

**MINUTES  
COLLIER TOWNSHIP BOARD OF COMMISSIONERS**

**REGULAR VIRTUAL MEETING**

**February 22, 2021**

**7:00 P.M.**

**I. CALL TO ORDER:** President Chiurazzi called the meeting of the Board of Commissioners to order at 7:00 P.M. This meeting was held virtual due to the COVID-19 (aka CoronaVirus) Regulations.

**A. PLEDGE OF ALLEGIANCE**

**B. ROLL CALL:**

**BOARD**

Mary Ann Cupples – Present  
Debra Zymroz – Absent  
Rick Ruffennach – Present  
Daniel Styche – Present  
Wayne Chiurazzi, Esq. – Present

**STAFF**

Chuck Means, Solicitor - Present  
Kevin Brett, Engineer - Present  
Craig Campbell, Police Chief – Present  
Robert Caun, Planning Director – Present  
Jeff Hinds, Finance Director – Present  
Tom Plietz – Bldg/Fire Codes – Present  
Bob Palmosina, PW Director – Absent  
Jim Nordquest, NIRA Engineers - Present  
Kyle Thauvette, Twp. Manager - Present  
Valerie Salla, Twp. Secretary – Present

**C. EXECUTIVE SESSION** – Was held to discuss legal and personnel issues.

**II. APPROVAL OF MINUTES**

**A. January 11, 2021 – Board of Commissioners Workshop Meeting**

*Motion was made by Commissioner Styche, seconded by Commissioner Cupples, to approve the minutes as stated above. By unanimous vote, the motion passed.*

**B. January 25, 2021 – Board of Commissioners Regular Meeting**

*Motion was made by Commissioner Cupples, seconded by Commissioner Ruffennach, to approve the minutes as stated above. By unanimous vote, the motion passed.*

### III. REPORTS OF OFFICIALS AND COMMITTEES:

- A. Solicitor:** Solicitor Means submitted a written report prior to the meeting and would be happy to answer any questions the Board may have.

There were no questions or comments.

- B. Engineer:** Mr. Brett submitted a written report prior to the meeting and would be happy to answer any questions the Board may have.

There were no questions or comments.

- C. Manager's:** Mr. Thauvette submitted a written report and added the following:

1. *Glass Recycling.* Collier Township is participating in a glass recycling event in conjunction with the Pennsylvania Resource Council. This will be a free event for residents and non-residents. The event will be held in April and in July. There will be more information to come once we lock in the dates and times.
2. *Sewage Billing.* Residents should have or will be receiving a letter from Jordan Tax Services regarding sewage billing. The letter states the residents will be receiving a new bill after March 1, 2021. He advised residents to pay attention to their first bill to see the different payment options they will have. Residents that wish to pay by autopay, will still need to set up for autopay when their first bill is received.
3. *Manager's Coffee Hour.* Will be held on March 1, 2021 at 9:30a.m. at the Community Center. We will continue to do the rsvp function on the Township website. Space is limited.

There were no other questions or comments.

- D. Building/Codes:** Mr. Plietz submitted a written report prior to the meeting and highlighted the following:

1. *Business Registrations.* The second mailing went out last week. We currently have received 222 back.
2. *Code Enforcement.* Reviewing dye test videos and continues to collaborate with the sewer department.

Commissioner Styche he had a resident approach him about receiving a letter about being in violation for having a yard sign from a construction company that was doing work on their property and questioned what the length of time that kind of sign is allowed to be there until a letter is sent out.

Mr. Plietz stated depending on the situation, signs are illegal unless you have a permit for them and they could be removed at any time unless there is a permit for them.

Commissioner Styche stated if a company is putting a new roof on a house and that roofing company puts a sign in the homeowner's yard, is that allowed or not.

Mr. Plietz stated we have always allowed companies that are doing work on a homeowner's property to place a sign in the yard and Mr. Plietz stated he will look into why a violation letter was sent.

Commissioner Chiurazzi questioned how long signs are allowed to be on buildings for a business that is no longer in business.

Mr. Plietz stated the signs on a building should be taken down 30 days after the close of the business. We don't enforce this a lot because a blank space on a building or sign does not look good.

There were no other questions or comments.

- E. COG:** Commissioner Ruffennach reported he was unable to attend the COG meeting and will stop at their office to get an update for the workshop meeting.

There were no questions or comments.

- F. Finance:** Mr. Hinds submitted a written report prior to the meeting and highlighted the following:

1. *External Auditors.* Communication has started and has to be off site due to the COVID-19 regulations. The information is being submitted to the Auditors through emails.

There were no questions or comments.

- G. Parks and Recreation:** Mr. Thauvette reported the following:

1. *New Parks and Recreation Director.* There is a motion on tonight's Agenda for hiring a new Parks and Recreation Director.
2. *Concerts in the Park.* We have a full schedule for concerts in the Park this year. More information will be announced at later dates.

There were no questions or comments.

- H. Planning/Development/Zoning:** Mr. Caun submitted a written report prior the meeting and added the following:

1. *Zoning Hearing Board.* Will be hearing three (3) Variance requests on March 16th. One is for a home-based business. Second one is for a porch encroaching into the front yard by 5 feet. The third is for Chick fil A which made application for land development at the Chartiers Valley Shopping Center in the old Taco Bell site and are requesting set back variances.
2. *Planning Commission.* On March 4<sup>th</sup>, the Planning Commission will continue their discussion on where private and public schools should be allowed in the Township.
3. *Planning Commission Meeting* on March 18<sup>th</sup>, will review the Chick Fil A land development plan.

