

**MINUTES
COLLIER TOWNSHIP BOARD OF COMMISSIONERS**

WORKSHOP MEETING

June 13, 2022

7:00 P.M.

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

A. PLEDGE OF ALLEGIANCE

B. ROLL CALL:

BOARD

Dawnlee Vaughn – Present
Tim Young – Present
Debra Zymroz –Present
Mary Ann Cupples- Present
Wayne Chiurazzi, Esq.– Present

STAFF

Kate Diersen, 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
Josh Werner, Parks Director – Absent
George Macino, 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. *Computers.* Continued IT improvements. Ordered a new computer for the Public Works Department. A potential server issue with the sewer department was investigated and resolved.
2. *Website Re-Design.* Meeting took place and Valerie, Janet and Josh will be using the new revisions for testing purposes. The next training will be in August.
3. *Cell Phones.* New cell phones will be distributed to authorized Township employees. Verizon cell phone services will be replaced by AT&T services. This will be an improvement for coverage area and emergency services. The old phones are being bought back by AT&T.
4. *Meeting Room Upgrades.* New sound system in main meeting room. Video capabilities in the lower-level meeting room.

Commissioner Zymroz stated she thought they have already discussed meeting room upgrades and someone was supposed to take down the wallpaper and paint.

Mr. Macino stated there was money put into the budget which was around \$40,000.00. He spoke to the previous manager on what the plan was and the previous manager said he only put \$5,000.00 in the budget. Mr. Macino then asked the Finance Director, Jeff Hinds, about how the number got changed. Mr. Hinds told him there was discussions on the purchase of a new car and other items, so the budgeted number got decreased. Mr. Macino then started to look into what could we do in upgrades. What do we do with the wall coverings, ceiling and carpeting? The most important thing is the sound system.

Commissioner Zymroz stated the previous manager said this was all taken care of. Someone was to come in and take down the wallpaper and the sound system was taken care of.

Mr. Macino stated the previous manager didn't tell him there was someone going to do the upgrades on the meeting room.

Commissioner Cupples stated the previous manager told this Board he did have someone coming in and that he was going to talk to Steinberg's for carpeting.

Mr. Macino stated the people that did the upgrades to the Codes Department did a great job and we will be asking them to give us a quote on taking the meeting room wallpaper down

Commissioner Cupples stated that we put the meeting room upgrades on the request for funding that we sent to Devlin Robinson.

Commissioner Chiurazzi stated Senator Devlin Robinson called him to see if Collier Township needed funding for anything and he said yes. Commissioner Chiurazzi did send a list to Senator Robinson.

B. Building/Codes

There was no report.

C. COG (Char West Council of Governments)

Commissioner Vaughn reported the following:

1. *COG Meeting*. Was held on Thursday, June 16, 2022, at the Carnegie Borough Building. This meeting will be a picnic and spouses are welcome.

D. Finance

Commissioner Young reported the following:

1. *Earned Income Tax*. Now is the time for the income tax and real estate taxes coming in.
2. *Cable TV Franchise Tax*. So far this year the Township has collected \$67,000 and we are expected to get a total of \$130,000 this year.
3. *Township Debt*. The Township's debt principal right now is about 6 million and we are paying it off pretty quickly and should be paid off in 2032.

E. Parks & Recreation

Commissioner Zymroz reported the following:

1. Program Fee Revenue. The department has already exceeded the projected program fee revenue for the whole year. The projected amount was \$56,800.00 and the actual January through May was \$57,366.00.
2. Summer Camp. Registration is going extremely well.
 - Pickleball Camp – Sold Out. There are 20 sign ups.
 - Willy Wonka Jr. Theater Camp – 28 sign ups.
 - Volleyball Camp – 9 sign ups.
 - Softball Camp – 9 sign ups.
 - First Week of Recreation Summer Camp – 12 sign ups.
 - Basketball Camp – 41 sign ups.
3. ADA Sidewalks. Still waiting to be put in at Hilltop Park and Kelly Park.
4. Outdoor Movies. The summer outdoor movies will be in June, July, August, September and October. Stay tuned for the lineup.
5. Concerts in the Park. Will be starting July 10 and will continue for 8 weeks. There will be food trucks, The Grist House and the Friends of Collier will be selling 50/50 raffle tickets.
6. The Helping Hand Extra Effort Award Winner. For May is Nichole Giroski. She is a great asset to the community center. Winning this award shows how important she is to the department and the community who uses the center.

Commissioner Zymroz stated Nichole is also a great asset to the community and we couldn't have asked for a better person to receive this award.

Commissioner Chiurazzi stated he went to a graduation party at our Community Center. It is a great facility, but it was boring in the one room past the front desk. Is there music available for that room?

Commissioner Zymroz stated there is music in the banquet room. A person can bring their own sound system but there is one if the person wants to use it.

F. Planning and Land Use Development

Commissioner Cupples reported the following:

1. Comprehensive Plan Update. Requests for proposals for the 2023 update were sent out last month. Deadlines from consultants was last Monday. There were five (5) Consulting firms that requested the RFP but only two (2) submitted proposals. Mr. Caun suggested putting of the RFP until the beginning of next year and putting the amount for the RFP in the 2023 budget.
2. Planning Commission. Will meet on Thursday, June 16th to review the following:
 - Grist House Final Land Development

G. Public Safety

Commissioner Young reported the following:

1. Police Department. We are in the process of hiring at least one (1) police officer. We received several applications and testing will start in the near future.

