

**MINUTES
COLLIER TOWNSHIP BOARD OF COMMISSIONERS**

REGULAR VIRTUAL MEETING

June 22, 2020

7:00 P.M.

I. CALL TO ORDER: President Williams-Zabicki 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

Dan Styche – Absent
Debra Zymroz – Present
Rick Ruffennach – Absent
Wayne Chiurazzi, Esq. – Present
Dawn Williams-Zabicki – 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 – Absent
Bob Palmosina, PW Director – Present
Rochelle Barry, Parks Director – Present
Kyle Thauvette, Twp. Manager - Present
Valerie Salla, Twp. Secretary – Present

C. EXECUTIVE SESSION – Was held prior to the meeting to discuss legal and employment matters.

II. APPROVAL OF MINUTES

A. April 27, 2020 – Board of Commissioners Regular Meeting

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

B. May 11, 2020 – Board of Commissioners Workshop Meeting

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

C. May 18, 2020 – Board of Commissioners Regular Meeting

Motion was made by Commissioner Chiurazzi, seconded by Commissioner Zymroz, 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. There were no additions, questions or comments.
- B. **Engineer:** Mr. Brett submitted a written report prior to the meeting. He added there was a pre-construction road paving project meeting at Moon Township on January 26, 2020 at 11:30a.m.

There were no questions or comments.

- C. **Manager's:** Mr. Thauvette submitted a written report and added the following:
1. Recycling. There will be a glass recycling event on July 16th at the South Fayette Municipal Building. Anyone can participate. You do not have to be a resident of South Fayette Township.
 2. Noble Environmental. Noble Environmental is interested in partnering with Collier to host an Electronics and hard-to-recycle items recycling event at the Township building. We regularly receive calls from residents asking if this service is available to them. The event is run by the employees at Noble Environmental, but there are three options to the Township regarding cost of the event:
 - Residents pay the full cost of their items on the day of the event.
 - Residents pay the full cost of their electronics and half the cost of their paint, universal wastes, HHW, and propane. The Township covers the other half and will be fully reimbursed by the PADEP (usually within 60 days).

Residents pay nothing on the day of the event and the Township covers the entire cost for the residents. The Township will be reimbursed for 50% of the costs of the paint, universal waste, HHW, and propane.

The Board should discuss their thoughts on hosting this event at our next workshop meeting and determine how the cost can be broken down for residents. The event can accommodate about 120 residents, and a resident on average recycles \$50 of materials. The cost to the Township if covered completely would be about \$3,000.00. If the event is shared 50/50 between residents and the Township, the total cost would be between \$1,500-\$2,000.

3. CTMA Transfer of Service to Township: As you are all aware, the transfer of the CTMA to the Township is complete and will take full effect on July 1. When talking with residents, please help them understand that there will be no change in their service moving forward. When they receive their June bills in July, they will notice that their bills can be paid in the same ways as prior to the change (online bill pay, ACH, etc.) with the only difference being that personal checks will now be made out to the **Collier Township Sewer Department**. The transfer has been a smooth process and I continue to be confident in our ability to effectively manage the department into the future.

4. Manager's Virtual Coffee Hour. Will be on July 6th at 9:30 a.m. at the Community Center.

There were no questions or comments.

D. Building/Codes: Mr. Plietz was absent and submitted a written report prior to the meeting. Mr. Caun reported the following:

1. Building permits have been a little down this year from last year (2019) due to COVID-19 and feels we will bounce back from this. May and June have been high with permits for swimming pools, decks and accessory type buildings.
2. Inspections. The Codes office has been very busy doing inspections.

Mr. Thauvette mentioned with everyone being on lock down, quarantined or working from home, there have been a lot of purchases of pools and the installation of pools. There are a new set of codes that the International Building Codes requires. The details are on our website and we encourage residents to look at them if they are putting in a pool. We want our residents to be safe and follow these rules.

There were no questions or comments.

E. COG: Commissioner Ruffennach was absent and had no updates.

F. Finance: Mr. Hinds submitted a written report prior to the meeting. There were no additions.

There were no questions or comments.

