

**MINUTES  
COLLIER TOWNSHIP BOARD OF COMMISSIONERS**

**WORKSHOP VIRTUAL MEETING**

**May 10, 2021**

**7:00 P.M.**

- I. CALL TO ORDER:** Commissioner Chiurazzi called the workshop meeting of the Board of Commissioners to order at 7:05 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. *Western Pennsylvania Conservancy* – Community Garden volunteers needed to help plant flowers on My 13<sup>th</sup> at 9:00AM. Volunteers must register online at [www.colliertwp.net](http://www.colliertwp.net).
2. *COG* – is looking for a space to store the Vactor truck. The truck is 35ft long and 12 ft. high. If the Township has an area to store the truck, we will have free use of it when needed.
3. *Trail Grant*. The Township was awarded a grant of \$20,000.00 for a walking trail around the Municipal Building.
4. *Keep Collier Beautiful*. Thanked all the volunteers for helping.
5. *Memorial Day*. There will be a Memorial Day event this year on May 31, 2021 at the Veteran’s Monument. Details will be on the Township website and social media as they become available.
6. *Manager’s Coffee Hour*. Will be held on June 14, 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.

Commissioner Chiurazzi questioned if we have any space for the Vactor Truck and are we in need of it.

Commissioner Ruffennach stated we will need a good-sized space to store it when it is not in use. The truck is 35 feet long and 12 feet high. Plus, the COG Operator of the truck will need a key to the building so he can get to the truck if needed after hours for an emergency. There will have to be in house maintenance and repairs on the truck. Collier Township has not used the truck in a couple years but, it could be used. In the summer, the truck could sit outside but, in the winter, it would need to be inside. Also, what if the operator of the truck would happen to get hurt on Township grounds, who carries the Insurance? The truck used to be stored at the Stowe Township garage and now Stowe Township is getting bigger and buying more equipment and they need the space and asked the COG to find another space to park the truck.

Commissioner Chiurazzi stated if we decided to do this, we would need the COG to Indemnify, and hold us harmless of any and all situations that might occur with any staff or any damages.

The Board will discuss this and check to see if there is any space for the truck to be stored when it is not in use.

There were no questions or comments.

## **B. Building/Codes**

Commissioner Cupples reported the following:

1. *Napoli's Restaurant*. The work has stopped due to not having approval for the light post foundation and the brick veneer foundation. They were not inspected. The contractors will need to prove the work beneath the foundations were done correctly.

Commissioner Chiurazzi thanked the Codes department and the Manager for having the area cleaned up behind the H & R Block in the Great Southern Shopping Center. It was a real eye sore and now looks great.

## **C. COG**

Commissioner Ruffennach reported the following:

1. The COG meetings are still virtually and may change after the summer break.

## **2. Finance**

Commissioner Styche reported the following:

1. *Audit 2020*. The Audit is an ongoing process and a report should be completed by June.
2. *Bond Report*. Is due by June 30<sup>th</sup>.
3. *Mechanical Amusement Devices*. At the last meeting there were public requests for fee relief due to Covid-19 restrictions. Commissioner Styche, Kyle Thauvette and Jeff Hinds met to discuss this issue.

Commissioner Styche proposed a motion to reduce the mechanical amusement device fee for the year 2022 by 25% for all businesses that have a license or permit for mechanical amusement devices in the year 2020. In other words, if the business had and paid for a permit in the year 2020, we will reduce the fee in the year 2022 for everybody by 25%. We felt this was the best solution for everyone to get that benefit. This year's budget is already done and accounted for and we can work this into the budget for 2022.

Commissioner Chiurazzi questioned what type of money we are talking about.

Commissioner Styche stated he thought the most we collected is \$25,000.00 so it would be 25%.

Commissioner Chiurazzi asked for a motion.

*A motion was made by Commissioner Styche, seconded by Commissioner Chiurazzi, to reduce the mechanical amusement device fee for the year 2022 by 25% for all businesses which held the licenses and permits in the year 2020. By unanimous vote, the motion passed.*

Commissioner Chiurazzi advised the Manager, Kyle Thauvette, to send a letter to all these businesses if it is feasible on the Township's end.

There were no other questions or comments.

