

**MINUTES
COLLIER TOWNSHIP BOARD OF COMMISSIONERS**

WORKSHOP VIRTUAL MEETING

December 14, 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.– Present
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
Kyle Thauvette, Twp. Manager - Present
Valerie Salla, Twp. Secretary – Present

- C. EXECUTIVE SESSION:** To discuss employee and legal issues.

II. Board Discussion for Committees

A. Administrative/Public Affairs

Commissioner Zymroz reported the following:

1. *2020 Paving Program.* Is complete.
2. *Community Center.* Is closed until January 4, 2021 per Governor Wolf’s new orders.
3. *Santa Claus is visiting.* The following are dates Santa Claus will be coming around with the Fire Departments. Presto Area will be Dec. 15th and 16th starting at 6 PM. Rennerdale Area will be on Dec. 15th at 6PM. Kirwan heights Area will be on Dec. 20th from 6PM to 8PM.

B. Building/Codes

No report.

C. COG

Commissioner Ruffennach reported the following:

1. The meeting will be held on December 17th and they should be passing the 2021 Budget.

D. Finance

Commissioner Williams-Zabicki stated the 2021 Budgets are on the Agenda this evening for approval.

E. Parks & Recreation

Commissioner Styche reported there are no new announcements except outside venues

F. Planning and Land Use Development

Commissioner Williams-Zabicki reported the following:

1. *Maronda Homes* has made application for 50 single family homes at the corner of Thoms Run Road and Steen Hollow Road. They have requested some variances which will go before the Zoning Hearing Board on Dec. 15th.
2. *AT & T Wireless* will also be at the Zoning Hearing Board meeting on December 15th. They want to install a cellular antenna on the roof of the Great Southern Shopping Center. The current Ordinance limits the height to 5 feet and the request is for 6 ½ feet high.
3. *Legacy Development*. Is the 11 Townhomes off of Ridge Road. The Developer will be at the Planning Commission meeting on December 17th for final approval.

G. Public Safety

No Report.

H. Public Works

Commissioner Zymroz reported the following:

1. *Public Works Dept.* She thanked them for the beautiful work they did on putting up the trees and lights at the Community Center. She thanked Home Depot for their donation of the trees. There are groups that decorated the trees like the Girl Scouts.
2. *Catch basin* repairs on Willina Drive and Suburban Avenue.
3. *Salt*. Public Works moved 150 tons of salt under storage.
4. *Leaf Pick up* is over.
5. *Stock Yard* clean up

I. Sewer Department

Mr. Thauvette reported the following:

1. *Alcosan increases*. This increase from Alcosan is associated with sewage services. The Board will need to set the 2021 sewage rates at the first meeting in January. First Class Township codes requires the rates be passed by Ordinance for over the past 60 years. However, the update to the First-Class Township Code allows it to be done by Resolution which takes effect on December 28th, 2020. We will set our rates at the January 11th meeting of 2021. The rates will be a 7% increase for the sewer service charge and the usage charge. This does not increase the sewage rate any more than we must, to be able to make the Township payments to Alcosan. The 7% increase for the service charge adds an additional .46 cents to the resident's bill and the usage charge adds an additional .93 cents to the bill.

J. Township Manager / Township Business

Mr. Thauvette reported the following:

1. *Post-Gazette Article Explanation.* Several of the surrounding community Managers have been working together on a Mutual Aid Agreement. This Agreement would allow us to call upon one another if we need to because of not having enough manpower due to COVID19. The Communities interested in the agreement is Carnegie, Scott Township, Heidelberg, and Bridgeville. Once there is an Agreement finalized. We will get it approved, signed and put into action. We are still looking into all the Public Works contracts to see what is and what is not allowed.
2. *Manager’s Coffee Hour.* Is tentatively scheduled for January 4th which is the day we might be allowed to open the Community Center. If the COVID 19 numbers do not decrease by then, we may have to reschedule this. Watch the Township website and the Facebook page for updates.

III. TOPICS OF DISCUSSION:

Fire Study

Commissioner Williams-Zabicki presented the following power point to the Board for discussion. The information was taken from the Fire Study 22 recommendations. The three (3) fire companies were in agreement on these eight (8).

