

**MINUTES
COLLIER TOWNSHIP BOARD OF COMMISSIONERS**

WORKSHOP MEETING

July 11, 2022

7:00 P.M.

- I. CALL TO ORDER:** Vice-President Cupples 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 via Phone
Tim Young – Present
Debra Zymroz –Present
Mary Ann Cupples- Present
Wayne Chiurazzi, Esq.– Absent

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
Dana Slizik, Asst. 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. *New Employees.* All new employees on Administration and Public Works are on board and officially working. Commissioner Zymroz welcomed the Public Works and welcomed Dana, the Assistant Manager, who is a great hire, doing great work and appreciates everything she is doing.
2. *Meeting Room.* Estimates for re-doing the meeting room are being received. This is for the sound system, etc.
3. *Ribbon Cutting.* A ribbon cutting took place today for DeeJay’s Restaurant. This is located in the Great Southern Shopping Center where Rum Fish used to be. Their first opening will be on July 19th. Please support them and we welcome them to Collier.
4. *Review Meetings.* Setting up review meetings with support groups to discuss costs and benefits. Wilson Group for copiers, CyberJazz for IT support, The Computer Guys for servicing our computers, David Davis for phones and access devices and Comcast for cameras and phone systems.

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 was the last meeting before the summer break. The next meeting will be on September 22, 2022.
2. *Grants*. The COG received a grant for Collier Township in the amount of \$37,800.00. This is a CDBG grant is for the Safe Neighborhood Demolition Program and must be used between July 1, 2022 and June 30, 2023.

Commissioner Zymroz asked what demolition is referring to.

Commissioner Young stated abandoned buildings.

D. Finance

Commissioner Young reported the following:

1. *Personal Income Tax*. As of May 15, 2022 we have received around \$644,000.00 for the first quarter and we expect \$1.6 million dollars by the end of the 4th quarter. We are well on base for what we have projected.
2. *Real Estate Taxes*. We will receive most of this by August 31, 2022. Based on previous years, we expect \$3.7 million by August 31, 2022 and then on September 15th based on last year will be \$200,000.00 and then after that about \$50,000.00. The majority will be received by August 31, 2022.
3. *Business Taxes*. There is a Mercantile Tax which is based on wholesale and there is a Business Privilege Tax which is based on retail. This year we are about \$15,000.00 above where we were last year and the Finance Director, Jeff Hinds, feels that is because of Sheetz coming into the Township last year. Not only does a business pay real estate tax but they also pay these business taxes and this is very important to the Township.

4. Parks & Recreation

Commissioner Zymroz reported the following:

1. *CollierFest*. Planning is in full swing and we are looking for volunteers and vendors. CollierFest will be on Friday, September 23rd from 5:00p.m. to 9:00p.m. for the kickoff bike night and car cruise and on Saturday, September 24th from 3:00p.m. to 9:00p.m. and will conclude with fireworks.
2. *ADA Sidewalks*. Were installed and the DCNR signs have arrived for the Kelly, Collier and Hilltop Grant which we hope to be closing out soon.
3. *New Park Signs*. Are being installed at each park.
4. *Comprehensive Plan*. Phase I of the comprehensive plan for Collier Park is being discussed with the engineers and asking for an estimated cost for a medium size spray pad and turning the back filled into a multi-purpose field. This is very early in discussions and not final, but both are called for in the plan.
5. *Thoughts and Ideas*. Were brought up at the Parks and Recreation Board meeting for the use of the 10 acres across the street where the Grist House building is located. A plan will be made soon on how to develop that land.

6. *Certified Playground Inspector.* Mr. Jeff Witman a resident and employee of the Community Center is a certified playground inspector and is reviewing all playgrounds and will provide written reports on each structure.
7. *Blood Drive.* The American Red Cross will be doing a Community Blood Drive on Friday, July 15th from 2:00p.m. to 7:00p.m. at the Community Center. They prefer that you pre-register but do take walk-ins.

5. **Planning and Land Use Development**

Commissioner Cupples reported the following:

1. *Public Hearing.* There will be a public hearing before the next Board of Commissioners meeting on July 25th.
2. *Planning Commission.* The Planning Commission has cancelled their meetings in July and hope to start again in August.

6. **Public Safety**

Commissioner Young reported the following:

1. *Police Department.* We are in the process of hiring at least one (1) police officer or maybe two (2). We are currently down to 14 candidates. The Police Chief and the Civil Service Commission will be in the process of selecting one (1) or maybe two (2) within the next 30, 60 or 90 days.
2. *Fire Departments.* Tonight is a meeting night for all three (3) fire departments where the Chiefs get together and plan out their monthly trainings. There was one (1) major fire behind Arby's on Barry Street. Presto, Rennerdale and Kirwan Heights were all at that fire along with Bridgeville, Mt. Lebanon and Bower Hill. There were no human casualties but there was one (1) pet.

The Finance Director, Jeff Hinds, expects all three (3) fire departments by the end of December 31, 2022, to receive \$112,000.00 plus from Collier.

3. *EMS.* They had a busy month but nothing unusual.

Chief Wauthier of the Presto VFD was in attendance and was asked by Commissioner Young if he had anything to add to the Public Safety Report.

Chief Wauthier informed the Board on the following:

1. *Police Candidate.* One of the Police candidates is a member of the Presto VFD.
2. *Pilot Program.* All three (3) fire departments started the pilot program today. We now have two (2) certified interior fire fighters in the station from 8:00a.m. to 3:30p.m., Monday through Friday. They will rotate through all three (3) fire departments. All three (3) fire departments are paying for this, but we will be looking to the Township for help with this. Ultimately, the Township is responsible for fire protection and this ensures the residents that there is fire coverage during the daytime when mostly everyone is at work. Commissioner Young mentioned the fire on Barry Street which was at 3:00p.m. and the first couple of trucks that got to the fire had two (2) firefighters a piece on each truck.

