

**MINUTES  
COLLIER TOWNSHIP BOARD OF COMMISSIONERS**

**WORKSHOP MEETING**

**July 13, 2020**

**7:00 P.M.**

- I. CALL TO ORDER:** Commissioner Chiurazzi called the workshop meeting of the Board of Commissioners to order at 7:03 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 – Absent

**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  
Rochelle Barry, Parks Director – Absent  
Kyle Thauvette, Twp. Manager - Present  
Valerie Salla, Twp. Secretary – Absent

- C. EXECUTIVE SESSION:** Was held to discuss legal and personnel matters.

**II. Board Discussion for Committees**

**A. Administrative/Public Affairs**

Commissioner Zymroz reported the following:

1. *Rock the Quarry XX* – The Friends of Panhandle Trail have cancelled this year’s Rock the Quarry. This would have been the 20<sup>th</sup> year. They are planning on selling Duck race tickets and streaming the event. Contact Kay Downey-Clarke or any of the trail members for tickets.
2. *Allegheny County Cares Funding* – These funds go to the State and local governments by way of the Coronus Virus relief fund and based on population size. Collier Township will be working with Allegheny County on the Township’s COVID19 expenditures to lesson the burden on taxpayers and help close the gap of the projected revenues and expenditures for 2020.
3. *Glass Recycling* – The closest place to recycling glass is at the South Fayette Municipal building until July 16<sup>th</sup>, 2020.
4. *CTMA Transfer* – This took affect July 1, 2020. Residents can continue paying their bills online or if paying by a personal check, they are now made payable to Collier Township Sewer Department.

5. *Manager's Coffee Hour*. This will be virtual on Monday, August 10<sup>th</sup> at 9:30 a.m.

Commissioner Chiurazzi questioned if we knew what Collier Township may receive from stimulus monies and when we will receive it.

Mr. Thauvette stated from the Allegheny County Cares Funding and based on the Township's population; we should get \$125,000.00. This will really help us offset the cost the Township has had associated with COVID19. There is a webinar meeting this Thursday, July 16<sup>th</sup> to go through the details and how to apply and when the funds will be available. He did not know the exact date yet.

## **B. Building/Codes**

Commissioner Chiurazzi asked Mr. Thauvette to give the report.

1. *Swimming Pools*. There have been numerous permits for swimming pools. People are buying pools. The International Building Codes have a new set of rules for above ground pools. We are following the rules and giving guidance to the residents getting pools. However, there are a lot of illegal pools in Collier Township. Mr. Durisko has been informing the residents of the rules. Most of the pools being purchased do require fencing around the pool and if there is a pump on the pool there needs to be an electrical inspection. Even the smaller blow up pools need a fence around them. There is a lot of things to be done before setting up a pool. There is a frequently asked questions on our codes corner on the website with information regarding pools.

Commissioner Chiurazzi stated to the residents to make sure if they are purchasing a pool to make sure they check with the Township.

## **C. COG**

Commissioner Ruffennach reported the following:

1. The COG is off for the summer and hope to go back in September face to face.

Commissioner Chiurazzi questioned if we have decided if we are staying with our current COG or still exploring our COG's.

Commissioner Ruffennach stated the Board decided to stay with this COG because of the Township taking over the Sewer Authority before we start jumping into other things and for the use of the sewer truck when needed.

## **D. Finance**

Commissioner Williams-Zabicki was absent. Mr. Thauvette reported the following.

1. *Earned Income Tax*. We are still waiting for the August Earned Income Tax report to come in. This is the largest line items of revenues once we receive this in August, it will give us a better idea as to were we stand fiscally for the remainder of the year.
2. *CTMA*. There will be an audit done for the first six (6) months of this year and then the Township's Auditor will look at it. The other six (6) months will be done by the Township's Auditor.

## E. Parks & Recreation

Commissioner Styche reported the following:

1. *Dog Park*. The opening has been changed from July 17<sup>th</sup> to July 31<sup>st</sup>. There will be four (4) benches installed. Friends of Collier Parks and Recreation will be providing three (3) of them and Parks and Recreation Department is providing one (1).

