

**MINUTES
COLLIER TOWNSHIP BOARD OF COMMISSIONERS**

WORKSHOP MEETING

June 14, 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.

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. *Manager's Coffee Hour.* Will be held on Tuesday, July 6, 2021 at 9:30a.m. at the Community Center. You do not have to rsvp to attend.
2. *Summer Concerts at Collier Park.* Will be starting on Sunday, June 20th from 6:30p.m. to 8:30 p.m. Timothy Earl will be performing. The concert is free.

Commissioner Chiurazzi mentioned today was Flag Day and despite other people trying to claim it is their origination, it is Collier Township's.

There were no questions or comments.

B. Building/Codes

Commissioner Cupples had no report.

C. COG

Commissioner Ruffennach reported the following:

1. The COG meeting was changed to Wednesday, June 16th due to the ALOM Conference at Seven Springs this week. This will be the last meeting for the summer and will re-start meetings in the Fall.

There were no questions or comments.

D. Finance

Commissioner Styche reported the following:

1. *Mechanical Amusement Devices*. Letters went out to the businesses with mechanical devices informing them that the fee for the permit will be reduced by 25% in the year 2022 for those businesses that have paid for their permit in the year 2020. The reduction was made for a way to help businesses loss in expenses in lack of revenues in 2020 due to COVID19 restrictions.
2. *Community Center Memberships*. Letters went out to all the memberships of the Community Center informing them there will be a 25% reduction for the membership fees in the year 2022 for those memberships that paid in the year 2020. Reduction of fees were established because of restrictions the members had to indoor at the community center due to COVID19.

Commissioner Styche thanked all the Commissioners for agreeing to pass this on to the businesses and community center memberships.

3. *Federal Government Money*. The Township received \$860,000.00 for the American Recovery Act Funding. There are specific uses that need to be followed for the use of this money. The restrictions are being reviewed at this time.

There were no questions or comments.

E. Parks & Recreation

Commissioner Styche reported the following:

1. *Parks and Recreation Director*. A new director was hired and is starting tomorrow, June 15, 2021. He comes from the Peters Township Parks Department and his name is Josh Werner.
2. *Thanks to Mrs. Styche*. Commissioner Styche thanked his wife for informing him of a problem at the Community Center restroom when she came home. There was a sewage backup at the restrooms and people were arguing and complaining about who to call. Commissioner Styche called the Parks Department, the Public Works Department and Mr. Thauvette. The problem got solved. One of the issues was there were no signs in the outdoor facilities letting people know who to call if there was a problem. The signs are now up and it shouldn't be a problem going forward.

3. *Community Center Pavilion Outlets.* There have been a couple of times the outlets in the pavilion are being tripped. Commissioner Styche understands that when the pavilion is rented, the renter is told in the packet that they can not use multiple pieces of equipment in the outlets because there is not enough power there in the outlets and the renters continue to use more then they can and the outlets blow. We need to put signage up there and make sure this is in the rental agreement that they know they can not use roasters and additional equipment in the outlets. There are a lot of additional fees involved in bringing out Public Works to reset a breaker. We want to make sure renters have a good experience at our facilities.

There were no questions or comments.

F. Planning and Land Use Development

Commissioner Cupples reported the following:

1. The Zoning Hearing Board will be meeting on June 15th to review the following applications:
 - a. *Pittsburgh Bottle Shop.* They are requesting temporary use to use approximately 4 to 5 parking spaces for outdoor dining. They will also need to apply to the Planning Commission and Board of Commissioners for land development if they want to make this permanent. Many issues arise including that the parking lot isle is required to be 25 ft. for two-way travel which allows two cars to pass each other safely. With the outdoor dining in the parking areas there will only be approximately 16 feet for two cars to pass.
 - b. *Kossman Development, Chartiers Valley Shopping Center.* They are requesting several variances to allow the construction of the Star Bucks at the far end of the Kmart parking lot.
 - c. *98 Baldwin Road Ext.* The resident is requesting to build a new home in the PEDD District which does not allow single family dwellings. There is an old dwelling currently on the lot and the applicant is requesting to demolish the existing home and construct a new home in its place.
 - d. *Chick-fil-A in the Chartiers Valley Shopping Center.* Is requesting variances related to parking and setbacks.
2. Planning Commission. Will meet on June 17th at 7p.m. will hear the Chick-fil-A land development application and Kossman Development Star Bucks land development application.