G. Parks and Recreation: Ms. Barry submitted a written report prior to the meeting and added the following:

1. Concerts in the Park. Will start on July 19th. People will need to sign up for the concerts because we are not allowed to go over 250 people.
2. DCNR Grant. This is on the agenda this evening for the Commissioners to approve. The grant is for rehabilitation of Skavarca Park and Kelly Park. Heather Cuyler, Consultant of Pashek and Associates is available to answer any questions if needed.

There were no questions or comments.

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

1. The Planning Commission reviewed plans for the Legacy Development and Bank of America.
2. Construction Data: Currently there are 120 single family dwellings being built. There are 230 homes that have been approved but have not started yet. The land is still being graded for Amalfi Ridge and Gregg Station. There are 170 in development where we are talking with the developers in approval process, which is Legacy that has 111 homes. Commercial developments which will start construction soon such as Chase Bank, Bank of America, Sheetz, Napoli's and the Griest House.

Commissioner Williams-Zabicki stated it is great to hear those numbers and the great progress.

Commissioner Chiurazzi questioned the status of Sheetz.

Mr. Caun gave a status update on Sheetz.

There are no other questions or comments.

I. Public Safety – Fire: A written report was submitted prior to the meeting. No one was present for the meeting. Commissioners Williams-Zabicki and Ruffennach will be meeting with all three (3) fire departments.

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

1. Officer Gordon Lloyd. Completed field training and is working out great.

Chief Campbell thanked the Commissioners, Mr. Thauvette and all of the residents for their support of the Police Department.

K. Public Works: Mr. Palmosina submitted a written report prior to the meeting and reported the following:

1. The Public Works Department has been working at the stockyard and at the Community Center.
2. There is one (1) employee per truck.
3. Six (6) new trees were planted along Discovery Trail.
4. Ballfields are open and games have started last week.

Commissioner Zymroz commended the Public Works Department for the great job they are doing.

Motion was made by Commissioner Zymroz, seconded by Commissioner Williams-Zabicki, to approve the reports as stated above. By unanimous vote, the motion passed.

VI. Public Comment/Comment on New Business Items:

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

The following email was sent by **David Reason** of Grand Cypress Lane.

“To: Collier Board of Commissioners

On June 14, 2020 I submitted an email to Rochelle Barry (Director Parks & Rec) on behalf of our pickle ball players group that outlined suggested improvements to playing facilities in our township (ref attached pdf file). Our group includes over 23 active participants comprised of Collier residents & non-residents, most of whom hold annual memberships to the Community Rec Center. As you may be aware, pickle ball has become one of the fastest growing participant sports within the United States for both young & old, and its popularity continues to grow.

On June 19, 2020 Rochelle Barry advised us by email that none of the three outdoor facility suggestions we had offered would be implemented at this time. It was also stated that the suggestions would be presented to the Parks & Rec Board at some undefined future date for budget consideration.

I can appreciate that our suggestions regarding the inclusion of lighting and wind screening for the outdoor courts might inspire budget concerns in these troubled times; however, our recommendation to add pickle ball court lines to the two existing tennis courts would appear to be a somewhat inconsequential cost.

But, since the costs of these additional court lines appears to be very sensitive subject, I and my fellow players will be glad to install the lines on our own - that is with the Board's permission. Of course it might be nice if the township would volunteer to reimburse us for the paint cost.

May we have your concurrence to proceed?

Best regards,

Dave Reason

Commissioner Zymroz thanked Mr. Reason for his recommendations and stated the Township's first and main goal is the safety and welfare of all our residents and guests that participate in any sport whether inside or outside of the Collier Community Center or any of the other facilities. As far as fencing and lines, there is tennis and pickle ball that each have their own lines. They could use the tennis courts but need to make their own lines with markings like rocks. The problem with lining the tennis courts is when someone is being taught how to play tennis, it will be confusing on which lines they are supposed to pick. Her opinion is to not paint or type any lines on the tennis courts for pickle ball. Inside the Community Center is the basketball court that was designed just for basketball. Volleyball has played on the basketball courts and have asked many times to have lines put down and have been denied. If we let every sport put down lines then the next thing we know the whole court will be filled with lines. She appreciates Mr. Reason's recommendations but at this time we should not allow this and we could look at maybe putting in more pickle ball courts in the next budget.

