

**MINUTES  
COLLIER TOWNSHIP BOARD OF COMMISSIONERS  
WORKSHOP MEETING**

**June 8, 2020**

**7:00 P.M.**

- I. CALL TO ORDER:** Commissioner Williams-Zabicki 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**

Dan Styche – Present  
Debra Zymroz –Present  
Rick Ruffennach – Present  
Wayne Chiurazzi, Esq.– Absent  
Dawn Williams-Zabicki – Present

**STAFF**

Chuck Means, Solicitor - Absent  
Kevin Brett, Engineer - Absent  
Craig Campbell, Police Chief – Absent  
Bob Caun, Planning Director – Absent  
Jeff Hinds, Finance Director – Present  
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 employment issues.

**D. PRESENTATION: 2019 Audit Results**

In attendance is Kim Turnley from the office of Mark C. Turnley, CPA.

Mrs. Turnley explained the Audit went well, everything was in compliance and did a summary review of the Audit with the Board. The final report will be sent to the Board when completed.

**II. Board Discussion for Committees**

**A. Administrative/Public Affairs**

Commissioner Zymroz reported the following:

1. *Pennsylvania Resources Council (PRC)* – will be holding a glass recycling program throughout the communities during the summer months. The closet one to Collier will be held at the South Fayette Municipal Building from July 11<sup>th</sup> to July 16<sup>th</sup>.
2. *PennDot Paving Program* – The State will be doing tar and chipping on the following roads: McMichael, Baldwin and Hilltop. They will be done in the next few weeks. Check the Township website for alerts on road work and detours.

3. *Parks and Community Center Re-Opening*. Check the Township website for guidelines and safety of re-opening our Parks and Community Center.
4. *Manager's Coffee Hour*. This will be in person on July 6<sup>th</sup> at 9:30 a.m. at the Community Center.

## **B. Building/Codes**

Commissioner Chiurazzi was absent. Commissioner Styche added the following:

1. *Neville Park Residents*. They have concerns with the development and trying to get information about the process of the development and how they work and through working with Mr. Thauvette, it has been a little difficult finding the information. Commissioner Styche and Mr. Thauvette have come up with a good way to remedy a solution moving forward when developments are happening in the Township.

A lengthy discussion took place.

Mr. Thauvette informed the Board there will be new establishments in making sure the developers follow the proper procedures and that we are looking out for the safety and well being of our residents. Once all this is put together, a new ordinance will be brought before the Board for approval.

Commissioner Williams-Zabicki advised Mr. Thauvette to do comparisons with other Townships to see if there are similar related expectations for builders.

## **C. COG**

Commissioner Ruffennach reported the following:

1. The COG had their first webinar meeting last month. Every community has been doing the same thing with the COVID19 regulations. There will be another webinar meeting next month. There are dates available for the use of the sewer truck in late August for cleaning. This is something the Township needs to think about.

## **D. Finance**

Commissioner Williams-Zabicki asked Mr. Hinds to comment.

Mr. Hinds stated he reviewed the General Fund finances and compared 2019 with 2020 to make sure that there are no fluctuations as a result of a delay or loss as a result of COVID19. The report shows things have not changed dramatically from the report given at the last regular meeting. We are still pretty much in the same area as we were before.

## **E. Parks & Recreation**

Commissioner Styche reported the following:

1. *Re-Opening of Parks and Community Center*. Reminded everyone that the guidelines are posted on the Township website and encouraged the residents to read them and if they have any questions to call the Community Center.

Commissioner Zymroz informed the Board she spoke to Ms. Barry about how they are handling reservations for pavilions and room rentals. People do have to

call or email her first to make an appointment to come in to make reservations. The Banquet Room will be a half capacity.

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

Commissioner Williams-Zabicki reported the following:

1. *Bank of America*. The final land development will come before the Board of Commissioners in two (2) weeks for approval. The Planning Commission has reviewed and recommends approval.
2. *Legacy Development*. The Planning Commission is still reviewing this townhome development off Ridge Road. There is a public hearing scheduled for this on June 22, 2020 at 6:00 p.m.

