

**MINUTES
COLLIER TOWNSHIP BOARD OF COMMISSIONERS**

REGULAR MEETING

November 25, 2019

7:00 P.M.

I. CALL TO ORDER: President Macino called the meeting of the Board of Commissioners to order at 7:00 P.M.

A. PLEDGE OF ALLEGIANCE

B. ROLL CALL:

BOARD

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

STAFF

Chuck Means, Solicitor - Present
Kevin Brett, Engineer - Present
Craig Campbell, Chief of Police - Present
Robert Caun, Planning Director - Absent
Bob Palmosina, Public Works Director - Present
Tom Plietz – Bldg./ Fire Code Official - 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 for personnel and legal matters.

D. Consider action on Resolution 112519-01; A Resolution to appoint Debra Zymroz to fill the vacant seat of Township Commissioner for the remainder of the 2019 calendar year.

Motion was made by Commissioner Williams-Zabicki, second by Commissioner Ruffennach to approve Resolution 112519-01 as stated above. By unanimous vote the motion carried.

E. Consider action to hire Officer Michael Benney as a full time Officer for the Collier Township Police Department.

Motion was made by Commissioner Ruffennach, second by Commissioner Macino to hire Officer Michael Benney as stated above. By unanimous vote the motion carried.

F. Swearing in of Officer Michael Benney by Judge Maureen McGraw Desmet took place.

G. Swearing in of Debra Zymroz by Judge Maureen McGraw Desmet took place.

II. APPROVAL OF MINUTES:

A. October 14, 2019 – Board of Commissioners Workshop Meeting

B. October 28, 2019 – Board of Commissioners Regular Meeting

Motion was made by Commissioner Ruffennach, second by Commissioner Williams-Zabicki to approve both minute dates 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.

Solicitor Means added the following:

1. *Woodville Litigation.* A hearing is scheduled in February 2020. At this hearing, Attorneys for both sides will argue to the Judge on the issues and our requests for motion on the judgement. The Judge will ask any questions he/she wants. The Judge may or may not decide that day.

There were no 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 added the following:

1. *2020 Road Improvement Program.* Collier Township is looking at bidding with North Fayette Township and Moon Township and this will take an intergovernmental agreement ordinance to be passed. The managers of all three (3) Townships have met to discuss this and a draft ordinance was sent to the Solicitor for review.

Commissioner Macino questioned if Lennon, Smith, Souleret Engineers represent all three(3) communities.

Mr. Brett stated yes.

2. *Grading Permits.* The Villages of Neville Park Valley Fill was given two (2) review letters and was given a submittal. There was a third review letter and they have met all the requirements of the Ordinance. The only items LSSE listed was the O & M agreement, a revision needs done to the Allegheny County Conservation District (ACCD) permit and the County is aware of it. The

Developer can continue to work on the fill as the revision is being amended to that permit based on what the County as reported to the Township. There was a soil management plan done and needs to be a condition of the permit and that the items listed in that permit are followed.

Commissioner Williams-Zabicki questioned who is responsible for ensuring that the soils management plan is adhered to.

Mr. Brett stated the Developer has a professional Engineer Geotech that has prepared it the they have to adhere to it.

Commissioner Williams-Zabicki questioned who governs over the professional engineer Geotech to determine....

Mr. Brett stated they must submit the reports to the Township as listed times in the soil management plan and the Township will have to monitor that.

Commissioner Williams-Zabicki stated this is something we will want to put in place to ensure that on those dates we are expecting those soil management reports.

Commissioner Macino stated there are often times that we call about the ACCD and the DEP that exist and we always wonder if there is an actual person who is for Collier Township and manages any of the permits that are issued. Mr. Thauvette found a person that is responsible for Collier Township and Mr. Thauvette can say more about this on his report.

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. *ACCD Contact.* The contact for Collier Township is Michelle Meanor. Mr. Thauvette tried to have a meeting with the ACCD and DEP to learn what their role is with permitting, etc. They declined having a meeting but provided Mr. Thauvette a contact within the DEP's office. Mr. Thauvette is still trying to get ahold of that Dep contact to see what they regulate and oversee so the Township can make sure all our Developers are meeting our Ordinances.
2. *Joint Paving Program.* We will be setting up a drive-in mid-December to see what roads we want to focus on in 2020. Also, with the joint program, we will only have to advertise the program once and will share the cost with the other two (2) Townships for the bids. There can only be one Township as holder of the contract and that will be Moon Township because they are the largest of the three (3) in terms of what they will be paving. We will be working with Moon in

the contract, but we will have full control on what is being paved in our own Township.