Commissioner Williams-Zabicki stated we do have a study happening now with the overall parks and recreation plan and advised Ms. Barry to take these recommendations and include it in the information for the Parks and Recreation Board. The Parks and Recreation can come up with something creative and submit it to the Board of Commissioners.

Commissioner Chiurazzi stated that no one can go on the courts and paint anything. If someone gets hurt it will be on Collier. He agrees with Commissioner Zymroz on the painting of lines on the tennis courts. The Township tennis courts do not get used because they are in terrible shape and we need to address this. People will go to CV High School instead of using our courts. Pickle ball is popular but they cannot put line on the Township courts and we will not reimburse them.

Commissioner Zymroz commented the reason pickle ball wants the wind screen fabric put up is because of the winds we get. When you play any sport outside, that is part of the weather conditions. If you know it is going to be windy or getting to windy then maybe the game should be postponed.

Commissioner Zymroz also commented on Mr. Reason's recommendation of reduce usage times for the gymnasium. From her experience, Tuesdays and Thursdays from 9:00a.m. to 3:00 p.m. is just for pickle ball. On Wednesday evenings pickle ball is from 4:00 p.m. to 8:30 p.m. and then every other Friday. Volleyball gets Monday evenings and every other Friday. Pickle ball is a great sport and we want to welcome everyone.

Commissioner Chiurazzi stated he does not have a problem with installing a wind screen because that is part of playing on the court and is a fair request. Painting lines on the court is not a fair request.

Commissioner Williams-Zabicki asked for comments from Ms. Barry.

Ms. Barry stated these recommendations have been taken into consideration on the study and are looking into added pickle ball courts. She has tried to make them see this cannot happen in one day and will need to give the Township time.

Commissioner Zymroz stated they need to be patient with the Township.

V. New Business:

1. Consider action to enter into a Developers agreement with JP Morgan Chase Bank upon the satisfaction of the Township Solicitor and Engineer.

Motion was made by Commissioner Williams-Zabicki, seconded by Commissioner Zymroz, and carried to approve the JP Morgan Chase Bank Developers Agreement as stated above. By unanimous vote, the motion passed.

2. Consider action on Ordinance 712: An Ordinance of the Township of Collier amending Chapter 16, Section 103 of the Township Code of Ordinances to regulate the presence of dogs in Township Parks and prohibiting dogs in certain parks.

Motion was made by Commissioner Chiurazzi, seconded by Commissioner Williams-Zabicki, and carried to adopt Ordinance 712 as stated above. By unanimous vote, the motion passed.

3. Consider action to refinance the Township's 2014 Series General Obligation Municipal Bond with a General Obligation Bank Note.

Mr. Hinds explained to the Board the money the Township will be saving by refinancing the bond series.

The Board advised Mr. Hinds to move forward with refinancing the 2014 bond series.

Motion was made by Commissioner Williams-Zabicki, seconded by Commissioner Chiurazzi, and carried to refinance the 2014 Series General Obligation Municipal Bond as stated above. By unanimous vote, the motion passed.

4. Consider action on Resolution 062220-01; A Resolution authorizing Kyle P. Thauvette to be the Official designated signer of all paperwork for the Collier Parks Rehabilitation Grant.

Commissioner Williams-Zabicki stated this is for a DCNR grant to re-service the Parks. If we are awarded the grant, the Township would have to pay about \$160,000.00. We will need to look at the finances to see if we will have \$160,000.00 for playground equipment and determine if we want to accept the grant or not.

Motion was made by Commissioner Zymroz, seconded by Commissioner Chiurazzi, and carried to approve Resolution 062220-01 as stated above. By unanimous vote, the motion passed.

5. Consider action on Resolution 062220-02; A Resolution approving the Certificate of Termination of the Collier Township Municipal Authority.

