

**MINUTES  
COLLIER TOWNSHIP BOARD OF COMMISSIONERS**

**WORKSHOP MEETING**

**September 13, 2021**

**7:00 P.M.**

- I. CALL TO ORDER:** Commissioner Chiurazzi called the workshop meeting of the Board of Commissioners to order at 7:08 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  
Josh Werner, Parks 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. *MS4 Inspection.* On August 24<sup>th</sup> the Township received it's MS4 inspection by the DEP. No violations were received on the stormwater management throughout the Township. Thanks to the Public Works and Administration Office for their work.
2. *PRP Grant Review.* The Township has been contacted by the DCED regarding the grant submission. We have not been awarded the grant yet, but we are in active communication with the DCED as they review our application. If we are successful in receiving the grant funding, we may be able to relocate some stormwater money elsewhere in the 2022 budget.
3. *Scotts Run Road.* The slide repairs are underway and the contractor LM&R Excavating has begun clearing the vegetation along the hillside and expect to be done in October, weather permitting. During this slide repair, Scotts Run Road will remain closed to traffic. There will be heavy equipment parked on the roadway

4. *Manager's Coffee Hour.* Will be held on Tuesday, October 4, 2021 at 9:30a.m. at the Community Center.

There were no questions or comments.

## **B. Building/Codes**

Commissioner Cupples stated there was no report.

## **C. COG**

Commissioner Ruffennach stated the meetings will be starting up again after the summer break. The meeting will be held on Thursday, September 16<sup>th</sup> at 6:30 p.m. at the North Fayette Township Community Center. The meetings are back to being in person.

Commissioner Styche questioned when we need to decide if we want to stay with this COG.

Commissioner Ruffennach stated it needs to be soon and no later than the end of October because the COG will be wanting the dues paid.

Commissioner Styche asked Mr. Thauvette to look into this and the Board will discuss this at the next meeting.

## **D. Finance**

Commissioner Styche reported the following:

1. *2022 Budget.* All of the Department heads have received their portion of the budget and the Board will need to meet with their Committee department heads to go over the budget.

There were no questions or comments.

## **E. Parks & Recreation**

Commissioner Styche reported the following:

1. *Pickleball.* Winter sessions have been created and a flyer will be available. Posts and nets for the new pickleball court should be arriving by the end of the month.
2. *Electronic Sign at Community Center.* Was staked for a location. Commissioner Styche asked Kyle when a groundbreaking ceremony will take place.

Mr. Thauvette stated he has to confirm the location with Penndot, so the sign is outside of their right of way. Once we here back from Penndot, it should be able to happen at the end of the month.

Commissioner Styche stated he would like to invite people and the Friends of Collier Parks and Recreation has a check to donate for \$10,000.00.

3. *Webb Park Pickleball/Tennis Courts.* Will be resurfaced in the coming month. We were told two (2) weeks, but that time has passed.

Mr. Thauvette spoke to the contractor today and was told the contractor is finishing up on another job and may provide us with a discount because he has some left over paint colors from another pickleball court. The contractor did not provide a date to complete this. When we do know a date, we will notify the pickleball players and tennis ball players that the courts will not be available.

4. *Bike Night/Collierfest*. Will be held on September 24<sup>th</sup> and 25<sup>th</sup>. There are about 30 vendors and 4 sponsors for Collierfest.
5. *Kelly Park*. Had a Lacrosse Clinic
6. *Cooking Instructors*. There are two (2) cooking instructors that are interested in holding classes for all ages.
7. *Session classes*. Continue to grow and will be attending Collierfest to spread the word.

There were no questions or comments.

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

Commissioner Cupples reported the following:

1. *Developers Agreement* for Legacy Development which is 111 Townhomes on Ridge Road is complete and will be on the September 27<sup>th</sup> Board of Commissioners Meeting Agenda for approval. This is the standard agreement the Township uses for all Developers.

*For Planning Commission:* Meet on September 16<sup>th</sup> to hear the following:

1. *Creekside Meadows*. A Maronda Home plan consisting of 48 single family homes located at the corner of Thoms Run Road and Steen Hollow Road.
2. *Steen Road Partners Text Amendment* request. The Developer owns property across from the Sheetz and is requesting to amend the zoning ordinance to allow for a car wash and a bank in the R4 Zoning District.

