

**MINUTES  
COLLIER TOWNSHIP BOARD OF COMMISSIONERS**

**WORKSHOP MEETING**

**January 10, 2022**

**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**

Tim Young – Present (Via Phone)  
Mary Ann Cupples – Present  
Debra Zymroz –Present (Via Phone)  
Dan Styche – Absent  
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 congratulated Commissioners Young and Cupples, the new tax collector, Will Styche and all the committees. She also thanked the Public for their confidence and support in the local officials. She then reported the following:

1. *Electronic Recycling Event.* Thanks to the guidance of Commissioners Cupples and Styche, Collier will be hosting an electronic recycling event on Saturday, January 22 from 8:00a.m. to 2:00 p.m. There is a \$20.00 handling fee per item for this event which is payable by the resident. Residents need to call 1-800-464-2120 to be placed on the drop off list. Only residents that have prepaid will be able to drop off items.
2. *Manager's Coffee Hour.* Will be held on February 1, 2022 at 9:30 a.m. at the Community Center.

**B. Building/Codes**

Commissioner Cupples had nothing to report.

## C. COG

Commissioner Young reported the following:

1. The next meeting is on January 20<sup>th</sup> at 6:30 p.m. at the Carmody's Restaurant on Neville Island.

Commissioner Cupples asked if the vector truck is needed because the COG is scheduling the truck services.

Mr. Thauvette stated the COG vector truck rates are higher than what getting assistance from our neighboring communities are and JET Jack rates are pretty good if we need this service in an emergency.

Commissioner Chiurazzi suggested Commissioner Young tell the COG we would use the vector truck services but the rates are higher than what we can get locally.

Commissioner Young will let the COG know.

## 2. Finance

Commissioner Zymroz had nothing to report.

## 3. Parks & Recreation

Commissioner Zymroz reported the following:

1. *Open Gym Policy.* There is no organized coaching, training or instruction in this facility unless authorized by Community Center personnel. Coaches that are part of the schools coaching staff, any organized sports teams, or a rental must have prior approval and supervise their own children. Recreation staff has the right to question any activity that looks to be organized for instructional. Membership may be revoked if this is violated.
2. *Winter Basketball.* Has 227 players signed up.
3. *Futsal.* Has started and there are 23 kids signed up for this.
4. *In the process of searching for* a reputable company to finish Webb park tennis and pickle ball courts as well as TJ's Court which was approved in the 2022 budget.
5. *Outdoor Movie Screen.* Was approved and we are looking forward to offering outdoor movies this summer in the park.
6. *Front Desk/Custodian Help.* We are still looking for individuals to fill shifts on the evenings and weekends.
7. *Electronic Sign.* Is great and we have received many compliments. This sign is an example of what the Friends of Collier does fundraisers for and they donated \$10,000.00 towards getting this sign at the Park. Please participate in Friends of Collier fundraisers to help give back to the community.
8. *Classes.* The following classes are being held this month at the Community Center: Volleyball, Youth Cooking, Tween Night, Collier Kids Club, Jump Bunch, PTA Golf and Yoga. The Youth cooking class was scheduled for January 8<sup>th</sup> but the instructor was sick and it will now start on January 22<sup>nd</sup>.

Commissioner Chiurazzi questioned if we have checked with the school for help at the front desk.

Commissioner Zymroz thought Mr. Werner did put out something to the school but she will need to talk to Mr. Werner because the only problem with this is a lot of the kids play sports and are involved in other circular activity, it limits their schedule to start working. If anyone is interested, adults as well, and kids at least 16 years old, can apply for these jobs.

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

Commissioner Cupples reported the following:

- Planning Commission. Will meet on Thursday, January 20<sup>th</sup> to hear the following:
  1. *Grist House* preliminary land development.
  2. *Eat n Park* preliminary land development.
  3. *Legacy* rezoning application.
  4. *Collier Land and Coal (McHugh Property)* pre-application discussion.
- Items for the Board of Commissioners Agenda.
  1. Set a Public Hearing date on Monday, February 28<sup>th</sup> at 6:00p.m. for the proposed text amendment to the R4 Zoning District to allow a financial institution (a bank), brew/pub, health club or restaurant. This is for the area across from Sheetz.
  2. Action to approve the application for final land development of Manjo Partners for Nicklas Supply on Mayer Street to construct a showroom addition. Nicklas Supply is requesting a waiver to eliminate the required sidewalk along the frontage of Mayer Street.

