

**MINUTES
COLLIER TOWNSHIP BOARD OF COMMISSIONERS**

REGULAR MEETING

November 14, 2018

7:00 P.M.

- I. CALL TO ORDER:** Commissioner Macino called the meeting of the Board of Commissioners to order at 7:04 P.M.

Commissioner Macino asked to observe a moment of silence for the tragedy that has taken place, The Tree of Life Synagogue shootings and to recognize all of our veterans who have served so well to defend our country over time and those men and women who bravely serve now.

A. PLEDGE OF ALLEGIANCE

B. ROLL CALL:

BOARD

Wilson Durisko – Present
Wayne Chiurazzi, Esq. - Present
Dawn Williams-Zabicki- Present
Rick Ruffennach –Present
George Macino – Present

STAFF

Chuck Means, Solicitor - Present
Kevin Brett, Engineer - Present
Craig Campbell, Police Chief - Present
Robert Caun, Planning Director - Present
Bob Palmosina, Public Works Director - Present
Sean Gramz, Building/Codes Officer - Present
Rochelle Barry, Parks Director – Present
Jeff Hinds, Finance Director - Present
Kyle Thauvette, Township Manager – Present
Valerie Salla, Township Secretary – Present

- C. EXECUTIVE SESSION** – Was held prior to the meeting to discuss personnel issues.

II. APPROVAL OF MINUTES:

- A. October 10, 2018 – Board of Commissioners Regular Meeting

Motion was made by Commissioner Chiurazzi, second by Commissioner Ruffennach to approve all the minutes as submitted above. By unanimous vote the motion carried.

B. October 24, 2018 – Board of Commissioners Workshop Meeting

Motion was made by Commissioner Chiurazzi, second by Commissioner Ruffennach to approve all the minutes as submitted above. By unanimous vote the motion carried.

III. REPORTS OF OFFICIALS AND COMMITTEES:

- A. Solicitor:** The Solicitor submitted a written report to the Board for the month of October and would be happy to answer any questions the Board might have.

Commissioner Macino stated Woodville Associates has a list of things what were to be done. They had a time frame and some things were done and they were supposed to be done by midnight tomorrow.

Mr. Brett stated they are working on it and he has been receiving things in the past three (3) days. They have a solution for the culvert and there are a couple of other big items that have not been resolved yet.

Commissioner Chiurazzi questioned what the penalty is if they are not done by tomorrow night.

Solicitor Means stated to discuss our strategies and options to enforce the contracted advisories ways is something best done in executive session. This is best not done on open record and in front of our opponents.

Commissioner Chiurazzi that is completely acceptable and for the public grumbling about me saying filing a law suit for the lack of snow removal, we have acted. We need to enforce tomorrow at midnight and advised Mr. Thauvette to send a message stating whatever isn't done gets enforced. If we don't do this, it means nothing. Even if they do 80% of it, the other 20% has to have some sort of penalty because this public is expecting us to do something and we want to do something.

Commissioner Williams-Zabicki stated as a Board, we are all in line with continuing to do the right course of action.

Commissioner Chiurazzi thanked Solicitor Means for doing a great job for the Township doing the Sheetz brief and winning for the Township on us having to sue are own Zoning Hearing Board. Sheetz will be a great thing for Collier Township.

There were no other questions or comments.

- B. Engineer:** The Engineer submitted a written report to the Board for the month of October and would be happy to answer any questions the Board may have.

Mr. Brett informed the Board the bids were open for the Panhandle Trail. We received a \$25,000 grant. We bid out in pieces to get up to \$25,000 and the total bid

came in at \$24,780.00. We recommend approval to the lowest bid from A. Folino Construction.

Commissioner Williams-Zabicki questioned if this is something we can do before winter or after winter.

Mr. Brett stated that people use the trail year round and it depends on the timing of the grant.

Mr. Thauvette stated we would like to get it in for 2018 for grant purposes and the plan was to do the trail in the winter months when the trail is less used than summer.

Commissioner Durisko questioned the letter from PennDot about Steen Road bridge and the repairs we did that are no longer sufficient.

Mr. Brett stated the rockers need stabilized. This work was temporarily done years ago and PennDot gives you a certain amount of time to fix it. This has been on your budget list each year and keeps getting pushed back. They are now saying you have to fix the bridge or they will close it.