### **3. Parks & Recreation**

Commissioner Styche reported the following:

1. *Wildflower Seeds.* Friends of Collier Parks and Recreation is purchasing wildflower seeds to be spread along the Meadow Path to help improve that area. The Public Works Department will be spreading these seeds out as soon as the seeds are received.
2. *COVID-19.* Preparations are being made for when the Governor's restrictions are lifted at the end of the month or sooner.
3. *Webb Park Pickle Ball.* Mr. Thauvette updated the Board that the Fence Contractor and the Surfacing Contractor have met. The Fence Contractor felt he did not need to be there at the same time as the Surfacing Contractor. We are still moving forward with this. A time frame has not been set yet between the contractors.
4. *Community Center Pickle Ball.* Mr. Thauvette gave an update to the Board regarding the installation of a gate. Mr. Thauvette approved the price for the materials for the installation of the gate with the Fence Contractor. The Contractor will install the gate when he receives the material.

Commissioner Styche questioned if there will be an asphalt walkway and will it be put in before or after the gate is installed.

Mr. Thauvette stated he believed so. The Public Works Department has marked the area where the gate is to be installed and the walkway can be put in after the gate is installed.

5. *Community Center Membership Fees.* Commissioner Styche met with Mr. Thauvette and Mr. Hinds about the reduction of membership fees due to COVID-19 restrictions. There were restrictions in his household in that his son has a membership and we also purchased a membership for his friends so they can go and play basketball. They are not able to do that because they were not in the same household and were not able to use their memberships at all the whole year for the purposes, they wanted to use it.

Commissioner Styche proposed a motion to reduce the memberships for the Community Center for the year 2022 by 25% for all of those who had memberships in the year 2020.

Commissioner Chiurazzi questioned if 25% was enough. If they couldn't use it at all and they paid. He did not get any benefit of anything and is a member.

Commissioner Styche stated he would like to do it for free but that might be too much.

Commissioner Chiurazzi stated if they could not use it for a calendar year, and we charged them and they paid, what are we justifying getting payment for when it was a year and they could not use anything.

Mr. Thauvette stated they could use the facility. There were a few days that we were required by the Governor and the CDC to have the facility shut down. It was early in 2020 and then again at the end of 2020. If you had a membership, you did get credited those number of days onto your annual membership. Even though Commissioner Styche's son could not use the membership in the way that he wanted to use it, his son still could have gone and played basketball by himself, he could have used the weight room, the walking track and things of that nature. Commissioner Styche is saying there was a reduction in the ability to use the Community Center as when they want to.

Commissioner Styche stated there was also a reduction in the number of people that could use it at any one time. There were a lot of restrictions. You may have had a membership and technically allowed to use it by yourself if you did happen to go there and it was not filled already.

Commissioner Zymroz stated that is not the reason why people were signed up. People were signing up to go play with friends so....

Commissioner Styche stated right and that is why he thought 25%.

Commissioner Chiurazzi asked for a motion.

*A motion was made by Commissioner Styche, seconded by Commissioner Zymroz, to reduce the Community Center membership fees for the year 2022 by 25% for all those who had paid memberships in the year 2020. By unanimous vote, the motion passed.*

There were no other questions or comments.

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

Commissioner Cupples reported the following:

1. The Zoning Hearing Board will be meeting on May 18<sup>th</sup>, 2021 to review the following applications:
  - Creekside Meadows proposed Maronda Homes development at the corner of Thoms Run Road and Steen Hollow Road. They are requesting variance for the steep slope requirements. The Township Engineer is reviewing and advising the Zoning Hearing Board.
  - 6 Carol Drive is requesting to construct a front porch that encroaches into the front building set back lines.
  - Bank of America on Washington Pike is requesting a variance for a portion of the canopy attached to the building to encroach into the side yard setback.
  - The owner of the vacant lot on Walker Street is requesting to build a new home that encroaches into the front and rear setbacks.
2. The Planning Commission will meet on Tuesday, May 20<sup>th</sup> to discuss the school use ordinance proposal.

There are no questions or comments.

#### **3. Public Safety**

Commissioner Ruffennach reported the following:

1. *Fire Department Meeting.* Continuing meetings with the three (3) fire departments. He met with the Chiefs and the Presidents and they are going through the fire study that was done. The three (3) fire departments by law committees hit a little differences and we brought in Nick Sohyda (that did the fire study) to clarify things. We will be meeting again on May 11<sup>th</sup>.
2. *Fire Department Vehicle Maintenance Reports.* Commissioner Ruffennach will start reporting what all three (3) fire departments spend monthly or quarterly on vehicle maintenance. Kirwan Heights EMS gave him a report on what they have spent this past quarter on Ambulance maintenance. The cost was \$33,000.00. Residents need to know what these departments spend.

Commissioner Styche stated there is a question that will be on the voting ballot on May 18<sup>th</sup> that voters need to answer whether or not to allow fire departments and EMS services to take loans out and asked if the fire departments have an opinion on this or if Commissioner Ruffennach has an opinion on this.

