

**MINUTES
COLLIER TOWNSHIP BOARD OF COMMISSIONERS**

WORKSHOP VIRTUAL MEETING

January 11, 2021

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. This was a virtual meeting due to the COVID-19 regulations.

A. PLEDGE OF ALLEGIANCE

B. ROLL CALL:

BOARD

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

STAFF

Chuck Means, Solicitor – Present
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:** Was held prior to the meeting to discuss legal and personnel issues.

II. NOMINATIONS OF BOARD OFFICIALS:

1. NOMINATIONS FOR PRESIDENT:

Motion was made by Commissioner Styche, seconded by Commissioner Ruffennach to nominate Commissioner Chiurazzi as President. By unanimous vote, the motion carried.

2. NOMINATIONS FOR VICE PRESIDENT:

Motion was made by Commissioner Chiurazzi, seconded by Commissioner Ruffennach to nominate Commissioner Styche as Vice- President. By unanimous vote, the motion carried.

3. NOMINATIONS TO FILL COMMISSIONER VACANCY:

Dan Oberleitner was nominated by Commissioner Ruffennach.

Mary Ann Cupples was nominated by Commissioner Styche.

Commissioner Chiurazzi asked the Board for discussion on Mr. Oberleitner.

Commissioner Ruffennach stated that Dan Oberleitner sat on the Municipal Authority Board as President for more than 15 years. He would be a great candidate for the Board simply because the Township has taken over the Authority and we are going to have questions and he would be the man to answer these questions. He would also be the man to tell us what we need to do on a continuing regiment like getting sewers clean and getting the sewers tested, etc. he would be a great asset to this Board.

Commissioner Chiurazzi asked for Board discussion on Mary Ann Cupples and asked for her name confirmation.

Mr. Thauvette stated it is Mary Ann Cupples-Wisniowski.

Commissioner Styche stated Mary Ann has lived in the community for several years and has been involved with Friends of Collier Parks and Recreation for several years and highly active in the community. She is currently our elected Treasurer. She is very involved with the community and would be a great asset for this Board.

Commissioner Zymroz stated that both candidates would be good. They are both impressive for the community with things they have done and we can't go wrong either way.

Commissioner Chiurazzi questioned Solicitor Means how to proceed with having two (2) candidates to fill the vacancy on the Board.

Solicitor Means stated the procedure is there are two (2) candidates that have been nominated and Commissioner Chiurazzi can call for a vote. Each of the nominations will need a second.

Motion was made by Commissioner Ruffennach, to nominate Dan Oberleitner to fill the vacancy. There was no second.

Motion was made by Commissioner Styche, seconded by Commissioner Zymroz, to nominate Mary Ann Cupples to fill a vacancy in the unexpired term of former Commissioner Dawn Williams-Zabicki, effective till December 31, 2021. By a 3 to 1 vote the motion carried. Commissioner Ruffennach was abstained.

4. Consider action on Resolution 011121-04; A Resolution to appoint Mary Ann Cupples to fill the unexpired term of Collier Township Commissioner Dawn Williams-Zabicki ending on December 31, 2021.

Motion was made by Commissioner Styche, seconded by Commissioner Zymroz, to approve Resolution 011121-04 as stated above. By a 3 to 1 vote the motion carried. Commissioner Ruffennach was abstained.

5. *Oath of Office*

The Honorable Maureen McGraw Desmet administered the oath of office to Commissioner MaryAnn Cupples-Wisniowski.

The Board congratulated Commissioner Cupples.

III. ASSIGNMENT OF 2021 COMMITTEE CHAIRS:

| Committee | Chair | Co-Chair |
|----------------------|------------------|------------------|
| Admin/Public Affairs | Debbie Zymroz | Mary Ann Cupples |
| Building/Codes | Wayne Chiurazzi | Mary Ann Cupples |
| COG | Rick Ruffennach | Mary Ann Cupples |
| Finance | Dan Styche | Debbie Zymroz |
| Parks and Recreation | Dan Styche | Wayne Chiurazzi |
| Planning/Zoning | Mary Ann Cupples | Wayne Chiurazzi |
| Public Safety | Rick Ruffennach | Debbie Zymroz |
| Public Works | Debbie Zymroz | Dan Styche |
| Sewer Department | Dan Styche | Debbie Zymroz |

IV. Board Discussion for Committees

A. Administrative/Public Affairs

Commissioner Zymroz congratulated Commissioner Cupples and reported the following:

1. *Manager's Coffee Hour*. Will be held on February 1, 2021 at 9:30a.m. at the Community Center. Space is limited due to CDC guidelines and you must pre-register on the Township website.

B. Building/Codes

Commissioner Chiurazzi congratulated Commissioner Cupples.