Commissioner Chiurazzi questioned if this is on the budget this year.

Commissioner Williams-Zabicki stated yes and asked what the time frame is.

Mr. Brett stated PennDot usually gives you a days notice before they close it. PennDot changes the classification and you have to close if immediately. This letter is just a fore warning.

There were no other questions or comments.

- C. Manager:** The Manager submitted a written report to the Board for the month of October and would be happy to answer any questions the Board may have.

Mr. Thauvette added the following;

1. Bids were opened and we need to accept the low bid for the Panhandle Trail project.
2. Solar Roof Resolution on agenda.
3. Pitt make a difference day. Students from Pitt helped clean up the Woodville State Hospital Cemetery and at the Community Center.
4. PennDot will be working on repairs to the Nike Site Road Bridge in 2019 and 2020.
5. Michael Spur of Allegheny County Dept. of Emergency Services walked through the Community Center and the Township Building to see what we can do better to secure our buildings and make sure they are safer. He will be giving us pointers.

6. There have been resident concerns with overnight parking on the streets. We do not have any Ordinances other than Nevillewood for overnight parking. We will be looking into doing this for the overall Township.

Commissioner Chiurazzi stated we have addressed this situation before for the entire Township for safety reasons.

Commissioner Macino stated where would residents park that do not have a driveway.

Commissioner Durisko stated there are some streets this cannot be done on.

Chief Campbell stated the officers do not independently do this. We only respond to this if there is a complaint.

Commissioner Chiurazzi questioned where the area was with the concerns.

Mr. Thauvette stated it was Walkers Ridge.

Commissioner Macino stated we will discuss this at the Workshop meeting.

7. The CONNECT meeting was cancelled due to the Tree of Life shootings. The meeting will be on December 4, 2018 in Millvale at the brewery. An Email was sent to the Commissioners with the information. The Executive Director will be at the Workshop meeting to give the Board information on CONNECT.
8. Managers Coffee hour will be cancelled in December. The next one will be on January 14th, 2019.

Commissioner Macino questioned how many subdivision roads does the Township currently not own and have letters been sent out regarding winter maintenance.

Mr. Thauvette stated there are four (4) subdivisions that are currently under control of the Developers and letters have already been sent out. We have received agreements and payments back from two (2) out of four (4) of the Developers. Last year we waited to see if the roads were done before we plowed and salted them. This year we are not waiting. We will plow and salt when we get there and then bill the Developer for that snow event if those roads are not done.

Commissioner Chiurazzi questioned which two (2) Developers have not sent the agreements and payments back and have they ignored you regarding this.

Mr. Thauvette questioned Solicitor Means if this was confidential.

Solicitor Means stated it was up to Mr. Thauvette if he wanted to release that information. It is not confidential.

Mr. Thauvette stated yes, it is Woodville Associates (Mr. Cargnoni) with Neville Park and Prestley Heights (Mr. Patel).

Commissioner Chiurazzi stated this has been going on for years and asked if he should get on the phone and call the Developers or their Attorney. He doesn't want to step on anyone's toes and would prefer not to do it.

Mr. Thauvette stated if you want to and is up to you and asked if he could let the Township handle it.

Commissioner Chiurazzi questioned if we could put this on our Workshop agenda in two (2) weeks that if they do not comply, we can sue them.

Commissioner Macino stated at least the streets will be maintained and these streets should be treated as if they were Township owned and on the regular routes.

Mr. Thauvette stated we will continue to plow the way we do by opening up the main arteries and main streets first and then work our way into the developments.

There were no other questions or comments.

- D. Codes/Zoning:** Mr. Gramz submitted a written report to the Board for the month of October and would be happy to answer any questions the Board may have.

Mr. Gramz added that he is working on new codes and ordinance updating for 2019.

There were no questions or comments.

- E. COG:** Commissioner Ruffennach reported the meeting will be on November 15, 2018 at 6:30 p.m. in the Kennedy Township Municipal Building.

There were no questions or comments.

- F. Finance:** Mr. Hinds submitted a written report to the Board for the month of October and would be happy to answer any questions the Board may have.

Mr. Hinds added there is a Capital Fund payment to the Solar Company on the agenda for approval. This will clear this account out.