Commissioner Chiurazzi wishes both developments the best.

There are no other questions or comments.

3. Public Safety

Commissioner Ruffennach reported the following:

1. *Fire Department Meeting.* The three (3) Fire Chiefs met last week and are continuing their three-department training. Their next meeting, they will be bringing all their fire equipment vehicles and going through all the trucks to see who has what or double of what to help them on a scene. This is very big.
2. *By-law Meeting.* Will be on June 15th at Rennerdale.

3. *Presto VFD Fireman.* Donald Wright passed away on May 11, 2021. Mr. Wright was 64 years old. In his 64 years, 48 years was spent as a volunteer fireman. He also served at Glendale and Scott Township as well as Presto. He established two (2) life memberships between the departments which is 25 years each. This is a huge success. He was a huge mentor for the men and women coming into the fire departments. He was a great guy and gave his condolences to the family.

Commissioner Chiurazzi feels a proclamation should be given for Mr. Wright.

There were no other questions or comments.

4. Public Works

Commissioner Zymroz reported the following:

1. *Columbia Gas Training.* The Public Works Department received training for PA One Calls (811).
2. *Memorial Day.* Set up and tear down took place. Commissioner Zymroz thanked everyone for coming to honor the veterans. She also thanked Mr. Thauvette and Mrs. Riedel for helping.
3. *Mulching.* Was done on Township grounds and around the monument. The gazebo gaps were repaired.
4. *Garage Clean-up.* The Township garages were cleaned up for safety inspection.
5. *Catch Basins.* Three (3) basins were completed in Rennerdale.
6. *Curbs were repaired in Nevillewood.*
7. *Thank you to Public Works, Ken and Mitch* who were called out for a graduation party pavilion repair problem.

There were no questions or comments.

5. Sewer Department

Commissioner Styche reported the following:

1. *Grease Trap Inspections.* Inspections are being done on those that are not in compliance with the Township Ordinances. There are 36 located in the Township of which 30 are in compliance and 6 are not.
2. *Transfer Agreements* for the C-45A and C-50 trunk lines to Alcosan have been put on hold until the draft to the DEP Consent Order can be reviewed and part of the DEP Consent Order outlines the policies and procedures that need to be followed for the installation of new taps into the sewer system.

There were no questions or comments.

6. Township Manager / Township Business

Mr. Thauvette reported the following:

1. *Corrected Deed for Nevilleside Community.* A Resolution for a corrected deed will be on the agenda for the June 28th meeting. On the previous deed, the Township took over Fairacre Court and Cambridge Court. The correction is to be Cambridge Drive.

2. *Website Redevelopment.* We will be going through a website redevelopment as part of our contract. It will be for a new layout, new photos, location of things on our current website should stay the same but if there is anything in particular on issues with the website, the Township should be contacted. This will be a six (6) month process.
3. *Memorial Day.* One of the main speakers was a gentleman with a military service dog. We raised \$412.00 to donate to Guardian Angel Service Dogs for training the service dogs. Mr. Thauvette thanked all the speakers including George Coppola.

There were no questions or comments.

III. TOPICS OF DISCUSSION:

None.