There was no report.

C. COG

Commissioner Ruffennach welcomed Commissioner Cupples and reported the following:

1. The 2021 Budget was passed.
2. The 2021 Vector Truck rental rates have stayed the same as the 2020 rate. There are weeks available for use this year.
3. The next meeting will be in a week or two and it will be a zoom meeting.

Commissioner Chiurazzi questioned if the Board is still comfortable being in this COG or do, we want to look into others.

Commissioner Ruffennach stated we discussed this in 2020 and we decided to stay with the COG we are in because we were taking over the Sewer Authority. It was in our best interest to stay with the Char West COG. This year we will be more involved with the sewer program than last year. We should stay with the Char West COG for at least this year and see how it goes.

Commissioner Chiurazzi stated for Commissioners Ruffennach and Cupples to talk about this and see if it is the right thing to do and stay with them.

Commissioner Ruffennach stated there are Grants and things we get through the COG. This is a debate every year.

Mr. Thauvette stated we use the COG for larger grants like the CDBG Grants.

Commissioner Chiurazzi questioned if there is any advantage going somewhere else.

Mr. Thauvette stated we need to consider the cost of being part of the COG for what we get in return for that cost. He was happy to provide all of the costs for the Police Association, Fire Chief's Association and the COG dues. Last year we considered the SHACOG. He can get costs for 2021 to be in the SHACOG and what is offered.

Commissioner Styche stated he remembered what Commissioner Ruffennach stated last year for the COG and give pretty good points for staying with the Char West COG and he feels Commissioner Ruffennach's recommendations hold high with this Board.

Commissioner Chiurazzi stated for Commissioners Cupples and Ruffennach to attend the first Zoom meeting and see what you think.

D. Finance

Commissioner Styche welcomed Commissioner Cupples and deferred the report to Mr. Thauvette.

Mr. Thauvette reported the following:

1. *2021 Budget.* Was passed and we are officially work off our new 2021 Budget. The Budget is lean for Capital Improvements and we still have the paving project in place and should be able to repair Scotts Run Road.

Commissioner Chiurazzi questioned if the Township will be receiving any money from the Federal Government's new stimulus package that was passed.

Mr. Thauvette stated not from the most recent stimulus package that was passed. Municipal funding was not included in this round and this will be pushed for in the next stimulus package round.

E. Parks & Recreation

Commissioner Styche reported the following:

1. *Community Center.* Was closed over the Christmas and New Year's holidays due to the Governor's COVID19 orders. The center is now open again under the prior restrictions.
2. *Parks Director.* Currently we are interviewing. There have been five (5) people interviewed so far and more to do. We will narrow it down and make a decision.

F. Planning and Land Use Development

No Report.

G. Public Safety

Commissioner Ruffennach reported the following:

1. *Fire Departments.* They are working on by-laws together and he has a meeting with the departments on January 12th and asked Commissioner Zymroz if she was interested in attending, it will be at 7:00 p.m. at the Presto VFD.
2. *Containment Trailers.* He is still waiting to hear back from Andy Giorski of the Rennerdale VFD about these trailers for training. Rennerdale VFD was supposed to go door to door asking the neighbors how they felt about having these trailers next to their properties.
3. *Police Department.* Is back to full strength. There are no Officers off on Workers Compensation. The new Officer has been in training and doing well. He will not be in place for a couple of months.

H. Public Works

Commissioner Zymroz reported the following:

1. *Public Works Dept.* She gave a big thank you to the guys for the work they did on the two (2) snowstorms over the holidays. They worked over 20-hour shifts. The roads were in great shape compared to other communities.
2. *Christmas Tree Stands.* Public Works built tree stands for the Christmas trees at the Community Center and they also put lights on them so people could decorate them.
3. *Cold Patching.* Done on some of the roads.
4. *Manhole Cover.* Repairs
5. *Salt Dome.* This was cleaned out and new salt is ready to go.

I. Sewer Department

Commissioner Styche deferred the report to the Manager.

Mr. Thauvette reported the following:

1. *Sewer Department Charges.* This is on the Agenda this evening to set the sewer charges. The increase is going to mirror what Alcosan's increase is to the Township. It is a 7% increase from Alcosan. It is not an increase from the Township and there is no benefit to the Township.
2. *Jordan Tax Service.* They currently collect all the Township Real Estate taxes and will now be doing the sewer billing. All the residents will get notification of this change.

Commissioner Styche stated that currently the residents can pay their sewer bills online with a check with a fee. Does Jordan Tax Service have this feature that you can pay online with a check and not be charged a fee?

Mr. Thauvette stated he will check into it and get back to the Board.

