

**MINUTES  
COLLIER TOWNSHIP BOARD OF COMMISSIONERS**

**WORKSHOP MEETING**

**April 13, 2020**

**7:00 P.M.**

- I. CALL TO ORDER:** Commissioner Williams-Zabicki 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**

Dan Styche – Present  
Debra Zymroz –Present  
Rick Ruffennach – Present  
Wayne Chiurazzi, Esq.– Absent  
Dawn Williams-Zabicki – 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  
Rochelle Barry, Parks Director – Absent  
Kyle Thauvette, Twp. Manager - Present  
Valerie Salla, Twp. Secretary – Absent

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

**II. Board Discussion for Committees**

**A. Administrative/Public Affairs**

Commissioner Zymroz reported the following:

1. The Administration Offices is closed to the public however, there is a table in the foyer of the building where plan submissions, building permits and questions can be submitted. Information is also available on the Township’s website at [www.colliertownship.net](http://www.colliertownship.net) as well as COVID-19 updates.

**B. Building/Codes**

Commissioner Chiurazzi reported the following:

1. Advised the Building Department to tour around and check out the commercial properties. The Great Southern Shopping Center has the Peace, Love and Little Donuts van still sitting there and may become an abandoned vehicle.

### **C. COG**

Commissioner Ruffennach reported the following:

1. The COG office is closed during this situation. The president of the COG, Sam Nucci sent out an email to all of use just to see how we are doing and what we are doing. Everyone is doing their best to protect their employees and keeping the services up and running.

### **D. Finance**

Commissioner Williams-Zabicki reported that she and Commissioner Zymroz met to discuss the current budget and the revenues being impacted due to unemployment rising, real estate market shut down, etc. Mr. Thauvette, Mr. Hinds and the Directors will be looking at the budget, make some assumptions with revenue deductions we may have, look at spending to see what can be put off and what is non-essential spending. Each Director will look at their departments budget, see where they can cut and get back to the Commissioners so that we can ensure that we do not have a deficit before the end of the year.

### **E. Parks & Recreation**

Commissioner Styche reported the following:

1. The Community Center is shut down and they have been coming in and cleaning the equipment.
2. Exercise equipment that was ordered early in the year is due to arrive and they have been preparing the area for this equipment to be located.

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

Commissioner Williams-Zabicki reported the following:

1. They are still doing a lot of work in this area and practicing social distancing. They are accepting electronic submissions of plans. They are doing a lot of clean up work. Mr. Caun has been having meetings with developers and residents via conference calls and in a webinar format. Mr. Caun did a training for the new Commissioners on planning and development. Mr. Caun has also been looking at his budget for cost control areas. Mr. Caun continues to provide work services to the residents.

### **G. Public Safety**

Commissioner Ruffennach reported the following:

1. The Police and Fire Departments have changed their ways of doing some work.

Commissioner Williams-Zabicki reported the following also:

- Two weeks ago, she received information from Representative Jason Ortity regarding funding to help the Township from COVID 19 expenditures. The Police, Fire and Township met to discuss COVID 19 and will be keeping track of their expenses because of COVID 19.

Mr. Thauvette added Chief Campbell put together a policy and protocol to keep the Officers safe while providing the services to our resident that they expect. If there is an emergency, all first responders will come.

## **H. Public Works**

Commissioner Zymroz reported the following:

1. *Crews.* Public Works is working a five (5) men rotation crew.
2. *Sanitizing.* Discovery Trail and Panhandle Trail garbage cans and posts.  
Collier Parks garbage cans.
3. *Painting.* Light poles at the Township building.
4. *Grass Cutting.* One guy is at the Community Center and one for the other parks.
5. *Temperatures.* Are taken every morning and charted.
6. *Public Works Garage.* One guy working in garage. Lunchroom is closed and the front door is closed.
7. *Duties.* Public Works have not fallen behind on any duties. They are doing a remarkable job.

## **I. Township Manager / Township Business**

Mr. Thauvette reported the following:

1. *Cutbacks.* We need to determine where to cut back in the second part of 2020.
2. *Stormwater Pond.* He received the contract for the work to begin on the Township Buildings stormwater pond. It came in below budget and is a Capital Improvement Project. Does the Board want to move forward with this project?

The Board discussed this and decided to wait till next week when there is more clarity on the Budget.

3. *Public Hearing Date.* Under new business. The Developer requested that this be tabled. They will not be meeting with the Planning Commission in April. They are postponing this until May. The Board will need to table this.
4. *Building and Codes.* The Governor has provided waivers for certain businesses. Maronda and Ryan Homes are currently not doing any work. Stambrosky Homes did receive a waiver and can work. Mr. Plietz is going out to do inspections and does require that no one be in the home with him, does social distancing and does not touch anything in the house.
5. *Garbage Collection.* Republic Services and other haulers have temporarily suspended bulk items and yard waste collections. They have asked that all garbage be bagged and in a canister. All recyclables should not be in bags and should be secured within the recycling container.
6. *Public Works Stock Yard.* We were allowing residents to dump their yard waste materials at the yard, but we had to stop this due to outside contractors from all areas were coming to the yard and dumping their yard wastes. For residents, they can still call the Township Office to schedule a time for a Public Works employee to meet them at the gate to go in and dump their yard waste.

Commissioner Chiurazzi stated yard waste is grass.

Mr. Thauvette stated yard waste is grass, leaves and twigs.

Commissioner Chiurazzi stated the Township is paying for the services from Republic and just because they say they are not collecting these items he does not understand this. It is grass in a bag and can be picked up instead of wasting taxpayers' dollars for a Public Works guy to go and let residents in at the gate.