Commissioner Chiurazzi questioned if we will be having a grand opening for the dog park.

Mr. Thauvette stated yes. There will be a ribbon cutting and the unveiling of the sign.

2. *Concerts in the Park and CollierFest*. There were plans to hold these events. The Governor has changed the rules allowing only 50 people at outside events. The Board of Commissioners need to decide if we want to proceed with planning the events or not have any right now. It is hard to plan for these events when the rules may change.

Commissioner Zymroz stated CollierFest is a lot of work and if we are going to cancel it, we need to do it now.

Commissioner Chiurazzi questioned when CollierFest is scheduled for.

Mr. Thauvette stated the last Saturday in September.

Commissioner Chiurazzi stated it is so far away and hates to cancel it now when we maybe able to have it later.

A discussion took place on CollierFest.

*Motion was made by Commissioner Styche, seconded by Commissioner Chiurazzi, to cancel CollierFest this year. By a unanimous vote, the motion carried.*

Commissioner Styche stated the Concerts in the Park currently are at 50 people attending. They were this weekend and next weekend.

Mr. Thauvette stated the next one is the second Sunday in August.

Commissioner Zymroz questioned if the band is paid already.

Mr. Thauvette stated no. The bands understand that orders and recommendations change, our ability to host the concerts may change.

Commissioner Styche stated right now we do not have to cancel the concerts because they are at 50 people. This may have to change in the future if orders change.

The Board agreed.

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

Commissioner Williams-Zabicki was absent. Mr. Thauvette reported the following:

1. *Legacy Development.* The public hearing is continued to Monday, July 27<sup>th</sup> at 6:00p.m.
2. *Chuck Hackett.* Is applying for a rezoning application. He wants to rezone site 62 of the Nike Site which is located behind Nevilleside. He wants to go from an R2A to a B4. This will go to the Planning Commission this Thursday, July 16<sup>th</sup> and then to the Zoning Hearing Board. The Board will need to hold a public hearing once the Planning Commission has made a recommendation. The rezoning is for a towing company. Anything that is allowable in a B4 zoning can go there and not just a towing company.
3. *Great Southern Subdivision.* This is a one lot subdivision to separate the pad for Chase Bank from the Shopping Center parcel.
4. *Zoning Hearing Board.* Will be meeting on Tuesday, July 21<sup>st</sup> on a variance request from Dan and Debbie Smith on Nesbit Road to allow for a subdivision of a lot being 105 feet wide instead of the required 125 feet wide.

Commissioner Chiurazzi questioned if Sheetz is moving forward because there is a machine that has been sitting there since before the start of COVID19.

Mr. Thauvette stated yes, they are moving forward. There was an easement disagreement between PA American Water and Sheetz. They did come to an understanding and agreement. They will be starting back to work any day now.

Commissioner Chiurazzi questioned if Napoli's Restaurant is still moving forward.

Mr. Thauvette stated yes. That has slowed done because of COVID19 but are still moving forward.

Commissioner Ruffennach questioned if the widening of Route 50 will continue.

Mr. Thauvette stated yes. The poles have been moved and the lights are up. Sheetz can not open until the widening is completed.

#### **G. Public Safety**

Commissioner Ruffennach reported the following:

1. *Fire Meeting.* He and Commissioner Williams-Zabicki met with the fire chiefs from all three (3) fire companies. We have started to go over some of the recommendations of the fire study. Each fire department has their own individual bylaws. We will be working on a standard set of bylaws for the Township which may be some legal advice on. The departments have all been starting to train more together. It is a small start but we are starting. One of the biggest things that all three (3) fire departments agreed on was it may be getting time for a Fire Marshall or a fire codes person to oversee the three (3) departments.

Commissioners Ruffennach and Williams-Zabicki are looking long term on what our fire departments may need.

Commissioner Ruffennach stated they must commit to coming to a meeting and reporting on their bylaws and things, so we know they are fulfilling their part and working on moving forward.