J. Township Manager / Township Business

Mr. Thauvette reported the following:

1. *COVID-19 Vaccinations.* We are starting to see the first responders getting vaccinated. Our Chief of Police attended a meeting a couple weeks ago that was held to discuss the roll out of the vaccination for the first responders which fall into the 1B category. Currently vaccinations are still being given out to the 1A category. Private pharmaceutical companies are getting vaccinations and wanting to give them out to people they determine receive it like the first responders. According to Governor Wolf's roll out plan for the vaccines, we are not there yet. If the vaccine becomes available for the first responders, we have given a list of our first responders to the companies so they can get the vaccinations.

Commissioner Styche stated we are still under the 1A category and the fire and police fall under the 1B category. The vaccines have been given to the hospitals and long-term care facilities. Some of these facilities have received too many vaccines and they are reaching out to different EMS, Fire and Police services so the vaccines can be given to them. This is how the extra shots are becoming available. The shots are not being given out to jump over the 1A category.

2. *Commercial Land Use.* Sheetz is ready to open and have their Occupancy Permit. However, the Sheetz Corporation has decided to use this Sheetz as a training facility for new employees before they open. Sheetz is hoping to do a ribbon cutting in small groups. Invitations are to go out soon.

Commissioner Chiurazzi stated the Sheetz site looks really good and they did a good job on planting the trees.

Mr. Thauvette reminded the Board that the ten (10) trees planted here on the Municipal grounds are from the Sheetz per the agreement.

Commissioner Chiurazzi asked for any updates on the Chartiers Valley Shopping Center site.

Mr. Thauvette stated there is nothing official yet.

K. PUBLIC COMMENT ON NEW BUSINESS ITEMS:

My name is Frank Nogal
500 Azalea Lane
Bridgeville, PA 15017

Letters of violation were sent out to 3 of my neighbors regarding damaged sidewalks. I received copies of them through a right to know . I was told by Kyle that it is township policy to send violations to the property owner. After some research at the county recorder of deeds . Woodville Associates owns the sidewalks in our community. They are on the deed on record. Eventually they will be turned over to the homeowner's association. Kyle has a copy of the deed on record. I believe it would benefit Collier township to pull the 3 letters back from the 3 homeowners and send them to the rightful owner of the sidewalks! I would like the commissioners to know what happened. Please let me know what else I need to do to spread the word.

Thank you.

Also attached is a 13-page deed for Woodville Associates.

L. NEW BUSINESS:

1. Consider action on Resolution 011121-01; a Resolution amending Zoning Ordinance to remove School, Public or Private as a use permitted by conditional use in the R-1 Rural Residential District, R-2 Suburban Residential District, R-2-A Suburban Residential PRD District and R-3 Medium Density Residential District and R-4 Residential/Gateway District add School, Public or Private as a use permitted by conditional use in the B-1 Planned Shopping Center District.

A motion was made by Commissioner Chiurazzi, seconded by Commissioner Ruffennach to approve Resolution 011121-01 as stated above. By unanimous vote, the motion passed.

2. Consider action on Resolution 011121-02; A Resolution authorizing the Township Engineer to execute all required documents with the Pennsylvania Department of Environmental Protection (DEP).

A motion was made by Commissioner Styche, seconded by Commissioner Zymroz to approve Resolution 011121-02 as stated above. By unanimous vote, the motion passed.

3. Consider action on Resolution 011121-03; A Resolution for the destruction of specific records in the Police Department.

A motion was made by Commissioner Styche, seconded by Commissioner Ruffennach to approve Resolution 011121-03 as stated above. By unanimous vote, the motion passed.

4. Consider action on Resolution 011121-05: A Resolution setting the uniform rate structure to be applied to monthly usage charges for sewer use service.

A motion was made by Commissioner Zymroz, seconded by Commissioner Cupples to approve Resolution 011121-05 as stated above. By unanimous vote, the motion passed.

5. Consider action to re-appoint the Post-Gazette as the Collier Township official newspaper of record for public advertising in 2021.

A motion was made by Commissioner Chiurazzi, seconded by Commissioner Ruffennach to re-appoint the Post-Gazette as stated above. By unanimous vote, the motion passed.

6. Consider action to re-appoint Mark C. Turnley and Associates as the Collier Township Auditor for audit year 2021.

A motion was made by Commissioner Ruffennach, seconded by Commissioner Styche to re-appoint Mark C. Turnley and Associates as stated above. By unanimous vote, the motion passed.

7. Consider action to re-appoint Goehring, Rutter and Boehm as the Collier Township Solicitor for 2021 as per the rate schedule submitted.

A motion was made by Commissioner Zymroz, seconded by Commissioner Cupples to re-appoint Goehring, Rutter and Boehm as stated above. By unanimous vote, the motion passed.