Commissioner Chiurazzi questioned if they will be cutting our fees we pay.

Mr. Thauvette stated no. This is just temporary and they are trying to protect their employees as well as we are.

Commissioner Chiurazzi stated if we are alleviating Republic Services from picking grass up, then we should receive a discount.

Commissioner Styche stated he agreed with Commissioner Chiurazzi and we should be getting a discount for not having full service.

Commissioner Chiurazzi advised Mr. Thauvette to contact Republic Services and request a discount in services.

Commissioner Williams-Zabicki gave a good work comment for all the Township employees for adapting very well to the remote working, skeleton crew work, etc.

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

Mr. Thauvette informed the Board on the following resident comments:

1. **Darren Mariano** of 5011 Carnoustie Drive.

“I am writing to express my concern and request that the township review the water management flow on Carnoustie Drive and associated tributaries. Over the past 6 years, the stormwater on my street has become both a safety and financial issue. In 2015 I walked each of the stormwater management facilities with Collier Public Works and Sal Sirabella issued letters with pictures to each of the organizations that needed repair and/or maintenance. Subsequently through a right to know request, I obtained the plan development and stormwater flow (some pipes are documented and some are **NOT!**). For each of the years following I have discussed the stormwater problems with the township manager (Sal and now Kyle). Just a few years ago, PennDOT piped water meant to flow above ground through a pipe down hilltop thus increasing flow the stormwater management system wasn’t designed to consume. I understood the reasoning about ice buildup along hilltop causing a safety concern for motorists in the winter but now that water is backing up onto hilltop creating a different safety hazard for motorists and flooding; both on hilltop and outside my house on Carnoustie to the point that water has shot up out of grates at my mailbox during heavy rains! Some homeowners have found their basements flooded multiple times not because their house was built poorly, but because the stormwater management is ineffective. Many homeowners have experienced water related problems on a variety of issues regarding the stormwater in our area and I implore you to research and discuss solutions with homeowners to solve this ever-increasing problem.”

2. **Jonathan Peters** of 6011 Carnoustie Court.

“My wife and I recently moved into Collier township (6011 Carnoustie Ct) and are very happy here except for the flooding that we experienced 2 weeks ago (video of the incident: <https://photos.app.goo.gl/uutmsYtRhyGoV4T5A>).

It came to our attention that there would be a township meeting tonight and that topics for discussion are being solicited.

We would very much appreciate if you would consider allotting a portion of your time to discussion of how the township might be able to assist in addressing the storm drain in our back yard, which becomes overwhelmed in heavy storms and causes the runoff to flow into our basement. Bob P. kindly came out and re-enforced the area with sandbags, but unfortunately, we do not know how effective this will be and a more permanent solution is likely necessary.

We sincerely appreciate your time and attention to this matter!”

3. **David Swanson** of 9101 Sherwood Court.

“Board members,

I am a resident of Sherwood Ct bordering the golf course and serve the residents of our homeowner’s association. Over the years we have seen how stormwater has created problems for residents of Carnoustie. Stormwater from Carnoustie, along with quite a few backyards located on Muirfield, have filled drainage pipes beyond capacity leading to overflow. The most recent storm of Sat Mar 28<sup>th</sup> caused severe flooding in the basement of a Carnoustie resident.

A stormwater catch basin on Hilltop adjacent to Sherwood Ct collects water from Hilltop and surrounding runoff. The water is directed into a catch basin on Sherwood Ct adding to what is being collected on Sherwood. At times, the volume of water even creates puddling that extends across Hilltop. The combined collection of Hilltop and Sherwood then flows to a retention pond on the golf course via a single common pipe. I am requesting that Hilltop/Sherwood Ct’s water management be reviewed as several residents would be at risk of basement flooding if said pipe were to experience a similar backup and overflow due to capacity limitations. “

Commissioner Williams-Zabicki stated we need to have one of the Township professionals look at the stormwater basins and give an assessment on why those basins are not working properly or not. We can then see where the issues are and then identify where the responsibility is. Is it the Township? Is it the individual homeowners?

Commissioner Chiurazzi stated we want to help those residents and if it is Collier’s responsibility, we will handle it. We will let the experts look at this and treat the residents fairly.

### **III. NEW BUSINESS:**

1. Consider action to set a public hearing date of Monday April 27, 2020 at 6:00 pm for the proposed application for tentative approval of a Planned Residential Development from Legacy Homes. The applicant proposes to construct a PRD consisting of 111 Townhomes on Ridge Road.

*Motion was made by Commissioner Chiurazzi, seconded by Commissioner Zymroz to table setting a public hearing as stated above. By a unanimous vote, the motion carried.*

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

- Approval of the transfer of \$6,000.00 from the General Fund Account to the Capital Fund Checking Account.

*Motion was made by Commissioner Ruffennach, seconded by Commissioner Zymroz to approve the Account Transfer(s) as stated above. By unanimous vote, the motion carried.*

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

- Invoices paid and checks written from March 24, 2020 to April 12, 2020 in the amount of \$422,090.90.

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

- Invoices paid and checks written from March 24, 2020 to April 12, 2020 in the amount of \$6,123.73.

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

### **VII. Other Business:**

Commissioner Williams-Zabicki reminded everyone that the March 23<sup>rd</sup>, 2020 was continued to the April 27, 2020.

### **VIII. ADJOURNMENT:**

Motion was made by Commissioner Ruffennach; seconded by Commissioner Chiurazzi; to adjourn the workshop meeting at 8:35 p.m. By unanimous vote of the Board the motion passed.

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Dawn Williams-Zabicki, President  
Board of Commissioners

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Valerie A. Salla  
Township Secretary