Mr. Brett stated there is also a tar and chip program that everyone is trying to do together so one contract is put out for to get better pricing. Tar and chipping have to be done at a certain time of the year and it is always hard getting a good bid when you have one or two roads that need done.

3. *Vacant Property Recovery Program.* There is a Resolution on the Agenda for approval. It is a side yard in Kirwan Heights. There are not major issues with this property and recommends the Board approve the Resolution.
4. *SRO Contract with School District.* There is a Resolution on the Agenda for approval. This is a four (4) year contract which will allow it to expire when our next Police contract expires.
5. *PA Small Water and Storm Sewer Program Grant.* There is a Resolution on the Agenda for approval to allow Mr. Thauvette and Commissioner Macino be the officials to apply for funding for our pollutant reduction in storm sewers.
6. *Dog Park.* The fence is up but it is not opened yet.

Commissioner Williams-Zabicki questioned if we wanted to celebrate this.

Mr. Thauvette stated the fence is in place and there is some filling we need to go at the base of the fence to ensure the dogs will not sneak out and we are in the process of ordering signs. If the weather holds off, we may be able to open this winter but would like to do an official ribbon cutting in the spring.

There were no other questions or comments.

- D. Building/Codes:** Mr. Plietz stated that Mr. Caun 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. Plietz added the following:

1. *Third Party Electrical Inspector.* This is on the Agenda for approval.
2. *Fee Schedule Resolution.* This is on the Agenda for approval.

Commissioner Williams-Zabicki stated she would like to get an assessment from Mr. Plietz and Mr. Durisko after they have been here for a month on what they think the top five (5) issues are and should be addressed in the Township. Where should the Township priorities be in terms of Code Enforcement, Building Inspection, etc.? Where we should go to ensure this Board is in line with the safety and well-being of the community?

Mr. Plietz thought this was a great idea.

There were no other questions or comments.

E. COG Report: Commissioner Ruffennach report last week Collier hosted the meeting at the Community Center. He thanked Mr. Thauvette, Rochelle Barry, Commissioner Zymroz and the staff at the Community Center for getting the food out and served. We had a lot of nice compliments about the Community Center. The COG passed their Budget for 2020 and the dues remain the same and the vactor truck fees remain the same. There was a guest speaker from Alcosan that spoke about Municipal Authorities and what they will be doing in the future. Next months meeting will be at Bridgeville Borough.

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 the following:

1. *Disbursements.* This meeting request for disbursements includes the majority of the road program and will see a very large item coming through for that.
2. *2020 Budget.* The preliminary budget has been advertised and will be ready at the next meeting for final approval.

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 highlighted the following:

1. *Comprehensive Plan.* Paschek and Associates that are doing the Comprehensive Plan have made the survey live. It is posted on the Parks and Recreation Facebook page. Everyone in the township will be receiving a post card at the end of this week or next week with the link on it to take the survey. Ms. Barry encouraged everyone to take the survey and share the link with others.
2. *Light Up Celebration.* Friday, December 6, 2019 starting at 6:00 p.m. We will have Santa, Fireworks, free hot chocolate, cookies, crafts and Christmas carols. Bring a donation for Beverly's Birthdays. The gingerbread contestants should submit their houses by 6:00p.m.

There were no other questions or comments.

H. Planning/Development/Zoning Report: Mr. Caun was absent but submitted a written report to the Board for the month of October prior to the meeting.

Mr. Thauvette informed the Board that Mr. Caun was absent due to going out of town to visit his new grandchild.

There were no other questions or comments.

- I. Public Safety – Fire Department Report:** Chief Troy Riddle was in attendance to answer any questions the Board may have.

Commissioner Williams-Zabicki commented she liked the way the fire reports are being done now.

Chief Riddle stated he prints them off from the State's software program.

There were no other questions or comments.

- J. Public Safety – Police Department Report:** Chief Campbell submitted a written report to the Board for the month of October and would be happy to answer any questions the Board may have. He thanked each member of the Board for moving forward with the hiring. It is very welcoming to the Officers since the holidays are coming.

Commissioner Williams-Zabicki stated there are residents on North Gray that are concerned with the traffic coming to and from a business on the corner of North Gray and Vanadium. We have talked about this before. There are issues in the morning when the employees come in the morning to get their materials when there are school buses and children walking. She would like the Police, Fire and Codes Departments to get together and try to come up with something to help with this issue whether it be an Ordinance or a public safety concern.

