

**MINUTES
COLLIER TOWNSHIP BOARD OF COMMISSIONERS**

WORKSHOP MEETING

February 14, 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

Dawnlee Vaughn – Present
Tim Young – Present
Debra Zymroz –Present
Mary Ann Cupples- 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
George Macino, Interim Manager – Present
Valerie Salla, Twp. Secretary – Present

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

- D.** Consider action on Resolution 021422-01; A Resolution to appoint Dawnlee Vaughn to fill the unexpired term of Collier Township Commissioner Dan Styche ending on December 31, 2023.

A motion was made by Commissioner Cupples, seconded by Commissioner Zymroz, to appoint Dawnlee Vaughn to fill the unexpired term as stated above. By unanimous vote the motion passed.

II. Oath of Office

The Honorable Maureen McGraw Desmet swore in Dawnlee Vaughn.

III. Nominations for Board Vice-President

1. Consider action to approve a Vice-President.

A motion was made by Commissioner Chiurazzi, seconded by Commissioner Young, to nominate Commissioner Cupples as the Boards Vice-President. By unanimous vote the motion passed.

IV. Board Discussion for Committees

A. Administrative/Public Affairs

Commissioner Zymroz reported the following:

1. *Remodeling.* The downstairs Community Room has been changed into storage Areas, an emergency management office and a conference room for the Commissioners.
2. *Building and Codes Office.* These office areas have been revised for more space and storage areas.
3. *Electronic Recycling Event.* This was sponsored by Republic Services on January 22, 2022 was a little disorganized. There was no input from Collier on the details. Residents had to pre-register and pay in advance with Republic Services. They ran out of spaces for residents. Mr. Macino will talk about this in his report. We need to find something better next time.
4. *Manager's Coffee Hour.* Will be held on March 7, 2022 at 9:30 a.m. at the Community Center.
5. *Employee Emergency Call List.* Mr. Macino is implementing a list, chain of command, where the employees are called in case of an emergency. An example would be like when we had the ice/snow storm and the office would be either closed or have a late start.
6. *Hot Water Tank.* The hot water tank for the municipal building went bad and a new one is on order. It is a special order tank that Bigley Plumbing ordered and we are waiting for it to come in and be installed which will take about an hour for the installation to be completed.

B. Building/Codes

Commissioner Chiurazzi reported the following:

1. *Collier Businesses.* We are strongly encouraging our Collier businesses to have they are located in Collier Township on them and to also advertise that they are located in Collier Township.

Commissioner Chiurazzi will draft a letter for the Commissioners to review that will go out to all the Collier businesses about advertising they are located in Collier Township.

Commissioner Chiurazzi questioned Ms. Salla if we have an email list of all the Collier businesses.

Ms. Salla said she did not, but there is a list of their addresses.

Commissioner Chiurazzi stated he will put in the letter for businesses to supply an email contact.

Mr. Macino stated we will check with the building department, Mr. Plietz, to see if they have an email list.

Commissioner Chiurazzi stated whenever we issue sign permits, we should have it stated that Collier Township needs to be on the signs.

C. COG (Char West Council of Governments)

Commissioner Young reported the following:

1. *Verizon and Comcast.* We need to negotiate with both Verizon and Comcast so we continue to get the proper amount of franchise fees. He has a Bridgeville address and that money may be going to Bridgeville Borough because his address is Bridgeville. This would be the same for other mailing addresses as well that maybe having Collier's franchise fee go to the wrong Township or Borough.

The new Commissioner, Commissioner Vaughn, was informed of what the COG is and what they do.

D. Finance

Commissioner Young reported the following:

1. *Finance Reports.* Commissioner Young spent time going over the finance reports and talking to the Finance Director, Jeff Hinds. Last year, January 31, 2021, the Township had about 3 million dollars in our General Fund cash accounts. On January 31, 2022, we have 3.7 million which is an increase of around \$700,000 which is a positive thing.

Commissioner Chiurazzi stated it is positive and that is because we continue to expand which is great for our area.

2. *Loans.* There are two (2) loans the Township has because of Collier Park that should be paid off in 2025. The interest rate is 2.5 percent.