Commissioner Macino questioned if the electricity that is generated from the Public Works Roof becomes ours.

Mr. Hinds stated it will be 100% Collier Township's.

There were no other questions or comments.

G. Parks and Recreation Report: Ms. Barry submitted a written report for the month of October and would be happy to answer any questions the Board may have.

Ms. Barry added the Light up Celebration will be on November 30, 2018 from 6:00 p.m. to 8:00 p.m.

Commissioner Macino stated there are two (2) more people on the agenda to be hired and questioned if Ms. Barry was missing people.

Ms. Barry stated custodians and front desk. The front desk is for filling in for holidays and people taking off and one employee is taking more evening classes. It is the same number of hours but just more people covering those hours.

There were no questions or comments.

H. Planning/Development Report: Mr. Caun submitted a written report for the month of October and would be happy to answer any questions the Board may have.

Mr. Caun added the following:

1. Planning Commission will meet tomorrow night.
2. Planning Commission will discuss the Carpenter's Union 6,000 sq. ft. addition.
This should be in front of the Commissioners in January or February.
3. Amalfi Ridge Phase III will be discussed.
4. SALDO amendment for emergency exits will be discussed.
5. Sheetz engineers will be submitting their preliminary plans for discussion.

There were no other questions or comments.

IV. Public Safety – Fire Department Report: Chief Dan Wauthier of the Presto VFD was in attendance to answer any questions the Board may have.

There were no questions or comments.

V. Public Safety – Police Department Report: Chief Campbell submitted a written report to the Board for the month of October and he would be happy to answer any questions the Board may have.

Commissioner Macino questioned if we have something specific to solicitations within the Township.

Chief Campbell replied yes, we do, and you must have a permit and there are specifics on where and when you can solicit.

Commissioner Macino questioned if someone has a permit, can they go and solicit anywhere they want.

Solicitor Means stated not necessarily. The Township has a list of homeowners that have requested to be on the no solicitation list. They can not go to houses on that list. Our Ordinance states that homeowners have put a placard or sign up stating no solicitation permitted at their home. They are required to honor this.

Chief Campbell stated we do have a list where they can and cannot solicit.

Mr. Thauvette stated a solicitor must come to the Police Department and fill out the proper paperwork. The rules and regulations of where and when you can solicit are included with this. The solicitor should have documentation on them and ID. If a person knocks on your door, you can ask them to provide you with the proper documentation and ID that Collier Township allows them to solicit there. If they don't, then call 911. The police will come and cite them. Some things are exempt like political solicitation.

Chief Campbell stated we get these types of calls all the time.

Commissioner Macino questioned how someone gets on the do not solicit list.

Solicitor means stated to contact the Township office.

Commissioner Chiurazzi stated we are still down four (4) police officers and we are not at the capacity that the Chief would like, and you would like us to hire more officers.

Chief Campbell stated we are struggling and it's been that way since he has been here.

Commissioner Chiurazzi stated it is not lost with this board the police department is struggling and the budget will reflect our appreciation we have for you. We have discussed training for a new simulator that will not be in the budget this year.

A discussion took place about training for shootings that could happen like in other areas.

Chief Campbell stated with the holidays coming up it is going to get difficult. It is not just filling a shift. The guys are getting tired. It's the holidays and guys want to spend time with their families too.

There were no other questions or comments.

VI. Public Works Report: Mr. Palmosina submitted a written report to the Board for the month of October and would be happy to answer any questions the Board may have.

Mr. Palmosina added the following:

1. The trail is completed and open from end to end. It is 1.3 miles. There is .5 miles of asphalt and .3 miles of reclaim. He walked the trail with Mr. Thauvette, Mr. Caun and the DCNR today. Everything went well and the DCNR was impressed. The DCNR wants us to put in an additional handicapped parking spot along with raising some of the edges up.

2. We have some ice coming in tomorrow and he has already spoken with the superintendent of the school district and will call the superintendent if needed for a school delay or cancellation.
3. The trucks are ready to go for the ice and snow to come.

Commissioner Chiurazzi thanked the Public Works Department for picking up leaves on the street by hand since the leaf vac machine caught on fire. He really appreciates the work and the commitment to the residents. Commissioner Chiurazzi questioned if the leaf vac will be back in service soon.

