

**MINUTES  
COLLIER TOWNSHIP BOARD OF COMMISSIONERS**

**WORKSHOP MEETING**

**December 13, 2021**

**7:00 P.M.**

- I. CALL TO ORDER:** Commissioner Styche called the workshop meeting of the Board of Commissioners to order at 7:00 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.– Absent

**STAFF**

Chuck Means, Solicitor – Absent  
Shawn Wingrove, Engineer – Present  
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. *Advisory Boards.* On Thursday, December 9<sup>th</sup>, the Township held an appreciation dinner for all the hard work they do throughout the year. If you are interested in serving on any of the Advisory Boards please contact the Township Office.
2. *Nike Site Bridge.* PennDot is hoping to have this bridge completed by the end of January 2022. The bridge project has ran into issues related to supply chains and weather and plan to work through the winter months to get the bridge open.
3. *Manager's Coffee Hour.* Will be held at the Community Center on Monday, January 3, 2022 at 9:30a.m.

There were no questions or comments.

**B. Building/Codes**

Commissioner Cupples had no report.

**C. COG**

Commissioner Ruffennach reported the following:

1. *Budget.* They continue to work on the 2022 Budget.

There were no other questions or comments.

**D. Finance**

Commissioner Styche reported the following:

1. *2022 Budgets.* We are working on the 2022 Budgets and they have been advertised. We will be voting on the budgets at the December 27<sup>th</sup>, Regular Township Meeting.

There were no questions or comments.

**E. Parks & Recreation**

Commissioner Styche reported the following:

1. *Josh Werner, Parks Director* – Congratulations to Josh and his wife who had a baby girl. Everyone is doing well.

There were no other questions or comments.

**F. Planning and Land Use Development**

Commissioner Cupples reported the following:

1. *For the Zoning Hearing Board.* Will meet on December 21<sup>st</sup> to hear the following variances:
  - *Eat-N-Park* is requesting rear, side and front yard variances for the construction of a new restaurant which will be located where it currently is but slightly back further from the road.
  - *G's Landscaping* on Noblestown Road is requesting a variance to allow a ground sign in the PennDot right of way.
  - *Grist House* is requesting several variances related to their site development on Nike Site Road. Rear road setback to construct an outdoor deck. Allowance of the existing sidewalk that is not along the front road to be the required sidewalk. Allowance to use the existing street lamps, landscaping and furniture required by Ordinance. Allowance to not provide the existing buffer in the parking lot between the adjacent lot owned by Collier Township. Allowance of several parking variances to allow adjacent parking spaces on a separate lot to be used to satisfy the parking requirements and complete waiver of this requirement.
2. *For Planning Commission:* Meet on December 16<sup>th</sup> to review the following:
  - *Nickels Supply* Preliminary Land Development for a showroom addition on Mayer Street.
  - *R4 Text Amendment.* To allow a car wash, restaurant and bank across the street from Sheetz at Steen Road and Washington Pike (Rte. 50).

There were no other questions or comments.

### **G. Public Safety**

Commissioner Ruffennach reported the following:

1. *By Laws*. Are completed and have been sent to the Attorney to be written properly. The original will then come back to the fire departments to be signed off on.
2. *Chief's Meeting*. Will be on December 14<sup>th</sup> at 7:00 p.m. at Kirwan Heights VFD.

Commissioner Styche stated we had a Police Officer pass away that had 20 years of service. 16 years full time and 4 years part-time.

Mr. Thauvette stated that Officer Dave Brown passed away suddenly and our thoughts and prayers go out to Officer Brown's family. He commended all of the Officers for their response to this untimely death and to all the time they gave of themselves not only to the visitation and the funeral. We really didn't know how much time it took to properly bury a Police Officer and our Officers were outstanding.

Commissioner Ruffennach apologized for not bringing this up in his report. He makes notes all the time and felt he didn't need to make himself a note for this because of the importance of it. He apologized again for his failure to bring this up.

Commissioner Zymroz stated she wanted to commend our Police Officers as well and if anyone went to the funeral and funeral home, to see the respect that was given to Officer Brown and his family with the changing of the Police Officers every 15 minutes was heartfelt. She gave her condolences to our Police Officers for losing a brother. The brotherhood is a very strong thing.