#### **H. Public Works**

Commissioner Zymroz reported the following:

1. *Community Center Walking Trail.* Public Works have been removing trees and overgrowth.
2. *Summer Maintenance.* Weed spraying of the Monument, Ballfield infields and continued cutbacks of Township roads with arm tractor. Several pine trees have been removed around the Gazebo and other areas at the Township Building.
3. *Social Distancing.* Public Works go straight to their work sites instead of coming to the Township building. They are limiting their space and getting temperatures taken.

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

Mr. Thauvette reported the following:

1. *Retention Pond.* The Bio-retention facility is installed and completed on the back part of the Township building property. This will collect all the water coming from our parking lots, so it does not go down Walkers Mill Road and flood the residents at the bottom of the hill.

Commissioner Ruffennach questioned if the catch basin at the corner of our parking lot will be repaired or replaced.

Mr. Thauvette stated we are replacing it.

2. *E-Recycling Event.* The residents have been asking for is to do a hazardous household waste like paints, light bulbs, batteries, etc. There is a company that will assist us with that. They will set up the program, take reservations, social distance, and come to your car and take the items out. The Township could either pay for the entire event, share the cost of the event with the residents or have the residents pay for it themselves. If the Township pays for the whole event it will cost between \$2,500.00 and \$3,000.00 with a portion of that being reimbursed from DEP for us holding the event. If we split the cost with the residents, the cost will be between \$1,200.00 and \$2,000.00.

Commissioner Zymroz questioned how the residents would pay.

Mr. Thauvette stated the resident must register for the event and based on what you recycle, a fee would be associated with that.

Commissioner Chiurazzi questioned if there is a need for this and can we provide this with our budget monies.

Mr. Thauvette stated we regularly get calls. He will check with the company to see if there is a reduced rate.

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

Mr. Thauvette informed the Board on the following resident comments:

**Gail Neustadt** of 1503 Grand Cypress Lane sent in the following email:

To: Collier Commissioners  
From: Gail Neustadt  
Re: Comments For Tonight's Workshop Meeting

Dear Commissioners,

I have had concerns about the Gas/Oil Zoning Ordinance since its inception. I am unaware of any changes/amendments that may have taken place since it was first written in 2011 by Collier Solicitor, Chuck Means, and passed by the 2011 Collier Board of Commissioners.

Specifically, I continue to have questions about requirements for seismic testing - or lack thereof, the status of the gas/oil overlay map, any changes which could have been made to accommodate allowances in PA's Act 13 and other issues too numerous to address at this meeting. I request that the issues I raise be put on the agenda for the next Regular Commissioner's Meeting on July 27th.

Additionally, Doug Shields of Food & Water Watch recently spoke with me regarding these matters. Doug mentioned having sent information to Kyle Thauvette, Bob Caun and Chuck Means via e-mail which I hope was received and shared with you. If not, please let me know and I will ask Doug to resend. Thank you in advance for your consideration.

Commissioner Chiurazzi advised Mr. Thauvette to place this on the agenda for July 27<sup>th</sup> for discussion and send to Solicitor Means.

## **III. NEW BUSINESS:**

There was no new business.

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

- Approval of the transfer of \$2,500.00 from the General Fund Account to the Capital Fund Checking Account.

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

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

- Invoices paid and checks written from June 23, 2020 to July 12, 2020 in the amount of \$150,981.43.
- Bills requested for payment for June 13, 2020 in the amount of \$662,020.23.

**VI. Approval of Capital Investment Account items:**

- Bills requested for payment for June 13, 2020 in the amount of \$2,233.36.

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

**VII. ADJOURNMENT:**

*Motion was made by Commissioner Ruffennach; seconded by Commissioner Styche; to adjourn the workshop meeting at 7:56 p.m. By unanimous vote of the Board the motion passed.*

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Dawn Williams-Zabicki, President  
Board of Commissioners

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Valerie A. Salla  
Township Secretary