There were no questions or comments.

#### **G. Public Safety**

Commissioner Ruffennach had nothing to report.

Chief Wauthier of the Presto VFD was in attendance and did not have anything to report.

There were no questions or comments.

#### **H. Public Works**

Commissioner Zymroz reported the following:

1. *Collierfest*. Public Works has been setting up for Collierfest.
2. *Panhandle Trail*. Public Works has been helping set up for the 9/11 Children's Memorial and appreciates the Mums and flags given to them.
3. *Baseball Field lining*. The field has been relined for opening day of soccer and flag football.

4. *Scotts Run Road.* Public Works have been cutting back parts of the road and patching potholes while the contractor is making repairs to the slide.
5. *Storm Damage Clean Up.* Public Works has done a good job cleaning up after the storm.

Commissioner Zymroz also gave the following report for Friends of Collier.

1. *Pasta Dinner.* Will be held on October 20<sup>th</sup> at the Alpine Club. If anyone is interested, it is \$25 a ticket and includes soup, salad, vegetable, pasta, chicken parm and a dessert. This also includes your gratuity. The Friends Board will get a portion of the \$25.00.

The Friends Board helps with a lot of different things and it is beneficial to fundraise and for people to participate. This is a great night out and if you have ever been to the Alpine Club, it is a dinner that you do not want to miss.

Commissioner Chiurazzi questioned if donations can be made for people to go eat. Can tickets be purchased and given out to people to go eat?

Commissioners Styche and Zymroz stated yes.

2. *Blood Drive.* Happening Wednesday, September 15<sup>th</sup> at the Collier Community Center from 2:00p.m. to 7:00 p.m. It is not to late to schedule an appointment or you can stop by to see if there are any openings.
3. *Collierfest.* Is September 24<sup>th</sup> and 25<sup>th</sup>. If anyone is interested in donating a basket they could raffle off and they are looking for volunteers to help sell 50/50 raffle tickets at the Friends booth.
4. *Mums Plant Sell.* The mums will be delivered to the Community Center on September 18<sup>th</sup> from 10:00 a.m. to 2:00 p.m. If anyone ordered mums, you can pick them up at the Community Center on Saturday September 18<sup>th</sup> from 10:00a.m. to 2:00p.m.

There were no questions or comments.

## **I. Sewer Department**

Commissioner Styche reported the following:

1. *Consent Order Agreement (COA).* The Phase 2 Consent Order and Agreement was mailed to the Township and currently being reviewed by the Township Engineers and Attorneys. The COA is the second phase of the three (3) phase order passed down by the State DEP and County Health Department. The Township signed onto the first phase and language of the second phase of multi-family dwellings. It allows each municipality to self-regulate sewer taps during the second phase which expires in 2029. Failure to execute the second phase consent order will require the Township to negotiate directly with the County Health Department and the State EPA to receive tap allocations. Collier's current developments and future growth makes the signing of the consent order critical to allow for the self-regulation of sewer taps in the Township. Once this is reviewed

by the Township Engineers and Attorneys, it will be placed on the Agenda for approval.

There were no questions or comments.

**J. Township Manager / Township Business**

Mr. Thauvette reported the following:

1. *Business Owner Street Light Request.* A Business Owner on Noblestown Road near Camphill Road is requesting a streetlight to be placed on the pole in front of his business. The business driveway is difficult to see at night and this is creating a safety issue for his employees in the evening. The Township has to request from Duquesne Light to install a streetlight. The property owner cannot. Since this is a safety issue, it can be voted on this evening.

*Motion was made to add to the Agenda the discussion on the installation of a streetlight on Noblestown Road by Commissioner Styche, seconded by Commissioner Chiurazzi. By unanimous vote, the motion carried.*

Mr. Thauvette showed the Board on a map where the building was located on Noblestown Road for the installation of a streetlight. All Board members agreed this is a safety issue and a streetlight should be installed.