Commissioner Cupples stated she saw a video of the funeral on Facebook and it was very moving and she thought we did Officer Brown proud. The State Police were there and the flag..... It was just wonderful.

There were no other questions or comments.

### **H. Public Works**

Commissioner Zymroz reported the following:

1. *Light Up Night*. Public Works decorated the trees and set up the gymnasium.
2. *Pre-Maintenance* was done for the winter months.
3. *Leaf removal*. Will end at the on December 17<sup>th</sup>.
4. *Overgrowth on Roads*. Have been cut back on the sides of Collier Streets.
5. *Public Works Buildings*. Have been cleaned up.

There were no questions or comments.

### **I. Sewer Department**

Commissioner Styche reported the following:

1. No new updates.

There were no questions or comments.

### **J. Engineer's Report:**

Mr. Shawn Wingrove gave an overview of the items that were on the Agenda this evening for approval and asked if there were any questions from the Board.

There were no questions or comments.

### **K. Township Manager / Township Business**

Mr. Thauvette reported the following:

1. *Parks and Recreation Open Space Plan*. Was submitted to the Board with the updates of the Board's request for Presto Park. If the Board likes the updates, it will need to be approved by Resolution at the end of December.
2. *Electronic Sign at the Community Center*. The installer will be there tomorrow, December 14<sup>th</sup> for installation of the sign. Training for the Community Center employees will begin in about two (2) weeks on the sign.
3. *2022 Meetings*. The Board of Commissioners meetings will be advertised for the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month at 7:00p.m. However, due to the conflicts with the January 3<sup>rd</sup> reorganizations meetings and the Magistrate's time, we will be having our reorganization meeting at 6:30 p.m. on January 3<sup>rd</sup>.

Commissioner Styche stated there will be an executive session meeting held prior to the reorganization meeting.

- L. Friends of Collier.** Commissioner Cupples stated the Friends of Collier Tip Board fundraiser has 60 tips left to sell. They started with 200 and sold 130 in a week. As soon as the 60 are sold, they can find out who the winner is. The winner will be announced on Facebook. The price is \$10.00 and you get two (2) numbers.

Commissioner Zymroz asked to please support the Friends of Collier. We give the money back for things such as the electronic sign at the Community Center as well as other things for the Community.

There were no other questions or comments.

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

**John Garber** of 551 Azalea Lane, approached the Board to confirm what streets will be turned over to the Township because he did not hear the Engineer has Neville Park Blvd.

Mr. Thauvette confirmed with the Engineer, Mr. Wingrove, if Neville Park Blvd. was included in the streets to be turned over to the Township.

Mr. Wingrove stated that yes; Neville Park Blvd. was included in the list of streets to be turned over to the Township and is listed in the Ordinance.

Mr. Garber questioned if the status of the pond included?

Commissioner Styche interrupted Mr. Garber and asked Mr. Garber to state what he is here to state. The Board is not here to answer particular questions and if there are any further questions, he can address them to the Board and we will give them to the Township Manager to get the answers for him.

Mr. Garber stated “as a member of the HOA, he would like to ask that the Board look at a list of 17 questions. They are all questions on the requirements of LSSE on road dedication letters to the Township and things that need to be done before you can turn over streets. The HOA would like the Township to verify that the list of requirements is completed. They get copies of letters stating they are to do this and the developer is going to do this and we never know if the developer completed anything. The HOA is asking because they may be the ultimate owner on the pond, if they could find out what is done. At the same time, there were two (2) inspections done, one in October 2021 and one 13 days ago by the DEP that says the pond is not completed. For the 7 years Mr. Garber has been a part of this, the pond was a critical part of the roads and know the Board wants to advertise turning over the roads but the pond is not done according to DEP and does not understand how this can be.” “Mr. Garber asked that the Board due their due diligence before going forward with advertising.” Mr. Garber then gave the list of questions to the Township Secretary, Valerie Salla, to give to the Board and Manager.

Commissioner Styche thanked Mr. Garber.

**Terry Bell** of 793 Marigold Court approached the Board questioning on how an Ordinance starts from a proposed stage to when it gets accepted or denied. What are the steps followed? He looked on the website but didn't find anything.