Chief Campbell questioned if it is a parking complaint or them pulling out onto Vanadium complaint?

Commissioner Williams-Zabicki stated it is both. Vehicles lined up on Vanadium and along North Gray as they are going into the place of business to pick up their supplies and leave. They are also parking on the sides of the roads, in yards and the parking lot is overflowing therefore impedes the ability for the residents to get out safely.

Commissioner Ruffennach questioned fire Chief Riddle if the fire department is having issues getting in and out.

Chief Riddle stated no and he spoke to the Owner/Manager about the fire hydrant being blocked by the parking. That is the only concern he had. There is traffic there between 6:45 a.m. and 7:30 a.m. and then sometimes about 3:00 p.m. or 3:30 p.m.

Commissioner Ruffennach questioned if the fire department would have a difficult time getting in and out at those times.

Chief Riddle stated no but it there is an issue on that street, getting to the fire hydrant would be difficult and getting a truck down that street. The biggest thing would be getting to the hydrant.

Chief Campbell stated the Officers have addressed this issue several times. The Officers have spoken to the Manager who is very easy to work with and stated it is just that time in the morning that the parking lot fills up and overflows onto the street. Officers have gone here and there are no signs for no parking nor was the fire hydrant blocked so they could not enforce anything. Maybe signs could be placed on one side of the street for no parking or an Ordinance can be adopted.

The Commissioners advised the police, Fire and Codes departments to get together to discuss what can be done.

There were no other questions or comments.

K. 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. *Snow.* The trucks are ready for the snow.
2. *Leaves.* Public Works will continue for another week or two picking up leaves.
3. *North Gray.* There was an issue and Mr. Durisko and Mr. Plietz were notified of it. Public Works cut back growth on the road.

Commissioner Ruffennach questioned how the leaf machine was holding up.

Mr. Palmosina stated it caught on fire a couple of times but that is normal and everything is good.

There were no other questions or comments.

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

IV. PUBLIC COMMENT / COMMENT ON NEW BUSINESS:

Robert Hufnagel of 7 Miller Drive approached the Board regarding Leslie Road Associates building duplex homes and wanting to use Miller Drive as an Emergency Entrance. Miller Drive goes right through the middle of his property and is 25 feet from his front porch. This road is only a 15ft. private driveway. There are two more lots there and his wife owns one of them. The Development Company bought the other lot which connects to another 15+ acres. He is worried about the use of the road. He has a handicapped daughter in a motorized wheelchair that likes to go out in the yard. The Development Company offered to purchase the other lot from his wife and they refused to sell it. He presented a map of his property to the Board.

Mr. Thauvette stated this is all just preliminary and there is a plan of homes being considered and he advised Mr. Hufnagel to attend the Public Hearing on December 9th at 6:15p.m. for this property.

V. NEW BUSINESS:

1. Consider action to enter into an agreement with Chartiers Valley School District to provide School Resource Officer services to the school district, effective January 1, 2020.

Motion was made by Commissioner Williams-Zabicki, seconded by Commissioner Ruffennach, to enter into an agreement with Chartiers Valley School District as stated above. By unanimous vote the motion carried.

2. Consider action on Resolution 112519-02; A Resolution to enter into an agreement with Kirwan Heights Volunteer Fire Department d/b/a Collier Township EMS as Emergency Medical Service provider for the Township of Collier.

Commissioner Macino asked Chief Riddle to give a brief summary of this Resolution.

Chief Riddle informed the Board the Rennerdale Ambulance Service is officially done on January 1, 2020. Rennerdale came to the Kirwan Heights EMS about forming a Collier Township EMS. Kirwan Heights will take over the Rennerdale EMS on December 1, 2019. Northwest EMS will also be done staffing the Rennerdale EMS on December 1, 2019.

Commissioner Williams-Zabicki questioned why isn't Rennerdale EMS running until December 31, 2019.

Mr. Giroski, President of Rennerdale VFD, stated the EMS ran out of funds.

Commissioner Zymroz questioned if the Northwest EMS donation requests should be filled out and mailed in or should it be thrown out.

Mr. Giroski stated they should not be completed and mailed in. Northwest sends out donation requests to Oakdale Postal zip codes and Collier has some Oakdale mailing addresses and that is how Collier residents receive them. If a Collier resident donated to them, they should call Northwest and ask for their money back.

Commissioner Zymroz questioned how we could let the residents know this information.

Mr. Giroski stated they have received phone calls about this and we have told the people to request their money back.