E. Parks & Recreation

Commissioner Zymroz reported the following:

1. *Gym Floor.* Lines were painted on the gym floor showing the boundaries of 3 full size pickle ball courts.
2. *Valentines Ice Cream Social.* Had 41 people out of a maximum of 50 for the first time offering it.
3. *Breakfast with the Easter Bunny.* Will be on April 16th.
4. *Valentine's Day Baking Class.* Had 8 participants.
5. *Class/Program/Events.* We are in the process of gathering information for the spring which includes Jump Bunch, TGA Golf, Youth Cooking, Adult Cooking, Collier Kids Club, Tween Nights, Dek Hockey, Flag Football, Volleyball, Yoga, Baby Sitting Training, Pickleball, Bus Trips, Senior Lunch, Book Club and Bingo.
6. *Tournament for Dek Hockey* will be held in May. The goal is to bring players to the rink in hopes of offering additional Dek hockey pickups, leagues or learn to play classes in the future.
7. *Grants.* Josh Werner will be working with George and the Commissioners to decide what grants to apply for. We will be looking at Phase I of the Master Site Plan for Collier Community Park.

8. *Staff.* Additional staff (Adults and High School age) is needed for nights and weekends at the Community Center. Mr. Werner will make a flyer to be eblasted out.

F. Planning and Land Use Development

Commissioner Cupples reported the following:

- Zoning Hearing Board. Will meet on Tuesday, February 15th to hear the following:
 1. *Summit Ridge.* The Summit Ridge HOA is requesting a variance to construct a maintenance/storage shed on a vacant parcel. The Township Ordinance does not allow storage sheds on vacant parcels.
- Planning Commission. Will meet on Thursday, February 17th to review the following:
 1. *Eat n Park preliminary* land development.
 2. *Hawk Hill* two (2) lot subdivision.
- Items for the Board of Commissioners Agenda.
 1. Public Hearings are on Monday, February 28th at 6:00p.m. for the following:
 - 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.
 - Legacy Development parcel rezoning request for a pool and clubhouse.

G. Public Safety

Commissioner Young deferred the report to Chief Dan Wauthier of the Presto VFD.

Chief Wauthier reported the following:

1. *Line Officer Meeting.* There is a Township wide line officer meeting on February 15th at 7:00 PM at the Rennerdale VFD if anyone would like to attend.
2. *Fire Departments.* All three (3) fire departments in Collier have been working together every other month going over calls and different scenarios.
3. *Fish Fry Season.* Is coming up. Rennerdale and Presto are both doing fish fires. Rennerdale starts on March 4th and Presto starts on March 2nd. We are doing alternating Fridays. This year is doing more Fridays this year because Bridgeville VFD is not having fish fries due to not being able to find a supplier. Presto VFD will be busy.

Commissioner Zymroz questioned if Presto VFD will need volunteers.

Chief Wauthier stated they could always use volunteers to help out.

4. *Generator.* Presto VFD had a 2500 watt generator donated to them. The generator came from a Comcast hub site and was well maintained. Presto was going to use it to replace the generator they currently have but have opted to buy a new larger one for the new addition being constructed that can handle everything. Mr. Wauthier offered the 2500 watt generator to the Township for the Township building since the one at the Township building is very old and only powers the emergency lights. The 2500 watt generator would power the whole building.

This would be part of the emergency management and the other two (2) departments have one.

It runs off of propane and would have to be converted over to natural gas. The transfer switch is on the generator. An electrician will have to wire it in.

Commissioner Chiurazzi stated this is very generous of the Presto VFD and asked Mr. Macino to have Mr. Palmosina go to the fire department to pick it up.

Chief Wauthier stated he would contact Mr. Palmosina and make arrangements.

The Commissioners thanked Chief Wauthier.

Commissioner Chiurazzi asked Chief Wauthier if he had anyone that he could recommend to the Board to fit the role on the Emergency Management Coordinator.

Chief Wauthier stated he didn't know of anyone at the moment. The Emergency Manager Coordinator takes a lot. There are certifications needed within a year and many classes this person would need to take.