*Motion was made to have a streetlight installed on the pole at the business owner's building driveway located on Noblestown Road near Camphill Road by Commissioner Chiurazzi, seconded by Commissioner Styche. By unanimous vote the motion carried.*

2. *Meeting with the Chartiers Valley Superintendent.* Mr. Thauvette, Mr. Werner, Parks and Recreation Director, Mr. Palmosina, Public Works Director and the Chartiers Valley Superintendent and also the Athletic Director met at Webb Park to discuss a partnership between the Township and School District to utilize Webb Ballfield as the School District's home field. Baseball/Softball schedules for the School District and the Collier Township Athletic Association are being compared to see if there will be any conflicts for field usage. The School District is willing to assist in the cost for making improvements to Webb Field. One improvement item would be to turf the infield.

Commissioner Styche would like to know how many spectators will attend the games because there have been issues with the Residents in that area regarding parking issues.

Commissioner Zymroz stated there are neighbors that have been complaining about baseballs hitting their cars and landing in their yards. In the past there was discussion on putting an extension on the fence. She also had concerns with the recreation use of the field and who would get preference to use the field. Will it be the school or our recreation?

Mr. Thauvette stated this is why we are looking at all the schedules to see if there will be conflicts.

Commissioner Zymroz asked what is wrong with the school's field.

Mr. Thauvette stated the new school was built on top of their ballfield.

Commissioner Chiurazzi stated for the JV games, the school gets out at 2:30 p.m. and there is no one at Webb Field at 2:30 p.m. Varsity games start at 3:00 p.m. and it would be nice to have some activity there. There could be a good partnership between the School District and the Township. When he coached 16 years ago, the residents were complaining about parking and baseballs in their yards. It has been a complaint for many years.

Commissioner Zymroz questioned why they couldn't use the ballfield by the bus garage and put money into that one.

Commissioner Cupples stated they have tried using that field and there is no parking there. People were parking over in Prestley Glen and the HOA put a sign up stating no parking.

3. *BBL Fleet.* Mr. Thauvette met with BBL Fleet. They are a company that leases Public Works vehicles and Police vehicles. Mr. Hinds is in the process of running a long-term cost analysis. The initial savings for the Township is very pleasing because we would be leasing vehicles on a 5-year schedule. The maintenance on the vehicles is less expensive because the vehicles stay under warranty the entire time, we would have them. For the first several years as you are replacing our fleet with the leased vehicles, the cost is significantly lower. As we would continue to replace our used vehicles with the new leased vehicles, that cost will exceed our current yearly cost for vehicles purchased outright. Mr. Hinds should have a report for the next meeting to discuss before the new budget is in process.

Commissioner Chiurazzi stated he knows the company. They do Allegheny County, Washington County and do companies like Centimark and the thing we will never need is maintenance. He just signed a check tonight for maintenance that was significant. If it works for bigger Townships and States, it could work for Collier Township.

4. *Tree in Rennerdale.* There was a tree in Rennerdale that was hanging low over the road. Garbage trucks and school buses could not go underneath it. Trees that are on private property is the property owner's responsibility and not the Township's. The Codes Department notified the property owner about getting the tree taken down. The property owner did have the tree taken down.

There were no other questions or comments.

### **III. PRESENTATION:** Heather Cuyler of Pashek+MTR.

Ms. Cuyler gave a presentation on the updated Parks and Recreation and Open Space Plan.

Mr. Thauvette explained the Ms. Cuyler has done the leg work on the Township Parks for what projects can be done. This plan will need to be adopted formally and then added to the Township's Comprehensive Plan. This plan also helps with grant writing for projects that the Township would like to do.

Commissioner Styche questioned if this plan can be changed after it is adopted.

Ms. Cuyler stated yes. This is a guide and not a law.

Commissioner Styche stated some of the Commissioners are thinking of putting in a facility with an indoor amphitheater that would have the stage inside, but the wall would open and people would sit outside. This facility would be in place of just an amphitheater.

Ms. Cuyler stated that can be done but it would cost the Township more money.

Commissioner Styche stated we would have more use of the facility.

Commissioner Cupples stated she did not see anything on improvements for Presto Park. This is the worst park that Collier has and was hoping we could try to do something with that park.