Mr. Palmosina stated yes, the leaf vac will be running tomorrow.

There were no other questions or comments.

Motion was made by Commissioner Williams-Zabicki, seconded by Commissioner Ruffennach to approve all the above reports as submitted. By unanimous vote the motion carried.

VII. PUBLIC COMMENT / COMMENT ON NEW BUSINESS:

Sue Keefe of 755 Marigold Court approached the Board to thank them for all the help with the development they live in. The Board has addressed her concerns with the approaching deadlines.

VIII. NEW BUSINESS:

1. Consider action to hire Lyndora Gloor for Community Center custodian help at a rate of \$11.00 per hour effective October 15, 2018.

Motion was made by Commissioner Chiurazzi, seconded by Commissioner Durisko, to hire Lyndora Gloor as stated above. By unanimous vote the motion carried.

2. Consider action to hire Anisa Islamova for Community Center front desk help at a rate of \$9.00 per hour effective October 24, 2018.

Motion was made by Commissioner Chiurazzi, seconded by Commissioner Ruffennach, to hire Anisa Islamova as stated above. By unanimous vote the motion carried.

3. Consider action on the Schidek Plan of Lots Minor Subdivision with the conditions listed in the October 15, 2018 LSSE review letter. The Planning Commission has reviewed and recommends approval.

Motion was made by Commissioner Chiurazzi, seconded by Commissioner Williams-Zabicki, to approve the Schidek Plan of Lots Minor Subdivision with conditions as stated above. By unanimous vote the motion carried.

4. Consider action on the Agreement between Collier Township, Collier Township Municipal Authority and CE-Gregg Station LP, an agreement requested by the DEP related to the development of sanitary sewers at Gregg Station Residential Subdivision.

Solicitor Means stated DEP required an agreement with Developer and the Township for sewer taps. All three (3) parties in agreement.

Motion was made by Commissioner Williams-Zabicki, seconded by Commissioner Chiurazzi, to approve the agreement between Collier Township, Collier Township Municipal Authority and CE-Gregg Station LP as stated above. By unanimous vote the motion carried.

5. Consider action on the waiver request of Key Environmental on behalf of The Club at Nevillewood, to waive Section 9-131 of the Grading Ordinance that requires the Erosion and Sedimentation Control Plans that are associated with disturbances of 5,000 square feet or greater be approved by the Allegheny County Conservation District. This waiver will only apply to grading associated with the proposed Golf Operations Center. Recommended by LSSE.

Mr. Caun explained this grading is just under an acre. Our Ordinance states anything over 5,000 sq. ft. would need to be reviewed by the conservation district. We had a meeting with them and Mr. Brett was there.

Mr. Brett stated this graded is not in a high risk. Everything is contained within Nevillewood itself and does not need to go to the conservation district for review. The engineers recommend granting the waiver.

Commissioner Durisko questioned the stormwater and if anything could fall back onto the Township.

Mr. Brett stated that they are still responsible for the stormwater on site.

Motion was made by Commissioner Durisko, seconded by Commissioner Ruffennach, to recommend approval to the waiver requested by key Environmental on behalf of The Club at Nevillewood as stated above. By unanimous vote the motion carried.

6. Consider action on Resolution 111418-01; A Resolution for the Fee Schedule to add Article 1, Section G, Lot Dry Sump Permit and Inspection Fees. A Lot Dry Sump permit fee of \$110.00 for inspection and administrative fees. If Engineering review is needed, at the discretion of the Code Official, the applicant shall be responsible for the actual cost of the Engineers review.

Mr. Caun informed the Board this relates to on lot stormwater sumps. New homes do not connect into existing storm sewers or retention pond. This applies to a stand-alone house. This is additional administrative work and we would like to add a fee to our fee schedule to cover this.

Commissioner Macino questioned if Mr. Brett and Solicitor means were okay with doing this.

Commissioner Williams-Zabicki questioned if this is consistent with what other communities do.

Mr. Caun stated it is and it is not an everyday occurrence. Housing Developments have storm sewers or a retention pond.