There are no questions or comments.

- I. Public Safety – Fire:** A written report was submitted prior to the meeting. Chief Troy Riddle of Kirwan Heights VFD was available to answer any questions.

Commissioner Ruffennach stated both Rennerdale VFD and Presto VFD have started their fish fries. They have put of signs around the Township with dates and times.

There were no other questions or comments.

**J. Public Safety – Police:** Chief Campbell submitted a written report prior to the meeting and added the following:

1. *Newest Police Officer.* Officer Justin Dzubinski has completed his field training and has been assigned to night shift. He is doing very well and is a welcome addition.

There were no questions or comments.

**K. Public Works:** Mr. Palmosina submitted a written report prior to the meeting and was unavailable for the virtual meeting.

Commissioner Ruffennach stated the Public Works Department have been doing an awesome job with the snow and ice removal. They have spent a lot of hours keeping the roads clear of ice and snow.

Mr. Thauvette stated during the last snow storm two (2) of our trucks did break down and they have been repaired. We are also getting closer to our new F550 truck being completed in the next couple of weeks. Also, the Public Works Department have attended a PA One Call class on digging training and marking of lines.

Commissioner Chiurazzi questioned how our salt supply is.

Mr. Thauvette stated we are in good shape.

There were no other questions or comments.

**L. Sewer Department.** Mr. Jim Nordquest submitted a report prior to the meeting and would be happy to answer any questions the Board may have.

There were no questions or comments.

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

#### **IV. Public Comment/Comment on New Business Items:**

3-minute duration to each signed up participant. Please sign in to talk and state subject.

Mr. Thauvette stated there were no public comments.

#### **V. New Business:**

1. Consider action on bond reduction request No. 2 from the Regional Council of Carpenters. The Township Engineer recommends that the Township reduce the bond amount from \$10,071.59 to \$8,471.59, which is 110% of the total cost for the remaining improvements plus 10% of the completed items.

*Motion was made by Commissioner Styche, seconded by Commissioner Cupples, to approve bond reduction request No. 2 from the Regional Council of Carpenters as stated above. By unanimous vote, the motion carried.*

2. Consider action to adopt Ordinance No. 717, an Ordinance amending the Collier Township Code of Ordinances, Section 27-2304.7, On-Premises Directional Signage and Section 27—2308.3.B.5 Ground Signs, to revise Zoning Regulations applicable to On-Premises Directional Signs and Ground Signs.

*Motion was made by Commissioner Cupples, seconded by Commissioner Ruffennach, to adopt Ordinance No. 717 as stated above. By unanimous vote, the motion carried.*

3. Consider action to advertise an Ordinance for the Nevilleside Plan street acceptance.

*Motion was made by Commissioner Styche, seconded by Commissioner Chiurazzi, to advertise an Ordinance for the Nevilleside Pan street acceptance. By unanimous vote, the motion carried.*

4. Consider action on Resolution 022221-01; A Resolution to accept the sanitary sewers in the Sunrise Junction Development, Phase I and accepting the sanitary sewer easement per the description on Exhibits A, B and C.

*Motion was made by Commissioner Cupples, seconded by Commissioner Styche, to approve Resolution 022221-01 as stated above. By unanimous vote, the motion carried.*

5. Consider action to hire Grace Maglison and Emma Laughlin for the position of Front Desk Attendants at the Collier Community Center at a rate of \$9.00 per hour.

*Motion was made by Commissioner Ruffennach, seconded by Commissioner Styche, to hire Grace Maglison and Emma Laughlin as stated above. By unanimous vote, the motion carried.*

6. Consider action to hire Mary Beth Birks for the position of Parks and Recreation Director at a rate of \$60,500.00 effective March 1, 2021 and pending the passing of a pre-employment drug test.

*Motion was made by Commissioner Styche, seconded by Commissioner Cupples, to hire Mary Beth Birks as stated above. By unanimous vote, the motion carried.*

## **VI. Account Transfer:**

- Approval of the transfer of \$100,000.00 from the General Fund Account to the Capital Fund Savings Account.

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

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

- Invoices paid and checks written from February 9, 2021 to February 21, 2021 in the amount of \$73,394.53.

*Motion was made by Commissioner Styche, seconded by Commissioner Ruffennach, to approve the General Fund invoices paid and written as stated above. By unanimous vote, the motion passed.*

- Bills requested for payment for February 22, 2021 in the amount of \$156,636.05.

*Motion was made by Commissioner Chiurazzi, seconded by Commissioner Styche, to approve the General Fund bills requested as stated above. By unanimous vote, the motion passed.*

**VIII. Approval of Capital Investment Account Items:**

- Bills requested for payment for February 22, 2021 in the amount of \$385,640.08

*Motion was made by Commissioner Cupples, seconded by Commissioner Ruffennach, to approve the Capital Fund Account items as stated above. By unanimous vote, the motion passed.*

**X. Approval of Sewer Account items:**

- Invoices paid and checks written from February 9, 2021 to February 21, 2021 in the amount of \$11,413.50.

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

- Bills requested for payment for February 22, 2021 in the amount of \$95.99.

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

**XI. Adjourn**

*Motion was made by Commissioner Styche, seconded by Commissioner Ruffennach, to adjourn the meeting at 7:25p.m. By unanimous vote, the motion passed.*

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Wayne M. Chiurazzi – President  
Board of Commissioners

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Valerie A. Salla  
Township Secretary