

**MINUTES  
COLLIER TOWNSHIP BOARD OF COMMISSIONERS**

**WORKSHOP MEETING**

**July 12, 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.

**A. PLEDGE OF ALLEGIANCE**

**B. ROLL CALL:**

**BOARD**

Mary Ann Cupples – Present  
Daniel Styche – Present  
Debra Zymroz – Present  
Rick Ruffennach – Present  
Wayne Chiurazzi, Esq. – 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:** 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. *Glass Recycling Event.* July 24 to July 29. Residents and non-residents can participate in bringing their clean, empty glass recycling to the back parking lot of the Township building to place in the provided bins.
2. *CPR Training.* Township employees participated in CPR Training on July 7<sup>th</sup>.
3. *Confined Space/Traffic Control Training.* The Public Works Department employees will be attending confined space training on July 13<sup>th</sup>.
4. *McMichael Road.* Resurfacing should start next week.
5. *Manager's Coffee Hour.* Will be held on Tuesday, August 2, 2021 at 9:30a.m. at the Community Center. You do not have to rsvp to attend.

Commissioner Chiurazzi questioned when Woodhall Court was going to be paved.

Mr. Thauvette stated possibly next week, weather permitting.

Commissioner Zymroz stated there is a large pothole on McMichael Road that is on the left-hand side.

Ms. Salla stated the office has had several calls about it and she has reported it to the State numerous times. It is located in front of 19 McMichael Road.

Commissioner Chiurazzi asked Mr. Thauvette to send the State a note about the pothole.

There were no other questions or comments.

## **B. Building/Codes**

Commissioner Cupples reported the following:

1. *Chase Bank*. Construction has been completed except for some minor details. They anticipate opening in the beginning or middle of August.
2. *Burlington*. Has obtained a building permit and started construction with a completion date of late October or the beginning of November.
3. *Department Store*. The remainder of the old Kmart space is anticipating a building permit approval for an additional department store.
4. *Domino's Pizza*. Has obtained a building permit and will occupy a store space in the Great Southern Shopping Center near G & S Signs.

Commissioner Chiurazzi questioned if the rumor is correct that a Primanti's Brothers is going in the space where the Bridge was.

Mr. Thauvette stated this has been a rumor for a year now and there has not been any submissions for it.

Commissioner Chiurazzi stated there is a Tesla Dealership going into the Newbury area and an 80,000sq.ft. furniture store. This will be good for the region.

## **C. Finance**

Commissioner Styche reported the following:

1. *Federal Government Money*. In order to receive American Recovery Act Funding. The Township was required to submit a single application through the Commonwealth's DCED portal. The application was submitted in June and we are waiting to transfer the first part of funding and we have not been notified as to when we will receive it, but it should be this month.
2. *GEDF Funding Award*. The Township has completed this award with improvements to intersections at Steen Road and Washington Pike as part of the Sheetz development project. Part of the close out requires a separate Audit of the close out and funds spent. The Auditor's are in the process of completing this audit so the grant can be closed out.

3. *Capital Request Project Form.* A justification memo has been created for Capital request projects. This will ensure that all departments and Board members can review and approve project spending and provide an extra layer of accountability when audited annually. A draft is available for the Board members and will be distributed Monday evening.

There were no questions or comments.

#### **D. Parks & Recreation**

Commissioner Styche reported the following:

1. *DCNR Update.* Co-Stars quotes for the playground equipment installation at Kelly Park and Hilltop Park and the electronic sign at Collier Parks have been signed and submitted to DCNR for review. Once it is approved, the work can begin.

Commissioner Styche asked for an update.

Mr. Thauvette stated this is still in review. The DCNR has specifications that they like to see on those quotes. If they are approved, the play structure company has a six (6) to seven (7) week lead time which will put us into late summer, early fall, to have the equipment installed.

Commissioner Styche questioned if there has been any confirmation on the Trail water line and restroom facilities.

Mr. Thauvette stated not yet. He was hoping to hear back from the DCNR today. He checked the application on-line and it says it is “in progress”. Mr. Thauvette stated he was not sure what this meant and is waiting to hear back from the DCNR for clarification.

2. *Collierfest.* The Collier EMA met today in preparation of Collierfest. The EMA will meet to provide a safe and fun filled Collierfest that will be held on September 24<sup>th</sup> from 5:00 p.m. to 9:00 p.m. and September 25<sup>th</sup> from 4:00 p.m. till the end of fireworks.
3. *Pickleball.* Webb Park pickleball courts construction has started. Fence posts are in and fencing has started. Resurfacing will begin after the fencing is completed.

There were no questions or comments.

#### **E. Planning and Land Use Development**

Commissioner Cupples reported the following:

1. Planning Commission. Will meet on July 15th at 7p.m. to hear the following:
  - a. *Creekside Meadows.* Maronda Homes plan at the corner of Steen Hollow and Thoms Run Road. The Developer is proposing 50 single family homes.
  - b. *Chartiers Valley Shopping Center.* Proposal of a new Starbucks at the far end of the Kmart parking lot. They are also proposing a drive through at Panera Bread.

2. *Public Hearing.* The Board of Commissioners has scheduled a public hearing regarding the proposed school use ordinance on Monday, July 26<sup>th</sup> at 6:00 p.m.

There are no questions or comments.

#### **F. Public Safety**

Commissioner Ruffennach had nothing to report.

Chief Wauthier of the Presto VFD was in attendance and did not have anything to report.

There were no questions or comments.

