

**MINUTES  
COLLIER TOWNSHIP BOARD OF COMMISSIONERS**

**REGULAR MEETING**

**December 16, 2019**

**7:00 P.M.**

**I. CALL TO ORDER:** President Macino called the meeting of the Board of Commissioners to order at 7:00 P.M.

**A. PLEDGE OF ALLEGIANCE**

**B. ROLL CALL:**

**BOARD**

Debra Zymroz – Present  
Wayne Chiurazzi, Esq. - Present  
Dawn Williams-Zabicki- Present  
Rick Ruffennach –Present  
George Macino – Present

**STAFF**

Chuck Means, Solicitor - Absent  
Kevin Brett, Engineer - Present  
Craig Campbell, Chief of Police - Present  
Robert Caun, Planning Director - Present  
Bob Palmosina, Public Works Director - Present  
Tom Plietz – Bldg./ Fire Code Official - Present  
Rochelle Barry, Parks Director – Absent  
Jeff Hinds, Finance Director - Absent  
Kyle Thauvette, Township Manager – Present  
Valerie Salla, Township Secretary – Present

**C. EXECUTIVE SESSION** – There was no executive session held.

**II. APPROVAL OF MINUTES:**

A. November 11, 2019 – Board of Commissioners Workshop Meeting

*Motion was made by Commissioner Ruffennach, second by Commissioner Chiurazzi to approve both minute dates as submitted above. By unanimous vote the motion carried.*

B. November 25, 2019 – Board of Commissioners Regular Meeting

*Motion was made by Commissioner Chiurazzi, second by Commissioner Ruffennach to approve both minute dates as submitted above. By unanimous vote the motion carried.*

### III. REPORTS OF OFFICIALS AND COMMITTEES:

- A. Solicitor:** The Solicitor was absent and submitted a written report prior to the meeting for the month of November.

There were no questions or comments.

- B. Engineer:** The Engineer submitted a written report to the Board for the month of November and would be happy to answer any questions the Board may have.

Commissioner Williams-Zabicki questioned when they will be doing the field review of the roads for 2020.

Mr. Brett stated we will coordinate after the meeting and pick a date.

Commissioner Macino questioned if there were any updates on the Neville Park project.

Mr. Brett stated there were no updates.

There were no other questions or comments.

- C. Manager:** The Manager submitted a written report to the Board for the month of November and would be happy to answer any questions the Board may have.

Mr. Thauvette added the following:

1. He thanked the Board for all their hard work with the budget and passing the budget at the previous meeting. It is a great budget for 2020 with no tax increases. There is money allocated for good projects and still provide the residents with good services.
2. He thanked everyone who was able to attend the Light Up Celebration and/or the annual advisory board dinner. Ms. Barry really appreciated the help Public Works gave her setting up for those events.

There were no questions or comments.

- D. Building/Codes:** Mr. Plietz submitted a written report to the Board for the month of November and would be happy to answer any questions the Board may have.

Commissioner Williams-Zabicki stated she noticed an increase in the fees collected.

Mr. Plietz stated in comparison with 2017 through 2019, it has almost doubled.

Commissioner Chiurazzi questioned if Mr. Durisko will be attending the meetings.

Commissioner Macino stated that will be up to the Board to decide in January.

Commissioner Ruffennach stated the Board discussed that if Mr. Plietz was absent, Mr. Durisko will come to the meeting.

Commissioner Chiurazzi stated he felt Mr. Durisko should be at the meetings because they are two (2) distinct areas of the Township.

Mr. Plietz stated there are and not to have the meetings go longer, Mr. Durisko's reports are included with his.

Commissioner Chiurazzi stated he would like to hear from Mr. Durisko. He wants to see how Mr. Durisko is going and wants him to understand the change in his role and he knows Mr. Durisko does but it is a little different sitting down there then up here. The public might want to hear from Mr. Durisko. He wants to see a report that Mr. Durisko does. He gets it that Mr. Plietz and Mr. Thauvette are Mr. Durisko's boss, but he would like to ask Mr. Durisko some questions.

Mr. Plietz stated he thought that was fair for that introductory.

Commissioner Chiurazzi stated he went after the last couple of codes people because there were some things that did not advance the Township's interest. He would like Mr. Durisko to answer some questions.

Commissioner Williams-Zabicki stated " then do we start to invite Mr. Shazer, Ms. Barry's assistant, because these are all directors and on an occasional basis that may be good."

Commissioner Chiurazzi stated he would like Mr. Durisko to be at the meetings all the time. Mr. Shazer works for Ms. Barry. Mr. Durisko is our Codes guy. Mr. Plietz is the Building Inspector. When there is a codes issue, Mr. Durisko goes out.

Mr. Plietz stated that at this point in time until Mr. Durisko gets acclimated to his position, we will address things together.