Commissioner Zymroz questioned the two (2) that were hired, are these additional to what you already have.

Chief Wauthier stated these are duty shifts so you have to sign up and they are two (2) different people. Anyone out of the poll can sign up for the shifts. This took the place of the one at Presto VFD because we expanded the program. They are not paid employees. They are volunteers doing duty shifts so they get paid per shift. Right now, we pay \$12.50 an hour for 7 ½ hours. Combined for all three (3) fire departments for the next six (6) months we are looking at about \$35,000.00 but we all three (3) realize this is something we have to do.

Commissioner Zymroz questioned if they are able to take a truck or the squad car.

Chief Wauthier stated they start their day at Presto VFD and end their day at Presto VFD because this centralizes all the paperwork and time sheets. They take the Presto VFD pickup truck for the day because it is equipped to handle, except for water and a pump, just about anything. If they are at a station that doesn't have a driver readily available when a call comes in, they will get in the pickup truck and go and we meet them on the scene.

The Board thanked Chief Wauthier for the information.

Chief Wauthier will keep the Board updated.

7. Public Works

Commissioner Vaughn reported the following:

1. *Signs*. Concreted five (5) new park signs in at Hilltop, Skvarca, Kelly and Webb Parks. Removed Discovery Trail sign and moved onto the trail.
2. *Kelly Park*. Removed old basketball hoop and installed new donated pole and hoop
3. *Webb Park*. Backfilled, added topsoil and manure and reseeded area where slide was removed.
4. *Ballfields*. All ballfields sprayed.
5. *Community Center*. Removed topsoil piles. Regraded around play area, seeded and added topsoil and manure. Handicap ramps are completed.
6. *Administration Office*. Cleaned all carpets. Moved shelving downstairs and installed new desk in administration office.
7. *Streets*. Hot and cold patched roads. Continued to cut back roads with arm tractor. Removed litter from roads.
8. *Park Maintenance*. Cut and dragged all fields. Cut Discovery Trail and the Panhandle Trail.
9. *PA One Calls*. Were completed.
10. *MS4*. Reports completed.

8. Sewer Department

Commissioner Young reported the following:

1. *Inspections.* There was a total of 24 sewer inspections done this month and they all passed. There were also six (6) new construction sewer checks.

Commissioner Young will work closely with the new assistant manager to discuss other problems with the sewer department. They are things of concern.

9. Township Manager / Township Business

Mr. Macino reported the following:

1. *MRM Walk through.* This is an annual walk through to try and determine where we may have some deficiencies. We will need to take care of them to work on loss prevention relative to workers comp claims. The first one is to fix the exit signs in the administration building. We are going to allow the Police to use the small office downstairs for storage because they have no other room. There are some technical things that need done but we will work on them as we go forward.
2. *Bike and Walking Trail.* North Fayette Township is building a bike and walking connector trail from the Montour Trail to the Panhandle Trail. This will bypass the West Hills and other things. They wanted Collier's support on this, so we submitted a letter to support this effort. This will be a nice connection for us and we will keep the Board updated on when all this construction will happen.

A motion was made by Commissioner Young, seconded by Commissioner Cupples to approve the reports. By unanimous vote, the motion passed.

III. PUBLIC COMMENT ON NEW BUSINESS ITEMS:

There were no public comments.

IV. NEW BUSINESS:

1. Consider action on Resolution 071122-01; A Resolution amending the Official Sewage Facilities Plan to include the Grist House Craft Brewery subdivision.

Commissioner Young stated the more new businesses we get, the more taxes we get and he is strongly in favor of getting the sewer straightened out.

A motion was made by Commissioner Young, seconded by Commissioner Zymroz to approve Resolution 071122-01 as stated above. By unanimous vote, the motion passed.

2. Consider action to approve BBL Township Lease Vehicle Program effective July 12, 2022.

A motion was made by Commissioner Zymroz, seconded by Commissioner Young to approve BBL Township Lease Vehicle Program as stated above. By unanimous vote, the motion passed.

3. Consider action to terminate Lennon, Smith, Souleret as the Township consulting engineering firm effective July 11, 2022.

A motion was made by Commissioner Cupples, seconded by Commissioner Young to terminate Lennon, Smith, Souleret as stated above. By unanimous vote, the motion passed.

4. Consider action to approve Gibson-Thomas as the Township consulting engineering firm effective July 12, 2022.

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

V. Approval of Transfer(s):

- Approval of the transfer of \$8,000.00 from the General Fund Account to the Capital Fund Checking Account.

Motion was made by Commissioner Zymroz, seconded by Commissioner Vaughn, 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 June 28, 2022 to July 11, 2022 in the amount of \$626,961.94.

Motion was made by Commissioner Zymroz, seconded by Commissioner Vaughn, 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 June 28, 2022 to July 11, 2022 in the amount of \$7,981.89.

Motion was made by Commissioner Zymroz, 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 June 28, 2022 to July 11, 2022 in the amount of \$34,347.53.

Motion was made by Commissioner Zymroz, 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 Young; seconded by Commissioner Cupples; to adjourn the workshop meeting at 7:24 p.m. By unanimous vote of the Board the motion passed.

Wayne M. Chiurazzi, President
Board of Commissioners

Valerie A. Salla
Township Secretary