#### **5. Public Safety**

Commissioner Young stated he looks forward to getting out and meeting with the fire departments which he already knows a lot of them personally, when he starts to feel well. He will also meet with the Chief of Police regarding situations there that were discussed in executive session.

Commissioner Zymroz stated that Sgt. Lamb, his wife Brenda and his brother Lonnie and Officer Oslick and there may be more, made a trip down to Mansfield, Kentucky to donate a pallet of water from Crystal Springs, Terry and Kim Hartley donated a ton of Christmas gifts and there were also household items donated. Officer Lamb told her the priest there said a prayer for our Township people that went down there. They were very grateful for Collier Township to go down there and contribute items. Officer Lamb told her that it touched your soul to see how distraught and the disaster the people were dealing with. She is very proud of these Collier residents and Collier employees to take their time on the weekends that they were not working to go down there and to help someone else in need besides themselves. She is very grateful and thanked everyone that was involved. She thanked Crystal Springs and the Hartley's

Commissioner Chiurazzi stated this was fantastic and would like to recognize them in some way.

Mr. Thauvette stated yes at the public meeting in two (2) weeks.

## 6. Public Works

Commissioner Zymroz reported the following:

1. *Public Works Dept.* She gave a big thank you to the guys for a great job on clearing and salting the roads. People were commenting on Facebook about how good Collier roads were compared to other community's roads.

Commissioner Cupples stated her friend had to take her husband to the hospital during that snow storm and she said the only place the roads were decent was Collier Township and that she slid her way to St. Clair Hospital. Commissioner Cupples thanked the Public Works Department.

Commissioner Chiurazzi stated for reasons like this, we need to do better branding for Collier Township. He sees other businesses in other communities that say what Township they are located in. For example, the new BJ's that has a mailing address of Bridgeville, PA advertises they are open in South Fayette Township. He doesn't understand why our Collier Township businesses can't advertise that they are located in Collier Township. He has been asking for five (5) years now for Collier Township to have more recognition. When a business in Collier has a problem, they are not calling Bridgeville, they are calling Collier. All the things that Collier Township does that are exceptional would be a little more recognition if we had better branding. Northeast paving has a brand new sign and it says Bridgeville Plant and it should be Collier Plant. The Port Authority has Collier garage on their buses.

## 7. Sewer Department

There was no report.

## 8. Township Manager / Township Business

Mr. Thauvette reported the following:

1. *Eagle Scouts.* He congratulated these four (4) Eagle Scouts. Christopher Glass, Josh Leary, Kaleb Gearhart and Sam Zemaitis. They did wonderful projects in both Collier Township and Scott Township. Improvements were made to the Panhandle Trail, Kane's Woods in Scott Township, Rennerdale area historical sign restoration, and building a GaGa Ball pit at Kelly Park and restoration of the playground at Kelly Park.

Commissioner Zymroz thanked Mr. Cannon, Scout Leader and the Eagle Scouts.

2. *Girl Scout Troop.* Mr. Thauvette received an email from a parent that is interested in starting another Girl Scout Troop in the Township and are in the need of having this group be chartered by the Township. The Township does charter Boy Scout Troop 860. Heather Humbert would like to make a presentation to the Board regarding the Township chartering this new Girl Scout Troop. This can be done at the next public meeting in two (2) weeks and added to the agenda for adoption.

The Board was interested and Mr. Thauvette will have Mrs. Humbert come to the next meeting to make a presentation to the Board.

Commissioner Cupples and Commissioner Chiurazzi stated they did not know anything about this Eagle Scout Ceremony on Sunday and would have gone if they were told about it. How did this happen?

Commissioner Zymroz stated she got invited because she was friends with the Gearhart's but didn't know why others were not.

Mr. Thauvette stated he will make sure that moving forward that the other Commissioners are invited.

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

**Frank Nogal** of 500 Azalea Lane, Bridgeville, approached the Board questioning when the roads the Board accepted in Neville Park at the last meeting will be placed on the schedule to be repaired.

Commissioner Cupples stated she already talked to Mr. Thauvette about this and he has assured her that the Neville Park roads will be placed on the schedule.