2. Fire Departments. Commissioner Young tried to visit with all three (3) fire departments. Kirwan Heights was doing training on risk management. The Presto VFD was at a fire training in Bridgeville. Rennerdale VFD finally got their driveway paved. Presto VFD is selling raffle tickets.

There were no major incidents that happened with any of the departments.

H. Public Works

Commissioner Vaughn reported the following:

1. Hilltop Park. Was re-seeded.
2. Presto Park. Was graded and mulched around the new play area.
3. Community Center. Removed large tree from walking track. Weeded and mulched the front and back of the main building. Repaired one entrance to the building and working on two (2) others.
4. Price Road. Working on three (3) catch basins and installed new pipes.
5. Kelly Park. Concrete was completed and painted.
6. Gazebo at Township Building. Installed George Coppola sign. Trimmed trees and shrubs. Mulched the entire monument area for Memorial Day.
7. Routine Maintenance. On all Parks.
8. MS4. Work.

I. Sewer Department

Commissioner Young reported the following:

1. Inspections. There was a total of 14 dye tests done. There were 10 lateral inspections. There were only 3 times a plumber had to be called in.

J. Township Manager / Township Business

Mr. Macino reported the following:

1. Cable Franchise Fees. We had a virtual meeting about what the Township can do to increase our contributions from Verizon and Comcast.

Commissioner Chiurazzi questioned what Verizon and Comcast pay per house.

Mr. Macino stated it is a percentage. The charge is currently 3% and we can charge up to 5% plus we can charge for any advertising on Comcast or Verizon. We do not receive anything from Satellite

2. SHACOG – Salt Order. We put in our salt estimate and held the line on it. We think we will be okay this winter.
3. Thoms Run Road/Boyds Run Road Backups. It did appear the line had some blockage but nothing that would have caused back ups to the homes there. Mr. Macino did speak to Ms. Maxwell today and told her what the findings were. Ms. Maxwell must have her lateral checked and once that is done and she figures out how to fix the runoff that she has, we may have to investigate the other side of the road. At this point, the Township does not appear to have an issue with the back-ups, but we will not know until we get on the other side of the road.

Commissioner Chiurazzi stated that right now, Collier Township is not responsible for any back up that Ms. Maxwell and the other neighbors have complained about.

Mr. Macino stated we did not check the other side of the road yet because it was not in the contract. We wanted to solve the first side, but we also think the issue may be coming from South Fayette Township in the junction at the creek. We will have to get something from the other side of the creek.

Commissioner Cupples questioned Mr. Macino that at the coffee hour, he said the road crew will be here from August 1st to August 12th, how does this effect the residents on the roads being done. Are the residents going to be notified? Can you drive on the road as soon as it is done, or does it have to cure for a while?

Mr. Macino stated no road will be blocked entirely. Resident will be notified at least 24 hours ahead of when a road will be done. The paving goes fast and the entire two (2) weeks of the paving project is for the entire project and not just on one road.

Commissioner Chiurazzi advised Mr. Macino to email the Board when and what road or roads are being done so this can be passed on to the HOA's.

Commissioner Cupples brought up Scotts Run Road and how bad the condition of this road is.

Commissioner Zymroz stated she was told a few years ago that this road was not going to be made smooth because people speed on the road and there has been a couple of fatal accidents.

Commissioner Cupples stated that who ever owns Scotts Run Road needs to fix it. It is in very bad shape.

Commissioner Chiurazzi stated that Dorrington to Cluxton road has been paved and is very nice until you get to the railroad tracks. The railroad tracks are in terrible shape.

III. PUBLIC COMMENT ON NEW BUSINESS ITEMS:

There were no public comments.

IV. NEW BUSINESS:

1. Consider action on Resolution 061322-01; A Resolution approving that the Acquisition and subsequent disposition of parcels of vacant property know as Block and Lot number; 0103-N-00005 would be in accord with the Comprehensive Plan of the Municipality.

A motion was made by Commissioner Young, seconded by Commissioner Cupples to approve Resolution 061322-01 as stated above. By unanimous vote, the motion passed.

V. Approval of Transfer(s):

- Approval of the transfer of \$20,000.00 from the General Fund Account to the Capital Fund Checking Account.

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

VI. Approval of General Fund Operating Account items:

- Invoices Paid, Checks Written and Bills Requested May 24, 2022 to June 13, 2022 in the amount of \$283,886.63

Motion was made by Commissioner Zymroz, seconded by Commissioner Young, 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, Checks Written and Bills Requested May 24, 2022 to June 13, 2022 in the amount of \$184,828.65

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

VIII. Approval of Sewer Account items:

- Invoices Paid, Checks Written and Bills Requested May 24, 2022 to June 13, 2022 in the amount of \$3,125.45.

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

IX. ADJOURNMENT:

Motion was made by Commissioner Chiurazzi; seconded by Commissioner Cupples; to adjourn the workshop meeting at 7:25 p.m. By unanimous vote of the Board the motion passed.

Wayne M. Chiurazzi, President
Board of Commissioners

Valerie A. Salla
Township Secretary