IV. PUBLIC COMMENT ON NEW BUSINESS ITEMS:

Gerhardt Egri of 7 Walker Avenue approached to Board with concerns on paying sewer bills. Residents have to pay in order to have their sewer bills processed. The previous billing company (Diversified) would allow a person like himself to fill out a form so the payment could be taken out of his bank account automatically with no problems and still receive a paper copy of the sewer bill. The current sewer billing company (Jordan Tax Services) does not allow for this. Even if you want to pay the sewer bill by a credit card you have to pay an additional fee of almost \$4.00 to process the payment. Mr. Egri feels this is wrong. If the Township is going to have people taking care of the billing, it is their responsibility to offer the services they have with no additional cost to pay a bill on top of a bill. The previous company did not charge an extra fee to pay a bill. Mr. Egri has contacted Jordan Tax Service several times and they said they want to go paperless. He doesn't have a problem with this if you are a willing person to put your bank account in jeopardy of people hacking it. He has had a personal experience with his bank account being hacked and this is why he wants a paper statement. Jordan Tax Service does not give out a paper statement because they want people to pay online. He does not accept this type of situation where he is forced to pay online and to do this, he has to use his computer, his internet connection, and if they want this to be done, Jordan Tax Service should supply the system themselves. He will not allow Jordan Tax Service to get away with this. He will send his payment by mail. He will not allow them to go paperless in this manner. He will not pay online because too many people get ripped off, being hacked and your information stolen. The Township should seek a company that covers all these aspects without additional costs to the residents. Mr. Egri thanked Commissioner Ruffennach for sticking up for them.

Commissioner Chiurazzi questioned Mr. Thauvette if paper billing is an issue.

Mr. Thauvette stated he has spoken to Mr. Egri prior about this issue and Mr. Thauvette has not able to speak to Gerry at Jordan Tax Service yet. Mr. Thauvette is fairly confident we will be able to assist Mr. Egri in filling out a paper form to get his information over to Jordan Tax Services so he did not need to do it online.

Mr. Egri stated if this is done online, Jordan Tax Service will not send you a paper statement.

Mr. Thauvette stated he thinks this can be done without going online and he will get back to Mr. Egri later in the week. Also, regarding the merchant services fee for using a credit card, that is Jordan Tax Services using this service and passing it off to its customers and doesn't feel the Township can change this. There are other companies that charge a fee for the use of paying by credit cards.

Commissioner Zymroz questioned if Jordan Tax Services charges a fee to get a paper statement like other companies do. PNC Bank charges \$2.00 a month to be able to get a paper statement. Is Jordan Tax Service going to charge a fee or are they just doing away with paper statements?

Mr. Thauvette stated Jordan Tax Service will still give out a paper bill.

V. NEW BUSINESS:

1. Consider action on bond reduction request No.1 for Steen Road Partners LLC. The Township Engineer recommends the Township reduce the bond amount from \$854,278.26 to \$333,332.81, which is 110% of the remaining improvements and 10% of the completed items. This is Napoli's Restaurant.

A motion was made by Commissioner Styche, seconded by Commissioner Zymroz, to approve the bond reduction request No. 1 for Steen Road Partners LLC as stated above. By a unanimous vote, the motion passed.

Commissioner Chiurazzi questioned if the restaurant is close to being open.

Commissioner Cupples stated she heard they are to open in September.

Mr. Thauvette stated they are getting close. They were held up briefly due to concrete issues.

2. Consider action to hire Joshua Werner for the position of Parks and Recreation Director at a rate of \$60,500.00 effective June 15, 2021.

A motion was made by Commissioner Chiurazzi, seconded by Commissioner Ruffennach, to hire help as stated above. By a unanimous vote, the motion passed.

VI. Account Transfer(s):

- Approval of the transfer of \$25,000.00 from the General Fund Account to the Capital Fund Checking Account.

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

VII. Approval of General Fund Operating Account items:

- Invoices paid and checks written May 23, 2021 to June 13, 2021 in the amount of \$307,910.56.
- Bills requested for payment for June 14, 2021 in the amount of \$81,567.92.

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.

VIII. Approval of Capital Investment Account items:

- Invoices paid and checks written from May 23, 2021 to June 13, 2021 in the amount of \$17.47.
- Bills requested for payment for June 14, 2021 in the amount of \$1,035.66.

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

IX. Approval of Sewer Account items:

- Invoices paid and checks written from May 23, 2021 to June 13, 2021 in the amount of \$38,064.34.
- Bills requested for payment for June 14, 2021 in the amount of \$88.56.

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

X. ADJOURNMENT:

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

Wayne M. Chiurazzi, President
Board of Commissioners

Valerie A. Salla
Township Secretary