Commissioner Ruffennach stated they always have been allowed to take loans out and can borrow State money at a low interest. The fire departments have not said anything to Commissioner Ruffennach about it, but he didn't see any reason

why the departments would not like it. Everything is getting so expensive. Kirwan Heights has the oldest truck in the Township which is a 1997 and will soon need to be replaced. It may cost anywhere from \$400,000 to \$500,000 just for the basic engine. That is not including anything else that is needed on the fire truck.

Commissioner Styche stated this seems to be the year for the increased amount of debt they incur for some of this equipment.

Commissioner Chiurazzi stated for the public and the minutes, if you get a chance to donate to the fire departments in Collier Township, please do. Without them, the burden falls on all of us. Take it seriously and if you can donate, please do.

There were no other questions or comments.

#### **4. Public Works**

Commissioner Zymroz reported the following:

1. *Trench Box* has been received.
2. *Catch Basin*. One has been completed on Willina Street and there are three (3) in Rennerdale that are currently being repaired.
3. *Seeded* both entrances on Breckenridge.
4. *Ballfields*. All fields are dragged and cut weekly.

Commissioner Chiurazzi stated they are the greatest crew ever. They have beautified areas of the Township.

Commissioner Zymroz thanked everyone that came out to help with Collier Clean Up.

There were no other questions or comments.

#### **5. Sewer Department**

Commissioner Styche reported the following:

1. *Service Call*. For the Hilltop pump station transfer switch that malfunctioned.

Commissioner Styche questioned how often a maintenance check was done on the pump station.

Mr. Thauvette stated there is a maintenance schedule and will check to see how often it is done.

2. *Grease Trap letters*. A second notice has been sent out for grease trap inspections and are due back to the Township by May 14<sup>th</sup>. If the inspection letter is not received, then there will be in person visits. If a valid inspection letter cannot be produced, the business will be cited for the violation.

3. *Sewage Savings Account*. Currently this account has three (3) million in it at Dollar Bank. This money will be transferred to the account at Brentwood Bank.

The current balance for the sewage checking account is \$700,000 which is also in Brentwood Bank. The Township is using Brentwood Bank because of getting a better return for the Township funds.

4. *Commissioner Chiurazzi.* Commissioner Styche gave a shout out to Commissioner Chiurazzi because when Commissioner Styche came onto the Board, one of the issues was taking over the Sewer Department. There were concerns about doing that. This Board passed that and took over the Sewer Department. The last quarter per account and we did not raise the Township's portion of the sewage bill, we saved everyone on average \$18.00 per household.

Commissioner Chiurazzi thanked Commissioner Styche.

There were no other questions or comments.

## **6. Township Manager / Township Business**

Mr. Thauvette reported the following:

1. *Hilltop Pump Station.* The transfer switch and pump cannot be repaired. It can be replaced and there are two (2) options. Option 1 is to replace this current model with one that is 200gpm and 80 tph which is how quickly the pump will pump the sewage out of the pipes. The price is \$11,550.00. Option 2 is to replace the pump with the exact replacement for the current pump as well as include a 235ml propeller which will help prevent it breaking down like before. This cost will be \$11,348.00. This option is recommended by the Engineers.
2. *Stormwater Grant.* This will be on the next meeting's agenda for approval to apply for the stormwater grant through the State. This is to assist with the pollutant reduction plan for a couple of pond retro fits that are needed to be done. We are applying for \$300,000.00. The prp budget line item every year will more than make up for the Township's contribution portion for this grant if we are awarded it.
3. *20 Steen Hollow Road.* The resident at this address has a unique situation. Their bedroom falls in South Fayette Township and the rest of the house is located in Collier Township. Their taxes are paid to Collier Township however, they would like to tap into the South Fayette Sanitary Sewer system. In the past, the CTMA has allowed this type of agreement to go through. We are currently putting together an inter-co-operational agreement with South Fayette Township Municipal Authority so that acceptance allows this Collier Township resident to be a South Fayette Township Municipal Authority rate payer.

Commissioner Styche questioned how this would affect the sale of the house in the future. Will South Fayette do the inspections?

Mr. Thauvette stated South Fayette will do the inspections and dye testing on the sanitary line.