Ms. Cuyler stated the committee decided to leave the DEK Hockey at Presto Park and leave it as a green space for now. The demographics around there is older and it may come back around and the parking is an issue. This can be revisited.

Commissioner Styche stated he understands that if we wanted to do something with Presto Park, we still could even though it is not in the plan.

Ms. Cuyler stated things change and this plan is just a guide. When you apply for DCNR grants, this plan will help and the plan can be adjusted.

Mr. Thauvette stated this plan is just a guide and are we able to add under Presto Park something like improve parking.

Ms. Cuyler stated yes and she will take another look at Presto Park.

The Board thanked Ms. Cuyler.

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

**Kay Downey-Clarke** of 2520 Hilltop Road approached the Board to thank the Township for help with both events, Rock the Quarry and 911 Memorial to Children, on the Trail. She especially thanked the Public Works for cleaning up the monument area due to the flood waters.

The Board thanked Kay for everything she does.

**Tim Downey and Bruce Linner, Collier Residents and Panhandle Trail Committee** approached the Board thanked the Board for all their help and support on the Trail. Mr. Linner and his wife Susan have been working on a project along the trail to be a parking area. This area is Allegheny County property. After speaking to Allegheny County, the County suggested the trail committee work with the Township and the Collier Friends Committee to help in filling this area and give approval for filling this area. The Linner's are ready to donate the cost of doing this, but it has to be directed from us as far as the County is concerned. Being a private entity, we would need to get a lease on this property for insurance purposes. We, the Panhandle Trail Committee, is looking for cooperation where the Township approves the fill and improvements for that portion of the County property. The Linners will donate to the Trail for that improvement. Filling the property in will allow for 8 to 9 parking spots.

Mr. Linner stated the property includes a 200-foot frontage. There would be additional parking and there could be picnic tables there.

Commissioner Zymroz questioned if there will be another entrance to this parking area near the duplexes.

Mr. Linner stated yes there will be another entrance. Mr. Linner showed the Board a drawing of the area.

Commissioner Styche stated we need to get something from the Solicitors with the proper wording for a letter.

*Motion was made by Commissioner Styche, seconded by Commissioner Ruffennach to contact the Township Solicitor to compose a letter of approval to Allegheny County for the improvements/lease that the Panhandle Trail Committee and the Linner's are wanting to do on County property. By unanimous vote, the motion carried.*

## **V. NEW BUSINESS:**

1. Consider action to hire Maggie Warner as a Custodian at the Community Center for \$11.00/hr. effective September 14, 2021.

Mr. Thauvette stated this is a part-time job.

*A motion was made by Commissioner Styche, seconded by Commissioner Cupples, to hire Maggie Warner as stated above. By a unanimous vote, the motion passed.*

## **VI. Account Transfer(s):**

- Approval of the transfer of \$7,000.00 from the General Fund Account to the Capital Fund Checking Account.

*Motion was made by Commissioner Cupples, seconded by Commissioner Chiurazzi, 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 August 24, 2021 to September 12, 2021 in the amount of \$308,559.44.
- Bills requested for payment for September 13, 2021 in the amount of \$146,370.51.

*Motion was made by Commissioner Zymroz, seconded by Commissioner Ruffennach, 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 August 24, 2021 to September 12, 2021 in the amount of \$21.38.
- Bills requested for payment for September 13, 2021 in the amount of \$7,081.97.

*Motion was made by Commissioner Chiurazzi, seconded by Commissioner Styche, 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 August 24, 2021 to September 12, 2021 in the amount of \$72,467.71.

*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.*

**X. ADJOURNMENT:**

Mr. Thauvette informed the Board that we sent an email out regarding a new building at Collier Park. The Engineers, Lennon, Smith, Souleret, are looking for more details like, capacity, facility use, will there be a gymnasium, etc.

Commissioner Styche stated he wanted to hold off giving them information because he reached out to someone else who is going to give us designs and there will not be any cost involved. This will give LSSE a general idea of what we are looking for.

Commissioner Zymroz thanked Tim, Kay and Colleen work all the work they do and they are volunteers. We need more volunteers.

*Motion was made by Commissioner Styche; seconded by Commissioner Cupples; to adjourn the workshop meeting at 8:25 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