The Board will discuss this in the new year.

There were no other questions or comments.

- E. COG Report:** Commissioner Ruffennach report the next meeting is this Thursday at Bridgeville Borough.

There were no questions or comments.

- F. Finance:** Mr. Hinds was absent and submitted a written report prior to the Board for the month of November.

Mr. Thauvette added there is a motion on the agenda tonight to authorize his self to authorize any work to be done for a settlement agreement with one our police

officers. It is related to a services benefit that he is eligible for through the collective bargaining agreement.

There were no other questions or comments.

**G. Parks and Recreation Report:** Ms. Barry was absent and submitted a written report prior to the Board for the month of November.

Mr. Thauvette had no other items to add to her report.

There were no questions or comments.

**H. Planning/Development/Zoning Report:** Mr. Caun submitted a written report to the Board for the month of November and would be happy to answer any questions.

Mr. Caun added the following:

1. The Planning Commission will meet Thursday, December 19<sup>th</sup> to discuss Bank of America in the old pizza hut location on Washington Pike. Also, Chase Bank wants to build on the empty lot between Texas Roadhouse and the Wendy's in the Great Southern Shopping Center.

There were no questions or comments.

**I. Public Safety – Fire Department Report:** No one was in attendance to answer any questions the Board may have for the November report.

Commissioner Zymroz stated they were taking Santa Claus around.

There were no questions or comments.

**J. Public Safety – Police Department Report:** Chief Campbell submitted a written report to the Board for the month of November and would be happy to answer any questions the Board may have.

The Police Chief added the following:

1. *Drug Disposal Box.* The box is located in the lobby of the Police Department which is only available during business hours. It is a safe and secure way to get rid of prescription and over the counter medication.
2. *Shop with a Cop.* This event was on Friday and was a wonderful event.

Commissioner Chiurazzi questioned who has access to the drug disposal.

Chief Campbell stated he does. People will place the drugs in that box and he calls the Sheriff's Office to come pick it up.

Commissioner Chiurazzi questioned if there is a list of everything in there and is the Chief audited by Mr. Thauvette every couple weeks.

Chief Campbell stated he didn't think it needed audited.

Commissioner Chiurazzi stated the Chief is the only one that can access it and his concern was what happens if something goes wrong and the drugs started missing. Who is checking? The Chief?

Chief Campbell stated the box is under surveillance. We don't know what people are putting in there and we will have to see how much use it gets. He doesn't know if the Township should get into inventory of what is in that box.

Commissioner Chiurazzi questioned why and how do we know if 100 pills were put in there and now there is 90.

Chief Campbell stated it is designed like a mailbox. You drop it in the box and you can't get back into it.

Commissioner Chiurazzi stated we must inventory that.

Chief Campbell stated he doesn't know of anyone that takes an inventory but can investigate it.

Mr. Thauvette stated this is for expired prescription drugs and for over the counter drugs that people don't want in their homes anymore.

Commissioner Chiurazzi questioned why we are housing people's drugs that they want to get rid of.

Mr. Thauvette stated it is a public service.

Commissioner Chiurazzi stated if someone gets to them, the Township is exposed. Why would we do that public service?

Chief Campbell stated it is beneficial because a lot of times people flush them down the toilet or kids get ahold of them. This is a steel container that is bolted to the floor inside of our lobby that is locked during business hours and under video surveillance. It is very secure.

Commissioner Chiurazzi questioned how long we keep these drugs for.

Mr. Thauvette stated until the sheriff's office comes and disposes of them.

Chief Campbell stated they are not illegal drugs and it is restricted to no needles and no liquids. They are pills that we do not want to fall into the wrong hands.

Commissioner Zymroz questioned when the lobby is closed if someone rings the buzzer, could they have the drugs disposed of.

Chief Campbell stated if someone calls, an Officer could meet them to have the drugs disposed of after hours.

Commissioner Chiurazzi stated he did not like the idea of the Township having this burden if someone gets the drugs. He feels we need to talk more about this. It is placing liability on the Township.

Mr. Thauvette stated there are drug take back days where police departments will except old prescription drugs because the concern is so great thar children are getting them and taking them or selling them at school. There is a big initiative on safely disposing of drugs, so they also don't get flushed done the toilet contaminating the waterways.

There were no other questions or comments.

**K. Public Works Report:** Mr. Palmosina submitted a written report to the Board for the month of November and would be happy to answer any questions the Board may have.

Commissioner Chiurazzi questioned if the Township can do anything about Dorrington and Cluxton Roads. The roads are in bad condition and there is a rockslide.

Mr. Palmosina stated it is a State Road, but he will look at it.

There were no other questions or comments.