Commissioner Chiurazzi questioned if any of the fire fighters certified.

Chief Wauthier stated no and that would probably be the only one that had the NIMS classes that are needed and would still need to take more classes. The Emergency Management Coordinator is the person that is here at the building actually getting the resources needed for those of us out in the field. The Emergency Management Coordinator is not the incident itself. It is knowing where to get the resources, documenting the incident and the after effect of going after the State and Federal governments to get the money that was spent on the disaster back. It takes a dedicated person and should be a stipend position

H. Public Works

Commissioner Vaughn reported the following:

1. *Trucks.* Two of the public works trucks are at Imperial Truck Body.
2. *Salt.* The salt order is on backorder because the company is low on truck drivers.
3. *Fleet.* Has been cleaned and serviced.
4. *Community Center Walking Trail.* Has been plowed.
5. *Snow Plowing and Salting.* Commissioner Zymroz stated the public works department was out again this morning at 3:30 a.m. for salting the roads. Our guys do a wonderful job and while we are sleeping, they are out taking care of the roads. It is not just for an hour or two, it could be over 24 hours and have to work their shifts here so don't complain if you get a little too much salt on your street. Also, if you know a storm is coming, do not park on the street if you have a driveway. Please park in your driveway because this helps the plow go through. If you shovel your driveway or walkway, please shovel the snow into your yard.

If you shovel the snow out onto the street, it will be picked back up by the snowplow and put back into your driveway. She thanked the Public Works Department for all the work they do.

Commissioner Chiurazzi stated there is a person on Dorrington Road that pushes the snow from their driveway right out into the middle of the road. It is very dangerous. He advised Mr. Macino that the next time we have a lot of snow, to have the Codes Officer go see if something can be done about this.

Commissioner Chiurazzi also stated there is a bull dozer sitting on a lot as you go down Dorrington Road.

Chief Wauthier stated that bull dozer is the homeowners (Lad Construction).

Commissioner Chiurazzi stated this is not a storage area, it is a residential area.

Mr. Macino stated he will have it looked into.

Commissioner Vaughn stated there is a car on her street that has been parked there a long time and we snow plow around it.

Commissioner Cupples stated Commissioner Vaughn should call the police so they can run the plate to find out who the owner is.

I. Sewer Department

Commissioner Young reported the following:

1. *Sewer Department Complaints.* Alcosan is County wide and they raise their rates every year from 5% to 7%. Collier Township has taken over the sewer bills through Jordan Tax Services. Collier Township has not raised the sewer bill rates. Any increase that people see in their bills is Alcosan and it is out of Collier Township control. Alcosan has major problems with storm water mixing in with sewage and they have old terracotta pipes in most areas. The money surplus that Collier Township has in the sewer department is important because if something major happens, we will have to pay for the repairs or the construction.

Commissioner Young stated again that any increase people see in the sewage bills is because of Alcosan raising their rates. It is not Collier Township.

J. Interim Township Manager / Township Business

Mr. Macino reported the following:

1. *Electronic Recycling Event.* Republic Services offered this to our residents. They wanted the residents to make appointments and pay in advance. The fee was \$20 per item that was being recycled. They ran out of time slots for the residents to bring up their items and told the residents to come on Friday, February 11th and there would be a bin here at the Township for the resident to put the item in. We received a phone call about this and a resident did bring his tv to the office. Ms. Salla called Republic Service and they were not even aware this was to take place. The resident had to take his tv to the Republic Services

office on Noblestown Road. Republic Service completely mishandled this event and the next time there is an event like this, it will be handled differently.

Commissioner Zymroz thanked Ms. Salla for handling Republic Services.

2. Sewer Department. Mr. Durisko was asked to put together a sewer department policy and procedure manual. Currently one does not exist for that department and it makes it very difficult for our residents (Commercial and Residential) to figure out what to do when they need something. Mr. Durisko is in the process of putting this together.
3. Cable Franchise Fees. Mr. Macino got in touch with the Cohen Law Group from the COG. He did receive a quote on what it would cost from them to look at both of our contracts. We do receive franchise fees but do not know if we are receiving all of the fees because of the different mailing zip codes that may be going to the other Township and Boroughs.