#### **G. Public Works**

Commissioner Zymroz reported the following:

1. *PA One Training and CPR Training.* Continues.
2. *Grass cutting* along Township roads.
3. *Emergency Management Room and two (2) storage rooms* are almost complete.
4. *Ballfields.* Baseball and Softball has started and there have been no complaints on the field conditions.
5. *Webb Field* dugouts painted.
6. *Pavilion* at Collier Park hole temporarily patched.
7. *Wildflowers* were planted along the Discovery path.
8. *Panhandle Trail.* Cutting back sides to get ready for Rock the Quarry.

There were no questions or comments.

#### **H. Sewer Department**

Commissioner Styche reported the following:

1. *Grant Funding – Summer Drive Sewers.* Prior to the Township taking over the Municipal Authority, they received grant funding to install a sewer line for the residents on Summer Drive located off Steen Road. There have been five (5) of the seven (7) residents to date that have connected to the line and are now part of the sanitary sewer system. The remaining two (2) homes have not connected yet and we will be sending notifications letters to these residents requiring them to connect to the sewer system. Township Ordinances require residents to connect to the sanitary sewer system if the system is available.

Commissioner Styche questioned if there is a time frame for a resident to connect to the system and if the resident does not have the money to do this, what provisions can they take?

Mr. Thauvette stated that in the past, residents have been granted a 90-day extension following their initial letter and they were also sent a follow up letter if a further extension was required by the homeowners. We will probably follow this same process in notifying them and we will work with those residents to figure out a timeline that works for them and also with them paying to connect. Mr. Thauvette looked into some funding sources. The State and County both offer low interest loans for projects like this for residents. There is the Allegheny

County home improvement loan program that he believes is a zero percent loan up to \$10,000.00. There is also the PENNVEST homeowner septic program loan that is for people that are currently on a septic system that need to connect to a municipal system. This information will be given to the residents. We are willing to work with residents to make sure they continue to progress with getting connected to our sewer system.

Commissioner Styche thanked Mr. Thauvette for looking into this.

2. *DEP Consent Order.* Has been finalized and we are waiting for distribution of the order for review and the adoption. The interim corrective action for the tap allocations has expired June 30, 2021. The Township submitted a letter requesting an extension until December 31, 2021 or until a consent order can be signed. It is unlikely this will be approved based on the difficulty we had getting the DEP approval at the beginning of the year, but we hope to have an executive agreement with the DEP by the end of the month.

There were no questions or comments.

#### **I. Township Manager / Township Business**

Mr. Thauvette reported the following:

1. *Chase Bank.* Is hoping to open in the middle of August and we are working to put something together with the Chamber of Commerce for a ribbon cutting ceremony.
2. *Bids.* For the Scott's Run slide repair and the chipping along Fort Pitt Road. Part of last year's paving program was to scratch Fort Pitt from the beginning to the end which is from Baldwin Road down to Fort Pitt. This is a thin layer of asphalt down the road with a stone chip finish. We got onto a bid with North Fayette Township with some of their roads to help us get a better price. We then broke this into three (3) different sections. The individual sections cost are \$12,500, \$19,560.00 and \$17,120.00. This will be about \$48,000.00 total to do the whole section. The Scott's Run slide repair had a low bid from LM&R Excavating of \$371,900.00. In our budget, we allocated \$200,000.00 for this project. Mr. Hinds and Mr. Thauvette will look at the budget to see if they can make as much of these projects completed this year and will have a proposal for the Board for the meeting in two (2) weeks.

Commissioner Chiurazzi stated he would like to get the recognitions done for the people in school sports that the Board spoke about.

Mr. Thauvette stated he would like to see if they are available to come be recognized at a public meeting in July. He will include the school sports and the guy that did the bike riding.

Commissioner Chiurazzi asked about the meeting with the school district about use of the fields or a partnership.

Mr. Thauvette stated he spoke to the superintendent and there was some discussion about possibly partnering with Webb Field for softball usage. Dr. Vanetta's plan is within the next couple of years and was not ready to get into a lot of discussion on doing this.

Commissioner Cupples informed the Board that the Margaret Street residents would like to meet with elected Officials and asked if Mr. Thauvette set the meeting up yet.

Mr. Thauvette stated he has not done that yet and will make sure he sets up the meeting and ask Representative Jason Ortity to attend as well.

There were no other questions or comments.

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

There were no public comments.

### **IV. NEW BUSINESS:**

1. Consider action to appoint Jeff Witman and Alicia Guarnaccio to the Parks and Recreation Board for a 4-year term ending on December 31, 2024.

*A motion was made by Commissioner Styche, seconded by Commissioner Zymroz, to appoint Jeff Witman and Alicia Guarnaccio as stated above. By a unanimous vote, the motion passed.*

### **V. Account Transfer(s):**

- Approval of the transfer of \$97,000.00 from the General Fund Account to the Capital Fund Checking Account.

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

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

- Invoices paid and checks written June 29, 2021 to July 11, 2021 in the amount of \$244,644.14.
- Bills requested for payment for July 12, 2021 in the amount of \$440,352.24.

*Motion was made by Commissioner Chiurazzi, seconded by Commissioner Styche, 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 and checks written from May 23, 2021 to June 13, 2021 in the amount of \$17.47.

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

- Bills requested for payment for June 14, 2021 in the amount of \$1,035.66.

*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 and checks written from June 29, 2021 to July 11, 2021 in the amount of \$2,828.71.

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

- Bills requested for payment for July 12, 2021 in the amount of \$3,304.24.

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

**IX. ADJOURNMENT:**

*Motion was made by Commissioner Zymroz; seconded by Commissioner Styche; to adjourn the workshop meeting at 7:30 p.m. By unanimous vote of the Board the motion passed.*

---

Wayne M. Chiurazzi, President  
Board of Commissioners

---

Valerie A. Salla  
Township Secretary