Chief Riddle stated we have had emails back and forth with Mr. Thauvette.

Mr. Thauvette stated we can put something on the website.

Commissioner Zymroz questioned how the donation requests will come to the residents.

Chief Riddle stated it will come from Collier Township EMS.

Commissioner Williams-Zabicki questioned if Chief Riddle had any concerns about providing services across Collier Township.

Chief Riddle stated no.

Commissioner Williams-Zabicki thanked the departments for working together.

Motion was made by Commissioner Williams-Zabicki, seconded by Commissioner Ruffennach, to approve Resolution 112519-02 as stated above. By unanimous vote the motion carried.

3. Consider action on the application for Preliminary and Final Major Land Development of Steen Road Partners who propose to construct a sit-down restaurant at 1273 Washington Pike. The Planning Commission has reviewed and recommends approval with the conditions listed in the LSSE review letter dated November 18, 2019.

Commissioner Williams-Zabicki questioned if the Developer met with the residents behind this development to inform them on what was happening.

Mr. Thauvette stated it has not happened because there were scheduling issues on both sides. The invitation is still open and if the residents have any questions, they can come to us.

Motion was made by Commissioner Williams-Zabicki, seconded by Commissioner Ruffennach, to approve the Preliminary and Final Major Land Development of Steen Road Partners as stated above. By unanimous vote the motion carried.

4. Consider action to enter into a contract with Professional Code Services to serve as the exclusive third-party agency to provide electrical services and plan review for purposes of compliance with the PA Construction Code Act within Collier Township.

Commissioner Macino stated that NIRA Engineers are no longer providing these services and Mr. Plietz has recommended Professional Code Services.

Mr. Plietz stated he has worked with people within this company and did a survey of other companies in the area and Professional Code Services by far exceeds the services that we need.

Solicitor Means stated he has worked with Professional Code Services in other municipalities and have seen their work and echoes Mr. Plietz' s comments.

Motion was made by Commissioner Ruffennach, seconded by Commissioner Macino, to enter into a contract with Professional Code Services as stated above. By unanimous vote the motion carried.

5. Consider action on Resolution 112519-03, A Resolution amending the fee schedule to revise Article 1.C Certified Reviews (Appendix B) and Article 1.F Electrical Inspections (Appendix A).

Mr. Plietz gave an overview of this Resolution. The updates to the Fee Schedule will help recoup money for the Codes Department.

Motion was made by Commissioner Williams-Zabicki, seconded by Commissioner Zymroz, to approve Resolution 112519-03 as stated above. By unanimous vote the motion carried.

6. Consider action on Resolution 112519-04; A Resolution designating George Macino and Kyle Thauvette as the officials to execute all documents and agreements for the PA Small Water and Sewer Program Grant.

Motion was made by Commissioner Williams-Zabicki, seconded by Commissioner Ruffennach, to approve Resolution 112519-04 as stated above. By unanimous vote the motion carried.

7. Consider action on Resolution 112519-05: A Resolution approving that the Acquisition and subsequent disposition of parcels of vacant property know as Block and Lot number; 147-K-25 would be in accord with the Comprehensive Plan of the Municipality.

Mr. Thauvette stated this property is right off Washington Pike and is one of the vacant side lots located next to a home. This resident wants to use it as a side yard to their home.

Motion was made by Commissioner Williams-Zabicki, seconded by Commissioner Ruffennach, to approve Resolution 112519-05 as stated above. By unanimous vote the motion carried.

VI. ACCOUNT TRANSFERS:

1. Approval of the transfer of \$550,000.00 from the General Fund Account to the Capital Fund Checking Account.

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

VII. APPROVAL OF GENERAL FUND OPERATING ACCOUNT ITEMS:

1. Invoices paid and checks written from November 12, 2019 to November 24, 2019 in the amount of \$200,903.51.
2. Bills requested for payment for November 25, 2019 in the amount of \$194,608.39.

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

VIII. APPROVAL OF CAPITAL INVESTMENT ACCOUNT ITEMS:

1. Bills requested for payment for November 25, 2019 in the amount of \$540,669.27.

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

IX. ADJOURN:

Commissioner Macino wished everyone a safe and happy Thanksgiving.

Motion was made by Commissioner Williams-Zabicki, seconded by Commissioner Ruffennach to adjourn the meeting at 8:08p.m. By unanimous vote the motion carried.

George E. Macino – President
Board of Commissioners

Valerie A. Salla
Township Secretary