Mr. Nogal asked Mr. Thauvette if he could see the documents that back the engineer's recommendation to take the Neville Park roads over. He will put in a right to know request for this to see if everything was completed.

### **IV. NEW BUSINESS:**

1. Consider action to appoint Tim Downey, Jr. to the Vacancy Board for a one (1) year term ending on December 31, 2022.

*A motion was made by Commissioner Cupples, seconded by Commissioner Young to appoint Tim Downey, Jr. as stated above. By unanimous vote, the motion passed.*

2. Consider action to re-appoint Brentwood Bank as the official Township Depository and the designated signers on all accounts are Commissioner Chiurazzi, Commissioner Styche, Township Manager Kyle P. Thauvette and Township Secretary Valerie A. Salla.

*A motion was made by Commissioner Chiurazzi, seconded by Commissioner Cupples to re-appoint Brentwood Bank and the designated signers as stated above. By unanimous vote, the motion passed.*

3. Consider action on Resolution 011022-01; A Resolution to appoint Jordan Tax Service as the Deputy Tax Collector subject to the Tax Collector signing the documents.

*A motion was made by Commissioner Young, seconded by Commissioner Zymroz to approve Resolution 011022-01 as stated above. By unanimous vote, the motion passed.*

4. Consider action to set 2022 compensation for all non-bargaining unit employees as set forth in the 2022 adopted budget.

*A motion was made by Commissioner Cupples, seconded by Commissioner Zymroz to set the 2022 compensation as stated above. By unanimous vote, the motion passed.*

5. Consider action on Resolution 011022-02; A Resolution for the destruction of specific records in the Police Department.

*A motion was made by Commissioner Chiurazzi, seconded by Commissioner Cupples to approve Resolution 011022-02 as stated above. By unanimous vote, the motion passed.*

6. Consider action to set a public hearing date of Monday February 28 at 6:00 pm for the proposed text amendment to the R4 Zoning District.

Mr. Thauvette stated this is for the property across the street from Sheetz.

*A motion was made by Commissioner Cupples, seconded by Commissioner Zymroz to set a public hearing as stated above. By unanimous vote, the motion passed.*

7. Consider action to approve the application for final land development of Manjo Partners for Nicklas Supply with the condition of addressing all comments in the Township Engineer review letter dated December 7, 2021 to the satisfaction of the Township Engineer and Township Solicitor and the applicant has requested to pay a fee-in-lieu of required Recreation Open Space. The Planning Commission has reviewed and recommends approval. The applicant has also requested the following waiver:

- A. Modification request from the Section 804 of the Subdivision Ordinance (SALDO) to eliminate the required sidewalks along the frontage of the public and private streets. The Planning Commission recommends approval of this waiver request.

*A motion was made by Commissioner Zymroz, seconded by Commissioner Cupples to approve the application for final land development for Manjo Partners for Nicklas Supply and modification request as stated above. By unanimous vote, the motion passed.*

8. Consider action to add a motion to the January 10<sup>th</sup> Workshop meeting regarding an agreement with Pennsylvania DCED for technical assistance.

*A motion was made by Commissioner Chiurazzi, seconded by Commissioner Cupples to add the motion as stated above. By unanimous vote, the motion passed.*

9. Consider action to submit a letter of interest to the PA DCED for assistance in the Township Manager selection process.

*A motion was made by Commissioner Chiurazzi, seconded by Commissioner Cupples to submit a letter of interest to PA DCED as stated above. By unanimous vote, the motion passed.*

**V. Account Transfer(s)**

- Approval of the transfer of \$5,000.00 from the General Fund Account to the Capital Fund Checking Account

*Motion was made by Commissioner Zymroz, seconded by Commissioner Young, 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 December 28, 2021 to January 10, 2022 in the amount of \$445,359.42.

*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 December 28, 2021 to January 10, 2022 in the amount of \$5,217.03.

*Motion was made by Commissioner Zymroz, seconded by Commissioner Young, 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 December 28, 2021 to January 10, 2022 in the amount of \$1,066.84.

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

**IX. ADJOURNMENT:**

*Motion was made by Commissioner Cupples; seconded by Commissioner Zymroz; to adjourn the workshop meeting at 7:30 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