*Motion was made by Commissioner Williams-Zabicki, seconded by Commissioner Zymroz to approve all the above reports as submitted. By unanimous vote the motion carried.*

#### **IV. PUBLIC COMMENT / COMMENT ON NEW BUSINESS:**

**Terry Bell** of 793 Marigold Court asked for the following to be placed into the minutes and red it aloud to the Board:

During the October 28, 2019 Commissioners Meeting, I asked a question relative to Grading Permit 2013-0115. The question was what the Township did to insure the conditions listed on this grading permit were fulfilled. I expressly asked if CEC had inspected all imported material to make sure it was non-hazardous.

According to the minutes of this meeting, Mr. Caun stated that the Township does have inspection reports from CEC. He stated they do not inspect every load but rather do periodic loads.

After the meeting I submitted a RTKR, asking for all inspection reports the Township has received from the CEC geotechnical engineer relative to inspection of imported material that was transported to the fill site referred to on Grading Permit 2013-0115, i.e. the Valley Fill Project.

I received copies of four letters, reporting on three visual inspections CEC conducted. The letters were addressed to Mr. James Cargnoni of Independent Enterprises. The subject of these letters was inspection of where fill is being re-compacted into the ravine and the placement of fill on this site. These inspections took place on March 28, 2016, March 27, 2017 and May 22, 2019. The inspections were conducted by Mr. Ralph Artuso, a registered P.E. and VP of CEC, inc.

I guess periodic inspections did take place, three in the span of 38 months. Clearly, Mr. Caun's admission that CEC does not inspect every load is quite accurate. In fact, no loads were inspected. The reports treat only a visual assessment of how the loads were re-compacted and how the loads were placed.

Clearly, no information relative to whether the imported material was non-hazardous.

So the periodic reports Mr. Caun mentioned were three in number, over a 38 month period treating only soil compaction issues. None of the reports were addressed to the holder of the grading permit or the Township itself. There was no information that would answer if soil inspection was performed and if the soil was deemed non-hazardous.

If this is what the Township considers meeting the conditions of grading permit 2013-0115, I respectfully disagree.

My question still remains unanswered. So, I will ask it again:

What did the Township do to insure the conditions of grading permit 2013-0115 were met. Namely, what did the Township do to insure a CEC geotechnical engineer be on-site to inspect all imported material to the Valley Fill site and confirm the material was non-hazardous.

**V. NEW BUSINESS:**

1. Resolution 121619-01; A Resolution amending the appointment of Township designees to sign, execute, deliver and negotiate checks.

*Motion was made by Commissioner Chiurazzi, seconded by Commissioner Ruffennach, to approve Resolution 121619-01 as stated above. By unanimous vote the motion carried.*

2. Consider action on Resolution 121619-02; A Resolution to authorize Kyle Thauvette, Township Manager and Pension Plan Administrator to execute a non-precedent setting Agreement with Police Officer Franz Zygmuntowicz.

*Motion was made by Commissioner Williams-Zabicki, seconded by Commissioner Ruffennach, to approve Resolution 121619-02 as stated above. By unanimous vote the motion carried.*

**VI. APPROVAL OF GENERAL FUND OPERATING ACCOUNT ITEMS:**

1. Invoices paid and checks written from December 10, 2019 to December 15, 2019 in the amount of \$220.36.
2. Bills requested for payment for December 16, 2019 in the amount of \$30,276.15.

*Motion was made by Commissioner Chiurazzi, seconded by Commissioner Williams-Zabicki, to approve the General Fund Operating Account as stated above. By a 4 to 1 vote the motion carried. Commissioner Zymroz was abstained per the memorandum she filed with the Valerie.*

**VIII. APPROVAL OF CAPITAL INVESTMENT ACCOUNT ITEMS:**

1. Bills requested for payment for December 16, 2019 in the amount of \$240.00.

*Motion was made by Commissioner Chiurazzi, seconded by Commissioner Williams-Zabicki, to approve the General Fund Operating Account as stated above. By a 4 to 1 vote the motion carried. Commissioner Zymroz was abstained per the memorandum she filed with the Valerie.*

**IX. ADJOURN:**

Commissioner Williams-Zabicki spoke of some of the accomplishments done in 2019 and thanked all the Directors and Mr. Thauvette for all their work.

Commissioner Williams-Zabicki then spoke about Commissioner Macino's tenure and thanked him for all he has done for the Township and wished him the best.



Commissioner Macino stated it has been an incredible nine plus (9+) years serving on the Board and the Planning Commission. He thanked everyone on the staff and Boards. He also thanked the residents that have come to the meetings.

*Motion was made by Commissioner Macino, seconded by Commissioner Ruffennach to adjourn the meeting at 7:40p.m. By unanimous vote the motion carried.*

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George E. Macino – President  
Board of Commissioners

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Valerie A. Salla  
Township Secretary