SUMMARY RECOMMENDATIONS FOR FUNCTIONAL CONSOLIDATION

		PRESTO	KH	RENN
1	The fire companies form a committee to jointly develop a set of rules, regulations, operating guidelines and by-laws that are consistently applied to all of the township departments and which are legally sound and follow industry best practice, including ISO & NAFPA Standards. (R#1)	√	√	√
2	The departments jointly apply for Staffing for Adequate Emergency Response (SAFER) Funding to support recruitment and retention programs, including baseline medical evaluations for all active firefighters. (R#3)	√	√	√
3	The operational direction of the fire departments be placed under the supervision and direction of a fire chief or fire administrator that is appointed by the township, based on an application, interview and appointment process. (See next slide for recommendations)	√	√	√
4	The annual fund drive mailers should be combined into a single fund drive, with income either split equally amongst the companies, or based on a calculation or formula agreeable to all of the companies, further eliminating arguments over coverage areas. (R#6)	Agreement to Postpone		

5	The township and departments should establish minimum initial and annual training requirements for structural firefighters, fire officers and driver/operators. (R#17-19)	√	√	√
6	The departments should establish a plan to improve its ISO Public Protection Classification, including annual testing of fire hose, pumps, and aerials; the implementation of standardized minimum training requirements; and improved record-keeping. (R#8 & 20)	√	√	√
7	A single EMS agency serving the entire township.	Complete		
8	The township and fire departments should develop a standardized template for annual reporting of fire department income and expenses. (R#21) (implement the format Commissioner Williams-Zabicki issued at beginning of 2020)	√	√	√

RECOMMENDED NEXT STEPS

Allocate 4 hours per month of Tom Plietz's time in the capacity of Fire Coordinator (in advance of a commitment as "fire marshal") to report updates to the Chair of Public Safety

1. Focus on developing a set of rules, regulations, operating guidelines and by-laws for the 3 departments to operate by (R#1)
2. Coordinate application of Staffing for Adequate Emergency Response (SAFER) Funding to support recruitment and retention programs, including baseline medical evaluations for all active firefighters; including asking for township funds for grant writer. (R#3)

EMERGENCY SERVICE FEE

Consider allocating the .4 mils Emergency Services Fee as follows:

- .1 mil Presto Volunteer Fire Department
- .1 mil Kirwan Heights Volunteer Fire Department
- .1 mil Rennerdale Volunteer Fire Department
- .1 mil other emergency services

Commissioner Zymroz agrees with this and appreciates the work done on the fire study and the Township needs to help the fire departments.

Commissioner Ruffennach stated there could not be a better time for this to take place and we need to help support the Fire Departments.

Commissioner Styche stated he agrees with this change.

Commissioner Chiurazzi stated he wants to get the Fire Departments what they need and thanked the other Commissioners for the work they did on getting this together.

IV. PUBLIC COMMENT ON NEW BUSINESS ITEMS:

Mr. Thauvette informed the Board there were no public comments.

V. NEW BUSINESS:

1. Consider action to approve the 2021 Budgets for the General Fund and Capital Fund with the understanding that .3 mills of the emergency services tax be allocated evenly (.1 mil) per Volunteer Fire Department based on the 2020 Jordan Tax Service Recapitulation from the contingency line item.

A motion was made by Commissioner Styche, seconded by Commissioner Ruffennach to approve the 2021 General Fund and Capital Fund Preliminary Budgets with the emergency services tax as stated above. By unanimous vote, the motion passed.

2. Consider action to approve the 2021 Sewer Department Budget.

A motion was made by Commissioner Ruffennach, seconded by Commissioner Williams-Zabicki to approve the 2021 Sewer Department Budget. By unanimous vote, the motion passed.

3. Consider action to accept Commissioner Dawn Williams-Zabicki's tendered resignation letter dated Monday, December 7, 2020.

A motion was made by Commissioner Ruffennach, seconded by Commissioner Chiurazzi to accept Commissioner Williams-Zabicki resignation as stated above. By a 4 to 1 vote, the motion passed. Commissioner Zymroz was opposed.

VI. Account Transfers:

- Approval of the transfer of \$404,000. from the General Fund Account to the Capital Fund Checking Account.

Motion was made by Commissioner Styche, seconded by Commissioner Williams-Zabicki, to transfer as stated above. By unanimous vote, the motion carried.

VII. Approval of General Fund Operating Account items:

- Invoices paid and checks written from November 24, 2020 to December 13, 2020 in the amount of \$192,686.56.
- Bills requested for payment for December 14, 2020 in the amount of \$295,239.35.

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

VIII. Approval of Capital Investment Account items:

- Invoices paid and checks written from November 24, 2020 to December 13, 2020 in the amount of \$15.04.
- Bills requested for payment for December 14, 2020 in the amount of \$2,101.47.

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

IX. Approval of Sewer Account items:

- Invoices paid and checks written from November 24, 2020 to December 13, 2020 in the amount of \$16,739.70.
- Bills requested for payment for December 14, 2020 in the amount of \$1,523.25.

Motion was made by Commissioner Ruffennach, seconded by Commissioner Williams-Zabicki, to approve the Sewer Fund Account items as stated above. By unanimous vote, the motion carried.

X. ADJOURNMENT:

The Board wished all of Collier Township Happy Holidays!!

Motion was made by Commissioner Williams-Zabicki; seconded by Commissioner Styche; to adjourn the workshop meeting at 7:42 p.m. By unanimous vote of the Board the motion passed.

Dawn Williams-Zabicki, President
Board of Commissioners

Valerie A. Salla
Township Secretary