

Commissioner Zymroz reported the following:

1. *Sheetz*. The ribbon cutting and grand opening was on February 2, 2021. Along with selling gas and made to order foods, they also sell beer and wine.

Commissioner Chiurazzi suggested everyone go visit the new Sheetz located in Collier Township. They are a great asset to the Township.

2. *Recycling Report/Act 101*. This required report will be submitted to the DEP with the Township's amount and types of recycling materials collected.
3. *SHACOG*. We are in the process of submitting our Spring commodities list to SHACOG. Spring commodities including ballfield mix, topsoil, portable toilets, manholes, lids and risers.
4. *Manager's Coffee Hour*. Will be held on March 1, 2021 at 9:30a.m. at the Community Center. Space is limited due to CDC guidelines and you must pre-register on the Township website.

## **B. Building/Codes**

Commissioner Cupples reported the following:

1. *Legacy Development*. 111 Townhomes on Ridge Road received final approval from the Board of Commissioners and will now apply for a grading permit and should start moving dirt early this spring.
2. *Napoli's Restaurant*. The DEP is reviewing their sewage facility planning module. The Township is ready to issue permits once that approved plan is received by the Township from the DEP.
3. *Bank of America*. Located at the old Pizza Hut location on Washington Pike. The Developer's Agreement has been signed and they are now providing bonding. Demolition of the old building is completed and they will be coming in for a building permit for construction on the new building.
4. *Zoning Hearing Board*. On February 16<sup>th</sup>, 2021, the Zoning Hearing Board will hear a variance request from Kossman Development for the Chartiers Valley Shopping Center. They are asking for an increase in size for the Development's sign. Mr. Caun has asked that they include the words "Collier Township" on the new sign. The Developer has agreed to do this and will provide proof of the sign.

## **C. COG**

Commissioner Ruffennach reported the following:

1. *Meeting*. The meeting will be next week via zoom.

## **D. Finance**

Commissioner Styche reported the following:

1. *Yearly Reports*. Several yearly reports have been filed with the State.
2. *Comparison of Revenue and Expenses*. A comparison was done with January 2020 and January 2021. The total revenues for January 2021 is about \$7,000.00 less than January 2020. The total for expenses is about \$270,000.00 less than January 2020.

Mr. Thauvette explained that the differences is because of when we get in big ticket items to pay.

## **E. Parks & Recreation**

Commissioner Styche reported the following:

1. *State Mandated Guidelines*: The Community Center is open with restrictions.
2. *New Parks Director*. We are in the process of hiring a Parks Director.

## **F. Planning and Land Use Development**

Commissioner Cupples reported the following:

1. *Planning Commission*. They are between applications and will be meeting on Thursday, February 11, 2021 at 7:00 p.m.

## **G. Public Safety**

Commissioner Ruffennach reported the following:

1. *Fires.* There was a second major house fire which occurred within 3 weeks of each other. All residents did get out safely. A Kirwan Heights Fireman did get injured. He commended all three (3) fire departments on their quick response time. The first truck was on the scene in eight (8) minutes from the time it was dispatched. He thanked the neighboring fire departments that came and helped out. He thanked the Public Works Department for the barricades and blocking the road off.
2. *Fish Fries.* Presto and Rennerdale VFD's will be starting their fish fries. This is the biggest fund raisers for them. Presto is starting Friday, February 12<sup>th</sup> and Rennerdale will start on Friday, February 19<sup>th</sup>. Order online. It is take out only.

Our fire departments are very professional and well trained. Please support our fire departments.

3. *Fire Department Meeting.* Commissioner Ruffennach will be meeting Thursday to talk with the three (3) fire departments about bylaws.

Commissioner Chiurazzi questioned if we help advertise the fish fries.

Commissioner Ruffennach stated we have it on the electronic sign and the fire departments have up signs throughout the Township. It is also eblasted out.

## **H. Public Works**

Commissioner Zymroz reported the following:

1. *Barricades.* They painted 25 new barricades.
2. *Salt.* Received 1,000 ton of salt.
3. *Trucks.* Two (2) trucks broke down and vendors are having trouble getting the parts in.
4. *Front Loader.* Broke down and was repaired.
5. *Cleaning of stockyard and Public Works building.*
6. *Sign.* The WPIAL Girls Basketball sign was installed off the Carnegie Exit going towards Noblestown Road.
7. *Road Signs.* Several road signs were repaired.
8. *Snow plowing and salting.* The Public Works Department have done a great job on all the roads. She thanked them for being here for the residents and always keeping them safe.

## **I. Sewer Department**

Commissioner Styche reported the following:

1. *Billing.* We have changed from Diversified to Jordan Tax Services to do the sewer billing and collections. We will see an annual savings of \$11,582.00. Residents will be able to pay their sewer bill online using their checking account with no processing fees involved. If 45% to 48% of residents convert to online payment it will save the Township will save close to \$19,000.00 a year.

2. *Sewer Tap Applications.* DEP is reviewing some applications and we hope this will free up some new sewer taps for the businesses that want to get started building.