Motion was made by Commissioner Chiurazzi, seconded by Commissioner Ruffennach to approve Resolution 111418-01 as stated above. By unanimous vote the motion carried

7. Consider action to adopt Stormwater Management Ordinance No. 703.

Mr. Thauvette informed the Board this is an updated Stormwater management Ordinance that puts the Township in compliance with Allegheny Counties Act 167 Plan. We received some funding from the County for our Solicitor and Engineer to review and put together an Ordinance. This was advertised.

Mr. Brett stated Act 167 was updated and now we had to update this Ordinance.

Mr. Bell questioned how this effects Woodville Associates work on their stormwater since they have not done anything yet. Do they have to meet ordinance 703 now or do they follow an old ordinance that is not as modern?

Mr. Brett stated they have a pending plan under the existing ordinance. The work they are doing these two ordinances are very similar and can make a change in the design. The calculations for a rainfall rates have not changed.

Motion was made by Commissioner Chiurazzi, seconded by Commissioner Williams-Zabicki to adopt Ordinance #703 as stated above. By unanimous vote the motion carried

8. Consider action on Resolution 111418-02; A Resolution dissolving Collier Solar Roof, LLC transfer the assets to Collier Township and to file a plan of dissolution with the Pennsylvania Department of State.

Commissioner Chiurazzi questioned what did the LLC do?

Solicitor Means stated the LLC was formed by the Township and the Contractor that installed the solar roof on the Public Works garage. The Township and the Contractor are the members per the contract and now we have bought out the contractor, so the Township is now the only member of the LLC. There is no reason to keep the LLC around and this Resolution authorizes to get rid of the LLC and it will simply be the Township's roof.

Motion was made by Commissioner Williams-Zabicki, seconded by Commissioner Macino to approve Resolution 111418-02 as stated above. By unanimous vote the motion carried

9. Consider action on Resolution 111418-03; A Resolution approving a revision to the “Official Sewage Facilities Plan” to include the Schidek Plan of Lots.

Motion was made by Commissioner Chiurazzi, seconded by Commissioner Ruffennach to approve Resolution 111418-03 as stated above. By unanimous vote the motion carried.

10. Consider action to set a public hearing date of Wednesday December 12, 2018 at 6:30 pm for the proposed Emergency Access Roads amendment to the Subdivision & Land Development Ordinance.

Motion was made by Commissioner Williams-Zabicki, seconded by Commissioner Ruffennach to set the public hearing on Wednesday, December 12, 2018 at 6:30 p.m. as stated above. By unanimous vote the motion carried.

11. Consider action to award the low bid from A. Folino Construction of \$24, 780 for the grading and resurfacing of a portion of the Panhandle Trail

Motion was made by Commissioner Ruffennach, seconded by Commissioner Williams-Zabicki to award the bid to A. Folino Construction as stated above. By unanimous vote the motion carried.

12. Consider action to advertise the Collier Township Preliminary budget for fiscal year 2019.

Motion was made by Commissioner Williams-Zabicki, seconded by Commissioner Ruffennach to as stated above. By unanimous vote the motion carried.

13. Consider action to do the following transfer of \$30,000 from General Fund to Capital Fund checking.

Motion was made by Commissioner Durisko, seconded by Commissioner Macino to authorize the transfer as stated above. By unanimous vote the motion carried.

IX. APPROVAL OF GENERAL FUND OPERATING ACCOUNT ITEMS:

1. Invoices paid and checks written from October 11, 2018 to November 13, 2018 in the amount of \$363,155.29.
2. Bills requested for payment for November 14, 2018 in the amount of \$239,373.15.

Motion was made by Commissioner Durisko seconded by Commissioner Williams-Zabicki, to approve the report and authorize payments as stated above. By unanimous vote the motion carried.

X. APPROVAL OF CAPITAL INVESTMENT ACCOUNT ITEMS:

1. Invoices paid and checks written from October 11, 2018 to November 13, 2018 in the amount of \$25,042.90.
2. Bills requested for payment for November 14, 2018 in the amount of \$177,476.98.

Motion was made by Commissioner Durisko seconded by Commissioner Williams-Zabicki, to approve the report and authorize payments as stated above. By unanimous vote the motion carried.

XI. ADJOURN:

Motion was made by Commissioner Durisko, seconded by Commissioner Macino to adjourn the meeting at 8 p.m. By unanimous vote the motion carried.

George E. Macino – President
Board of Commissioners

Valerie A. Salla
Township Secretary