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

Commissioner Ruffennach reported the following:

1. *Safety Meeting*. He and Commissioner Styche met with the fire chiefs, police chief, Public Works and Mr. Plietz once a month to go over the changes occurring with result to COVID 19.

Commissioner Williams-Zabicki stated there have been protests going on around the country. There have been rumors going around the Township of protests that may or may not happen. Has there been a protest?

Mr. Thauvette stated it has been very quiet in Collier Township and he has been checking in with the Police Chief. We are not isolated from these protests and anything could happen.

Commissioner Williams-Zabicki stated she will be meeting with the Chief of Police to review all the policies and understand the policies. She does not have a concern with our Police Department nor any complaints.

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

Commissioner Zymroz reported the following:

1. *Parks Opening*. All the Parks will be opening on June 11<sup>th</sup>. All the water is turned on and the outside bathrooms are usable now.
2. *Topsoil*. They top soiled the soccer field at the Community Center.
3. *Light Poles*. Are being painted Collier Blue and should be finished this week.
4. *Baseball Fields*. All fields were dragged.
5. *Public Works Department*. The employees are still eating in their trucks. They go directly to the site they are working at and there have not been any problems.

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

Mr. Thauvette reported the following:

1. *Public Safety*. The Board of Commissioners did hire an Officer to replace the Officer that went off Heart and Lung. At that time, the Board decided to hold off hiring another Officer during COVID 19. The Chief would like the Board to consider hiring another Officer.
2. *Township moves to Green Phase of COVID19*. We have started to open the majority of our pavilions, banquet rooms and community rooms to be rented with restrictions in place. We are doing everything we can to make sure that all

buildings open to the public are sanitized after every use, weekends included. All employees are practicing social distancing themselves. At the Township building, we have been functioning pretty regularly using our speaker system and drop box location outside of the administration offices. The administration office will continue this for the time being not only for COVID 19 regulations but as a safety factor for the employees. The intercom system was installed due to a safety audit done on the building. This policy and procedure is working very well. The glass door to the administration office will remain locked and maybe not open it back up to the public. We can still accommodate meetings with people.

3. *Social Media.* Mr. Thauvette posted on Facebook and Instagram a picture of the monument. The Public Works Department spent all day cleaning, weeding and getting the ponds ready for the summer. It looks great and thanked the Public Works Department.
4. *Flag Retirement Box.* Eagle Scout, Christof Barns built a box to retire your old flags in. There are trees and planter boxes in this area. Mr. Barns checks the box regularly and takes the flags to have the troop dispose of them properly.

Commissioner Williams-Zabicki questioned if we will do anything for Flag Day.

Mr. Thauvette stated last year the Boy Scouts did a traditional flag raising ceremony and it was a nice event. He will contact them to see if they can do a small ceremony this year.

## II. PUBLIC COMMENT ON NEW BUSINESS ITEMS:

Commissioner Williams-Zabicki reminded residents they need to submit any comments or questions to Mr. Thauvette by 4:00p.m. the day of the meeting.

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

**Sarah Braun** stated her family is moving to Collier and was wondering which public pools they have access to as a resident if any. For instance, Scott pool, would we have access.

Commissioner Zymroz stated she didn't know if they were even going to open because of COVID 19 and those who are not a Scott Township resident have to pay a different fee.

Mr. Thauvette stated there is the wave pool at Settlers Cabin park which is run by the County and he doesn't know if they will be open. Collier Township does not have a public pool.

Commissioner Williams-Zabicki asked Mr. Thauvette to respond to Mrs. Braun regarding the pools and then mentioned that maybe Collier Township could reach out to Scott Township to see if we could work together on residents using the pool.

Commissioner Zymroz stated she contacted Scott Township to help a family out that wanted to rent our facility and it was booked so she called Scott Township and Scott Township said they only rent to Scott Township residents only.

**Joe Verduci** of Brentwood Bank thanked the Township for the continued opportunity to service the Township with all our banking needs. They are honored to service the Township with all their additional accounts for the Township Sewer Department.

Commissioner Williams-Zabicki asked Mr. Thauvette to thank Mr. Verduci for helping the Township.