Commissioner Chiurazzi questioned what the attorneys will do for us.

Commissioner Young stated they will go through every address in Collier Township to make sure Collier is receiving what is theirs and that the fees are not going to different Townships or Boroughs. The attorney will also make sure we are receiving money from the sports channels/packages, HBO and any other special channels.

Mr. Macino and Mr. Hinds will meet with the Cohen Law Group to discuss what we have collected in fees, the contracts and to see if there is something that we can do in house without the attorneys.

4. Vehicle Purchases. We have two (2) major vehicle purchases that are in the budget. One is a truck for the police department and the other one is a loader for the public works department. The police department truck does not affect the BBL leasing because it won't be ready till late Fall before we get it.
5. Advisory Boards and Committees. Mr. Macino noticed that there are some members on these boards and committees that have expired terms and have been given the opportunity to say whether they want to continue or not. He will give the Commissioners an update at the next executive session since it involves personnel.

Commissioner Young stated he heard the Civil Service Board will be working on updates and asked if it was true or not.

Mr. Macino stated it is true and he just received this information from Chief Campbell this morning. Some of the changes that need made are mandated by law. There is a Civil Service Board but one of them is on an expired term.

6. Leasing Company. Commissioner Cupples questioned if we have heard anything more from them.

Mr. Macino stated we have submitted all the vehicles the Township owns with the mileage to the leasing company. The leasing Company is in the process of doing what they need to get back to us.

Commissioner Chiurazzi explained to Commissioner Vaughn that we are looking into alternative funding sources and BBL Leasing Company leases vehicles to Townships and Boroughs. We are looking into whether it is cost effective to lease vehicles or not. The Township vehicles we have are getting old and costing money and new ones are very expensive.

V. PUBLIC COMMENT ON NEW BUSINESS ITEMS:

There were no public comments.

VI. NEW BUSINESS:

1. Consider action to approve Resolution 021422-02; A Resolution appointing George E. Macino as the Chief Administrative Officer of the Police and Non-Uniform Pension Plans.

A motion was made by Commissioner Young, seconded by Commissioner Zymroz to appoint George E. Macino 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 Cupples Wisniowski, Interim Township Manager George E. Macino and Township Secretary Valerie A. Salla.

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

3. Consider action on Resolution 021422-03; A Resolution for the destruction of specific records in the Administration Department.

A motion was made by Commissioner Chiurazzi, seconded by Commissioner Cupples to approve Resolution 021422-03 as stated above. By unanimous vote, the motion passed.

VII. Account Transfer(s)

- Approval of the transfer of \$13,000.00 from the General Fund Account to the Capital Fund Checking Account.

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

VIII. Approval of General Fund Operating Account items:

- Invoices Paid, Checks Written and Bills Requested January 25, 2022 to February 14, 2022 in the amount of \$282,197.40.

Motion was made by Commissioner Cupples, seconded by Commissioner Vaughn, to approve the General Fund Operating Account items as stated above. By unanimous vote, the motion carried.

IX. Approval of Capital Investment Account items:

- Invoices Paid, Checks Written and Bills Requested January 25, 2022 to February 14, 2022 in the amount of \$13,150.84.

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

X. Approval of Sewer Account items:

- Invoices Paid, Checks Written and Bills Requested January 25, 2022 to February 14, 2022 in the amount of \$573,411.53.

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

XI. ADJOURNMENT:

Commissioner Chiurazzi welcomed Commissioner Vaughn to the Board and stated you can make this job what you make it. She is appointed to the Board for the next two (2) years and can either do nothing or make a difference. Commissioners Vaughn can talk to any of the Commissioners, Mr. Macino, Ms. Salla, the Directors and can even go talk to the fire departments.

Motion was made by Commissioner Zymroz; seconded by Commissioner Cupples; to adjourn the workshop meeting at 7:55 p.m. By unanimous vote of the Board the motion passed.

Wayne M. Chiurazzi, President
Board of Commissioners

Valerie A. Salla
Township Secretary