Commissioner Styche asked Mr. Bell to just say what his statement is?

Mr. Bell stated, “his statement he does not understand how an Ordinance goes from a proposed ordinance to an Ordinance that is accepted or denied and wants someone in the Township to explain this to him.”

Commissioner Styche asked Mr. Thauvette to get this information and send it to Mr. Bell and then thanked Mr. Bell.

Mr. Thauvette stated he would.

**Tim Young** of 520 Azalea Lane approached the Board and stated he was sad to hear about Officer Brown, he knew him for many years.

Mr. Young then stated that in May 2010 he had someone pull into his driveway and told him the roads would be turned over by Fall of 2010. He was excited to hear that but learned not to always believe what he heard from that person. The roads have been

pretty much completed for 7 to 8 years with the actual blacktop and now we are turning over roads that are 7 to 8 years old. How long does the road have to be before the Township has to go back and redo them? What has happened that we can now get the roads turned over that we couldn't back in 2010? What has taken so long?

Commissioner Styche stated the motion on the agenda this evening is to just advertise turning over the roads and asked Mr. Thauvette to get all the answers to these gentlemen before the December 27<sup>th</sup> meeting when we will vote about taking over the roads. The December meeting is the regular scheduled Board meeting.

Mr. Thauvette read the following online public comments:

1. **Frank Nogal** of 500 Azalea Lane.

*Good afternoon.*

*In regards to item #5 on the agenda posted on Friday 12/10. Please read the body of the attached letter from the DEP dated 12/9 and put it into the minutes and on the record. Then my statement after the letter. Even if this topic is removed I ask that you still speak and put it into the record.*

*I ask that you please hold off on advertising an ordinance for the acceptance the roads in the community that I live Collier Gardens. With all of the violations on the storm water in our plan and more importantly , with any changes to the 2004 permit still being looked into it would be an injustice to even consider accepting the roads along with the underground storm water system. It would be greatly appreciated for someone to walk our roads and look at the quality of them. There is visible deterioration, cracks, holes and already a wear down of the 2nd coat in many locations.*

*Thank you for looking out for and doing what is best for our great community.  
Frank Nogal*

***The letter from DEP to the Township is copied and pasted into these minutes below.***

Commissioner Styche thanked Mr. Nogal.



December 9, 2021

Kyle Thauvette  
Collier Township  
2418 Hilltop Road  
Presto, PA 15142-1120

Re: Villages at Neville Park Basin Inspection  
Collier Township  
NPDES Permit No. PAG136204  
Authorization ID No. 1199508  
Collier Township, Allegheny County

Dear Mr. Thauvette:

The Department of Environmental Protection (DEP) completed an inspection of the existing stormwater basin at the Villages at Neville Park on November 30, 2021. The inspection was in response to complaints that the stormwater basin was not being properly maintained or inspected. DEP has reviewed Collier Township's past inspections and involvement with the Villages at Neville Park basin and determined the township's actions thus far to be adequate.

Since the stormwater basin and the rest of the development is still covered under an active NPDES construction stormwater permit (PAC020553), the permittee, Woodville Associates, LTD has to adhere to the approved Erosion and Sediment (E&S) Best Management Practices (BMPs) and the Post Construction Stormwater Management (PCSM) Plan identified in the approved NPDES permit.

As shown in the attached October 15, 2021 Earth Disturbance Inspection Report from Stuart Demanski of the Department's Waterways & Wetlands Program, the following stormwater basin maintenance activities remain outstanding:

1. Immediately repair, stabilize and maintain the eroding stormwater channel entering the basin from the south;
2. Immediately repair stabilize and maintain the stormwater outfall rock energy dissipator at the center of the basin;
3. Immediately stabilize the bare earth area near the smoke stack with seed and mulch;
4. Remove trees and saplings from the basin;
5. Immediately install a trash rack on the riser in the basin;
6. Immediately stabilize the disturbed earth along the stormwater conveyance near Marigold Court at the north end of the site. The area should be seeded and mulched. Erosion blankets are required on slopes 3% gradient or greater.

DEP recommends that the township follow up with the site developer to ensure maintenance actions are completed.