Commissioner Williams-Zabicki stated this Board needs to be a little more transparent and she has asked Mr. Thauvette to be a little more strict on getting things published. Formerly, Public comment is based on the agenda. If we do not get the agenda out to the public in a timely manner, the public can not properly prepare. She recommended the folks in the Office should consider a better timeline and the draft agenda is done by Thursday morning at 9:00 a.m. The President of the Board will sign off on a draft agenda by 10:00 a.m. on Thursday. The edits from the President of the Board will be submitted by the end of the day on Thursday. Friday morning the agenda will be posted online for Monday's meeting.

### **III. NEW BUSINESS:**

#### **1. Bond Re-Structuring Opportunity.**

Mr. Hinds informed the Board the Township currently has two (2) outstanding Bond series. The 2014 series has been refinancing or prepayment of bonds since October of 2019. Mr. Hinds and Mr. Thauvette had discussed refinancing those bonds and unfortunately the savings were not there and decided to wait to see what interest rates would be better in the future. Right now, everything is shut down due to COVID19. After looking at other options, there is an ultimate form of borrowing money through the collateral of the Township's general taxing authority which is the same as the collateral used for the bonds right now. We do have the ability to refinance the general obligation bond with a general obligation note. The benefits of refinancing now are the interest rates being low and will give us a significant savings.

Mr. Hinds explained how the bond re-structuring would work. Mr. Hinds will give specific numbers on savings at a later date.

Mr. Thauvette stated with bond re-structuring, the Township will see the majority of the saving in fiscal year 2021.

Mr. Hinds stated the Township will be able to see a savings in August of 2020 due to the affects of COVID19 on revenue and expenses.

Commissioner Williams-Zabicki thanked Mr. Hinds and Mr. Thauvette for looking into this and looks forward to receiving more information on this.

1. Consider action to grant final Major Land Development approval to CBRE-Bank of America with the condition of the LSSE review letter dated May 8, 2020 and to approve execution of the Developers Agreement and revision to the Official Sewage Facilities Plan upon satisfaction of the Township Engineer and Solicitor for both items. The Planning Commission has reviewed and recommends approval of the Land Development plan.

*Motion was made by Commissioner Ruffennach, seconded by Commissioner Zymroz to approve the final major land development of CBRE-Bank of America as stated above. By a unanimous vote, the motion carried.*

2. Consider action on Resolution 060820-01; A Resolution appointing Brentwood Bank as the Official Township depository for the Collier Township Sewer Department checking account and the designated signers are Dawn Williams-Zabicki, Wayne Chiurazzi, Kyle Thauvette and Valerie Salla.

*Motion was made by Commissioner Zymroz, seconded by Commissioner Ruffennach to approve Resolution 060820-01 as stated above. By a unanimous vote, the motion carried.*

3. Consider action on Resolution 060820-02; A Resolution appointing Brentwood Bank as the Official Township depository for the Collier Township Sewer Department savings account and the designated signers are Dawn Williams-Zabicki, Wayne Chiurazzi, Kyle Thauvette and Valerie Salla.

*Motion was made by Commissioner Williams-Zabicki, seconded by Commissioner Zymroz to Resolution 060820-02 as stated above. By a unanimous vote, the motion carried.*

4. Consider action to hire Lori Thompson and Patie Asturi as Administration Assistants S-1, effective June 16, 2020.

*Motion was made by Commissioner Ruffennach, seconded by Commissioner Williams-Zabicki to hire Lori Thompson and Patie Asturi as stated above. By a unanimous vote, the motion carried.*

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

- Approval of the transfer of \$8,500.00 from the General Fund Account to the Capital Fund Checking Account.

*Motion was made by Commissioner Ruffennach, 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 May 19, 2020 to June 7, 2020 in the amount of \$287,447.20.
- Bills requested for payment for June 8, 2020 in the amount of \$102,155.92.

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

- Invoices paid and checks written from May 19, 2020 to June 7, 2020 in the amount of \$228.84.
- Bills requested for payment for June 8, 2020 in the amount of \$8,246.30.

*Motion was made by Commissioner Ruffennach, seconded by Commissioner Zymroz 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 Williams-Zabicki; to adjourn the workshop meeting at 8:25 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