4. *Flag Day*. On June 14<sup>th</sup>. There will be a flag raising ceremony here at the municipal building following the Manager's coffee hour. The time is tentatively scheduled for 11:00 a.m.
5. *Trench Box*. The Public Works Department has been working on a catch basin located on Sunnyside Drive that has acid drainage from the mines that constantly flows through. Instead of renting a pump to pump out the water, they went up the line and caught the water by using a rubber bladder. They place a piece of pvc pipe into the bladder, expanded the bladder into the pipe and piped the water through a fire hose across the street into another catch basin which flows to another tributary and allowed the whole section they were working on to be completely dry. This was really creative and cost effective. Mr. Thauvette got some pictures and will be submitting this to PennDOT's build a better mouse trap program that is done each year. They award Public Works Departments for their ingenuity and creativeness. The problem is that the 2021 application period closed in March before they started this project so it will be submitted for next year. Mr. Thauvette was really impressed with the Public Works Department to put this together and deserve a lot of credit.

The Board gave a shoutout for a great job.

Commissioner Styche asked for an update on Margaret Street.

Mr. Thauvette stated he spoke to Representative Ortity and Commissioner Cupples spoke to Representative Kulick to encourage their support to allow the concrete plant to have an entrance to Noblestown Road so the concrete trucks can bypass Margaret Street. Mr. Thauvette still needs to speak to PennDOT about the proposed road plans the previous owner had for an entrance/exit onto Noblestown Road.

Commissioner Styche asked for an update on trucks going on Thomas Street Ext.

Mr. Thauvette will follow up with Chief Campbell and put the information into his report.

Commissioner Chiurazzi questioned if the construction work at Forsythe Road and Thoms Run Road is still on target for completion in mid-May.

Mr. Thauvette stated it is still on target. There is a new issue in that the County owns Thoms Run Road, the State owns Boyds Run Road and they are both lining up their next project which will close down Thoms Run Road just past Boyds Run Road. The State is also going to close down Boyds Run Road to repair the land slide. The fire departments are saying there is no way for them to get to that portion of the Township especially Presto if both of those roads are closed off. We are trying to talk to the County to move the start periods so the people that live in this area are not completely closed off.

Commissioner Chiurazzi stated the Township needs to recognize Pleasant Hills Apothecary for being available for our residents to receive the COVID-19 vaccinations. Even though there were not a lot of residents that signed up to receive the vaccination, we still need to send the owner a thank you letter. We could even

do a proclamation for them at the next meeting. Also, the WIPAL Girls Team won the WIPAL again. We should do another proclamation for them like we did in the past. If there are other Chartiers Valley WIPAL winners, we need to recognize them also.

Commissioner Styche stated if we do the proclamation, we did not see why we could not have the coach at the meeting to do this in person.

Commissioner Chiurazzi asked Mr. Thauvette to see what the coach would like to do.

Commissioner Chiurazzi reminded everyone that election day is on May 18<sup>th</sup> and wished all the candidate's luck.

There were no other questions or comments.

### **III. TOPICS OF DISCUSSION:**

None currently.

### **IV. PUBLIC COMMENT ON NEW BUSINESS ITEMS:**

There were no public comments.

### **V. NEW BUSINESS:**

1. Consider action on Resolution 051021-01; A Resolution for the destruction of specific records in the Township Administration Office.

*A motion was made by Commissioner Cupples, seconded by Commissioner Zymroz, to approve Resolution 051021-01 as stated above. By a unanimous vote, the motion passed.*

2. Consider action on Resolution 051021-02; A Resolution authorizing the issuance of Business Credit/Debit Cards to the Manager, Kyle Thauvette; Public Works Director, Bob Palmosina; and the Police Department, Chief Craig Campbell with the credit limit of \$500.00 each.

*A motion was made by Commissioner Chiurazzi, seconded by Commissioner Zymroz, to approve Resolution 051021-02 as stated above. By a unanimous vote, the motion passed.*

3. Consider action to hire Evan Murphy as seasonal help for the Public Works department at a rate of \$11.00 per hour effective May 17<sup>th</sup>.

*A motion was made by Commissioner Styche, seconded by Commissioner Cupples, to hire Public Works summer help as stated above. By a unanimous vote, the motion passed.*

**VI. Approval of General Fund Operating Account items:**

- Invoices paid and checks written April 27, 2021 to May 9, 2021 in the amount of \$153,541.22.

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

- Bills requested for payment for May 10, 2021 in the amount of \$116,129.21.

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

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

- Invoices paid and checks written from April 27, 2021 to May 9, 2021 in the amount of \$19.36.
- Bills requested for payment for May 10, 2021 in the amount of \$2,897.46.

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

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

- Invoices paid and checks written from April 27, 2021 to May 9, 2021 in the amount of \$2,218,411.10.

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

**IX. ADJOURNMENT:**

*Motion was made by Commissioner Zymroz; seconded by Commissioner Styche; to adjourn the workshop meeting at 7:45 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