Southwest Regional Office  
400 Waterfront Drive | Pittsburgh, PA 15222-4745 | 412.442.4000 | Fax 412.442.5885  
[www.dep.pa.gov](http://www.dep.pa.gov)

#### IV. NEW BUSINESS:

1. Consider action to award of the Base Bid of Contract No. 21-SW1 - 2021 Stormwater Improvements to Stefanik's Next Generation Contracting Company, Inc. as low bidder in the amount of \$133,925.00, subject to Stefanik's Next Generation Contracting Company, Inc. obtaining the required insurance certificates, performance bond, and payment bond, and review and approval of same by the Township Solicitor prior to execution of the Agreement by the Township.

*A motion was made by Commissioner Cupples, seconded by Commissioner Ruffennach, to award the Base Bid of Contract No. 21-SW1 - 2021 Stormwater Improvements to Stefanik's Next Generation Contracting Company, as stated above. By a unanimous vote, the motion passed.*

2. Consider action to award of the Base Bid of Contract No. 21-PK1 (Re-Bid) – Kelly and Hilltop Parks Sidewalk Improvements to Independent Enterprises, Inc. as low bidder in the amount of \$28,400.00, subject to Independent Enterprises, Inc. obtaining the required insurance certificates, performance bond, and payment bond, and review and approval of same by the Township Solicitor prior to execution of the Agreement by the Township.

*A motion was made by Commissioner Zymroz, seconded by Commissioner Cupples, to award the Base Bid of Contract No. 21-PK1 (Re-Bid) – Kelly and Hilltop Parks Sidewalk Improvements to Independent Enterprises, Inc. as stated above. By a unanimous vote, the motion passed.*

3. Consider action to advertise for all Collier Township Regular Boards and Commissions 2022 meeting schedule.

*A motion was made by Commissioner Styche, seconded by Commissioner Zymroz, to advertise all Collier Township Regular Boards and Commissions 2022 meeting schedule. By a unanimous vote, the motion passed.*

4. Consider action to hire Diane Waleski as a Custodian for the Community Center at a rate of \$11.00/hr. effective January 2, 2022.

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

5. Consider action to advertise an Ordinance for the acceptance of the streets at the Collier Gardens section of The Villages of Neville Park.

*A motion was made by Commissioner Cupples, seconded by Commissioner Zymroz, to advertise an Ordinance for the acceptance of streets at the Collier Gardens section of the Villages of Neville Park. By a unanimous vote, the motion passed.*



6. Consider action to award the Base Bid of Contract NO. 21-S1 - 2021 SANITARY SEWER OPERATION AND MAINTENANCE CCTV PROGRAM to Robinson Pipe Cleaning as low bidder in the amount of \$61,567.95, subject to Robinson Pipe Cleaning obtaining the required insurance certificates, performance bond, and payment bond, and review and approval of same by the Township Solicitor prior to execution of the Agreement by the Township.

*A motion was made by Commissioner Cupples, seconded by Commissioner Zymroz, to award the Base Bid of Contract NO. 21-S1 - 2021 SANITARY SEWER OPERATION AND MAINTENANCE CCTV PROGRAM to Robinson Pipe Cleaning By a unanimous vote, the motion passed.*

**V. Account Transfers:**

- Approval of the transfer of \$62,000.00 from the General Fund Account to the Capital Fund Checking Account.

*A motion was made by Commissioner Styche, seconded by Commissioner Ruffennach, to approve the transfer as stated above. By a unanimous vote, the motion passed.*

**VI. Approval of General Fund Operating Account items:**

- Invoices Paid, Checks Written and Bills Requested November 23, 2021 to December 13, 2021 in the amount of \$336,009.60.

*Motion was made by Commissioner Zymroz, seconded by Commissioner Cupples, 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 November 23, 2021 to December 13, 2021 in the amount of \$61,906.48.

*Motion was made by Commissioner Zymroz, seconded by Commissioner Ruffennach, 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 November 23, 2021 to December 13, 2021 in the amount of \$115,393.57.

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

**IX. ADJOURNMENT:**

Commissioner Ruffennach wished a Merry Christmas to all the employees and residents of Collier.

Commissioner Zymroz wished everyone a Happy Holidays.

*Motion was made by Commissioner Ruffennach; seconded by Commissioner Zymroz; to adjourn the workshop meeting at 7:40 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