**J. Township Manager / Township Business**

Mr. Thauvette reported the following:

1. *Sewage Bill Collections.* We changed from Diversified Billing to Jordan Tax Services for the billing and collection of sewer payments. Residents will receive a bill within the next couple of days from Diversified Technologies. There will be an insert in the bill that will explain the change from Diversified to Jordan Tax Services. Starting March 1, 2021, the next billing cycle, Jordan Tax Services will be doing the sewer billing and collection of payments. If a resident currently has ACH Autopay with Diversified, you will be automatically enrolled with Jordan and the resident will not have to do anything. All other customers (residents) will receive a paper bill in the mail from Jordan Tax Service offering several ways to pay their sewer bill. We changed to Jordan Tax Services because of the cost savings and having one company collection for all the Township taxes and now sewer bills.
2. *Redevelopment Authority of Allegheny County(RAAC).* This is on the agenda tonight for designating an official to do the paperwork. We are applying for a CITF grant from the County. We are focusing on a project for a parking area for the Panhandle Trail and Dog Park in the area near the Public Works Stockyard. We are applying for the maximum amount of \$250,000.00 and Lennon, Smith, Souleret is putting together all the Engineering cost. The paperwork is due February 11, 2021.

Commissioner Styche asked for an update on the streetlight a resident was asking about.

Mr. Thauvette stated for the public, there was a request for a streetlight to be placed at the corner of one of the streets at the corner of Cubbage Hill. A work order was placed last year. Duquesne Light is backed up and we were told it would be installed around this time. He will contact Duquesne Light again to see when it may be installed. Not only does Duquesne Light have to install the new light, but they also need to complete our LED retrofit program. We paid Duquesne Light to do this last October and still haven't seen the work done. We hope they get to this work sooner than later.

**III. PUBLIC COMMENT ON NEW BUSINESS ITEMS:**

William and Ellen Thomeier  
1180 St Mellion Drive  
Presto

To whom it may concern:

I believe it's too late for this weeks meeting, but I wanted to write in hopes of having it discussed at next weeks Public Workshop.

The fallen trees along Forsythe road from Thoms Run traveling uphill towards Nevillewood are beginning to look very threatening and dangerous. They seem to be slowly sliding closer to the road and there are others that are currently leaning but look as though they may fall soon.

It wouldn't be the first time I traveled that road and one has come down and just narrowly missing a car, so I wonder if there are some preventative measures the township could take to prevent this?

I may be totally off base and it may not be township responsibility.

If so, please let me know and I will direct these concerns to that entity.

Thank you for taking the time to read this, please let me know if anything can be done.  
Ellen Thomeier

Commissioner Chiurazzi stated this is a State Road and there are trees looking like they will fall and there is a big one right alongside of the road. Do we as the Township have the responsibility or the ability to do something?

Mr. Thauvette stated in an emergency if the tree is in the roadway, the Township does have the ability to remove it from the roadway. It is a requirement for PennDOT public Works to remove the tree from the right-of-way. As long as the tree is on private property, the private property owner is responsible for the tree removal.

Commissioner Chiurazzi advised Mr. Thauvette to contact PennDOT that we have gotten concerns about this tree being very close to the road. This Board will be okay with our Public Works going to remove it as long as it has fallen and blocked the road. Otherwise, PennDOT needs to come out and look at the tree.

#### **IV. NEW BUSINESS:**

1. Consider action to designate an official, Kyle P. Thauvette, to perform the required duties between the applicant, Collier Township, and the Redevelopment Authority of Allegheny County ("RAAC"), has authorized the execution and delivery of any and all agreements between the applicant and RAAC.

*A motion was made by Commissioner Styche, seconded by Commissioner Ruffennach to designate Kyle P. Thauvette as the Official to perform the duties as stated above. By unanimous vote, the motion passed.*

**\*\*\* This is Concurring Resolution number 020821-01\*\*\***

#### **V. Approval of General Fund Operating Account items:**

- Invoices paid and checks written from January 26, 2021 to February 7, 2021 in the amount of \$308,714.62.

*Motion was made by Commissioner Styche, seconded by Commissioner Cupples, to approve the General Fund Operating Account items as stated above. By unanimous vote, the motion carried.*

- Bills requested for payment for February 7, 2021 in the amount of \$151,264.82.

*Motion was made by Commissioner Chiurazzi, seconded by Commissioner Zymroz, to approve the General Fund Operating Account items as stated above. By unanimous vote, the motion carried.*

**VI. Approval of Capital Investment Account items:**

- Bills requested for payment for February 7, 2021 in the amount of \$3,867.36.

*Motion was made by Commissioner Styche, seconded by Commissioner Zymroz, to approve the Capital Investment Account items as stated above. By unanimous vote, the motion carried.*

**VII. Approval of Sewer Account items:**

- Invoices paid and checks written from January 26, 2021 to February 7, 2021 in the amount of \$1,383,176.82.

*Motion was made by Commissioner Chiurazzi, seconded by Commissioner Cupples, to approve the Sewer Fund Account items as stated above. By unanimous vote, the motion carried.*

**VIII. ADJOURNMENT:**

*Motion was made by Commissioner Styche ; seconded by Commissioner Cupples; to adjourn the workshop meeting at 7:30 p.m. By unanimous vote of the Board the motion passed.*

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Wayne M. Chiurazzi, President  
Board of Commissioners

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Valerie A. Salla  
Township Secretary