Motion was made by Commissioner Chiurazzi, seconded by Commissioner Williams-Zabicki, and carried to approve Resolution 062220-02 as stated above. By unanimous vote, the motion passed.

6. Consider action on Resolution 062220-03; A Resolution authorizing the Township Manager, Kyle Thauvette, to execute Agreements and to take all actions and sign any documents pertaining to the Collier Township Municipal Authority.

Motion was made by Commissioner Williams-Zabicki, seconded by Commissioner Chiurazzi, and carried to approve Resolution 062220-03 as stated above. By unanimous vote, the motion passed.

7. Consider action to approve the use of NIRA Engineers, per the Schedule of Rates stated in their proposal dated Mar. 3, 2020, to provide engineering services with respect to sanitary sewer system matters as may be requested from time to time by the Township Manager with the condition of as long as the Township Manager is comfortable and makes decisions on what is best for the Township relative to this engineering. The Manager is to go to the Board of Commissioners with changes.

Commissioner Chiurazzi questioned if there will be any conflicts with NIRA and Lennon, Smith, Souleret (LSSE) and what the dynamics are behind this.

Solicitor Means explained that LSSE is the Township's appointed Engineer for all matters. The NIRA Engineer, Jim Norquest, knows the sewer system and if Mr. Thauvette believes that his information would be useful then he will be contacted.

Mr. Thauvette explained he has spoken to both LSSE and NIRA. There are projects that are at maturity and make more sense for NIRA to finish them out then having LSSE start from scratch and then complete them. NIRA will complete any outstanding projects and this gives us the authorization to work with NIRA.

Mr. Brett of LSSE stated they have included in their reports to the Board a Sanitary Sewer Section. There are projects that NIRA definitely needs to complete. Mr. Brett did a lot of transition work himself and received no bill on this.

Commissioner Chiurazzi stated he and the Board appreciate that a lot.

Mr. Thauvette stated that Mr. Brett has been very instrumental in this process and he is very appreciative also.

Motion was made by Commissioner Williams-Zabicki, seconded by Commissioner Chiurazzi, and carried to approve the use of NIRA Engineering per the rate schedule and condition as stated above. By unanimous vote, the motion passed.

8. Consider action to enter into an agreement with CWM Environmental for pump station operation and maintenance services.

Mr. Thauvette stated CWM Environmental currently does the operating and maintenance of the pump stations for the CTMA. They are familiar with our systems and LSSE has worked with them for other projects and municipalities and to continue using them, we have to make sure the name on the agreement is no longer in the name of the Authority and placed in the name of the Township.

Motion was made by Commissioner Williams-Zabicki, seconded by Commissioner Chiurazzi, and carried to approve the agreement with CWM Engineering as stated above. By unanimous vote, the motion passed.

VI. Account Transfer(s)

1. Approval of the transfer of \$7,500.00 from the General Fund Account to the Capital Fund Checking Account.

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

VII. Approval of General Fund Operating Account items:

- Invoices paid and checks written from June 9, 2020 to June 21, 2020 in the amount of \$211,576.55.
- Bills requested for payment for June 22, 2020 in the amount of \$54,934.65.

Motion was made by Commissioner Zymroz, seconded by Commissioner Williams-Zabicki, to approve the General Fund Account items as stated above. By unanimous vote, the motion passed.

VIII. Approval of Capital Investment Account items:

- Bills requested for payment for June 22, 2020 in the amount of \$7,474.68.

Motion was made by Commissioner Zymroz, seconded by Commissioner Williams-Zabicki, to approve the Capital Investment Account items as stated above. By unanimous vote, the motion passed.

IX. Adjourn

Commissioner Williams-Zabicki stated the next will be a Workshop Meeting and held on July 13, 2020 at 7:00 p.m.

Motion was made by Commissioner Chiurazzi, seconded by Commissioner Zymroz, to adjourn the meeting at 8:02 p.m. By unanimous vote, the motion passed.

Dawn Williams-Zabicki – President
Board of Commissioners

Valerie A. Salla
Township Secretary