8. Consider action to re-appoint Lennon, Smith, Souleret Engineering, Inc. as the Collier Township Engineer for 2021 as per the rate schedule submitted.

A motion was made by Commissioner Zymroz, seconded by Commissioner Styche to re-appoint Lennon, Smith, Souleret, Inc. as stated above. By unanimous vote, the motion passed.

9. Consider action to appoint George Macino to the Vacancy Board for a one (1) year term ending on December 31, 2021.

A motion was made by Commissioner Chiurazzi, seconded by Commissioner Styche to appoint George Macino as stated above. By unanimous vote, the motion passed.

10. Consider action to re-appoint Brentwood Bank as the official Township Depository and the designated signers on all accounts are Commissioner Chiurazzi, Commissioner Styche, Township Manager Kyle P. Thauvette and Township Secretary Valerie A. Salla.

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

11. Consider action to set 2021 compensation for all non-bargaining unit employees as set forth in the 2021 adopted budget.

A motion was made by Commissioner Cupples, seconded by Commissioner Styche to set the 2021 compensations as stated above. By unanimous vote, the motion passed.

12. Consider Action to enter into a mutual aid agreement with the Township of Scott, the Borough of Bridgeville, the Borough of Carnegie, and the Borough of Heidelberg for emergency snow removal assistance.

Commissioner Chiurazzi asked Mr. Thauvette to explain this agreement and what is the Township's exposure.

Mr. Thauvette stated this gives us the ability with neighboring communities to receive their assistance if we would happen to have a large number of the Public Works Department off due to COVID-19 or other illness, we could call on our neighboring communities in the agreement for assistance and vice versa. The liability would stay with the vehicle and the person in it. For example, if a Scott Township truck got into an accident helping on a Collier Township Road, or Scott Township plowed over a mailbox, then Scott Township would be the responsible liable party. Scott Township would have to replace the mailbox. This agreement does allow for reimbursement for materials used base on salt quantities.

Commissioner Chiurazzi questioned using the example of; Bridgeville is out for a week and Collier Township is helping them out, Collier Township will then suffer. Are we getting paid for our time and materials?

Mr. Thauvette stated we are paid just for materials. We would not get paid for our time. During a snowstorm, we would take care of Collier Township roads first and then go the help that community.

Commissioner Chiurazzi questioned who will coordinate this and say who gets to go where.

Mr. Thauvette stated it would be the community that is closest to the area in need of service. We have route maps of where we plow and salt. The person would go to the area closer to their route. This is only in an emergency.

A motion was made by Commissioner Styche, seconded by Commissioner Ruffennach to enter into a mutual ad agreement as stated above. By unanimous vote, the motion passed.

13. Consider action to accept the resignation of Mary Ann Cupples-Wisniowski as the Collier Township Tax Collector.

A motion was made by Commissioner Zymroz, seconded by Commissioner Ruffennach to accept the resignation as stated above. By unanimous vote, the motion passed.

Mr. Thauvette stated that since Mrs. Cupples-Wisniowski was elected as the Tax Collector and deputized Jordan Tax Service to collect taxes. The first-class Township code reads if there is a resignation in the middle of a term, the Board of Commissioners has the ability to appoint an individual(s) or a third-party agency to be the Township Tax Collector. Jordan Tax Services collects the Township taxes now and it should continue to do so instead of appointing another person and having them deputized.

14. Consider action to appoint Jordan Tax Services Collection Agency as the Collier Township Tax Collector for the remainder of the vacant term ending December 31, 2022.

A motion was made by Commissioner Styche, seconded by Commissioner Zymroz to appoint Jordan Tax Service as stated above. By unanimous vote, the motion passed.

III. Approval of General Fund Operating Account items:

- Invoices paid and checks written from December 15, 2020 to January 10, 2021 in the amount of \$843,564.04.
- Bills requested for payment for January 11, 2021 in the amount of \$117,878.76.

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

IV. Approval of Capital Investment Account items:

- Invoices paid and checks written from December 15, 2020 to January 10, 2021 in the amount of \$22.44.

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

V. Approval of Sewer Account items:

- Invoices paid and checks written from December 15, 2020 to January 10, 2021 in the amount of \$49,394.03.

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

VI. ADJOURNMENT:

Before adjourning the meeting, Commissioner Chiurazzi thanked the Club at Nevillewood for providing Public Works with food and coffee throughout the year.

Mr. Thauvette also thanked the Club at Nevillewood for providing the Police and Administration with lunches throughout the last several months of the year.

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

Wayne M. Chiurazzi, President
Board of Commissioners

Valerie A. Salla
Township Secretary