

**MINUTES
COLLIER TOWNSHIP BOARD OF COMMISSIONERS**

WORKSHOP VIRTUAL MEETING

November 9, 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.– Present
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 – Present

- C. EXECUTIVE SESSION:** No meeting was held.

II. Board Discussion for Committees

A. Administrative/Public Affairs

Commissioner Zymroz reported the following:

1. *Fall Leaf Collection.* Leaf collection will be from October 19th to November 30, 2020. Leaves must be raked to the curb. The Township Leaf-Vac will pick up along residential streets only. Leaves can be bagged only in a brown leaf and garden bag. NO PLASTIC bags. After November 30, 2020, all leaves must be bagged in brown leaf bags. Leaves will be collected on Mondays and Fridays unless scheduled otherwise with the Township.
2. *Budget 2021.* Thanked everyone for their work on the budget.
3. *Safety Social Distance Holiday Programing.* Please continue to visit our website and the Collier Township Parks and Recreation Facebook page as we will continue to offer several programs and activities for our residents this holiday season. We are finalizing a few programs and will provide information as it becomes available.

4. *Manager's Coffee Hour*. Will be held on Monday, December 7th at 9:30 a.m. We will try to hold this indoors but will only allow those who have RSVP'd online. More information will be on the Township website later this month.

B. Building/Codes

No report.

C. COG

No report.

D. Finance

Commissioner Williams-Zabicki stated this report will be in the discussion on the 2021 Budget.

E. Parks & Recreation

Commissioner Styche reported the following:

1. *Pickle Ball*. The Courts at Webb Field are being used by the Pickle Ball players and they are looking forward to a full renovation of the court next year.
2. *Dog Ordinance*. This will be discussed at the Manager's Coffee Hour on Monday, December 7th.
3. *Parks and Recreation Director*. Has resigned for a better job in Wheeling, WV. and is excited for the opportunity.

Commissioner Williams-Zabicki thanked Ms. Barry for all the good and hard work she did for Collier Township.

F. Planning and Land Use Development

No report.

G. Public Safety

Commissioner Ruffennach reported the following:

1. *Containment Trailers*. Rennerdale VFD wants to install some of these trailers on their property for fire training purposes. They are stackable trailers and they want three (3) on the bottom and two (2) on the top. In order for the fire department to do this they will need to get a variance from the Zoning Hearing Board. Rennerdale VFD is requesting for the Commissioners to waive the application fee of about \$1,200.00.

Commissioner Williams-Zabicki questioned of the Commissioners can do this.

Mr. Thauvette stated yes the Commissioners have waived fees in the past.

Commissioner Chiurazzi stated he did not have a problem waiving the fee for something like this but would like more information regarding this. There may be a safety issue being in a residential area.

Commissioner Ruffennach stated he has just learned some things about them. There are many ways to use them. Rennerdale VFD came to him about using them.

Commissioner Zymroz questioned where these trailers would be placed.

Commissioner Ruffennach stated in the back corner of the parking lot.

Commissioner Chiurazzi stated from a legal standpoint, he would like to see a hold harmless agreement in case something terrible might go wrong and something from the neighboring residents stating they are okay with this.

Commissioner Styche was in agreement with Commissioner Chiurazzi and would also like to get more information on these trailers.

Commissioner Williams-Zabicki stated she would like to get more information and to see who is responsible for insuring this is safe for our residents.

The Board agreed to waive the application fee for the fire department.

H. Public Works

Commissioner Zymroz reported the following:

1. *Discovery Trail.* Mulching has continued.
2. *Equipment.* Winterization of equipment has started.
3. *Stockyard.* Public Works has been cleaning up the stockyard.
4. *Salt.* Have been moving the 732 ton of salt around.
5. *Garbage Cans.* Every two (2) days they have been emptying the parks and the trails garbage cans.
6. *Leaf pick up* continues.

I. Sewer Department

Mr. Thauvette reported the following:

1. *Billing.* He and Mr. Hinds have been gathering information from Jordan Tax Services to do the billing for the sewer department. Currently we use Diversified for the billing. Jordan Tax Services has provided us numbers that are lower than Diversified. They will reach out to Diversified to see if they could beat or match those numbers.

Commissioner Chiurazzi stated why we would do that. We go with the lowest bid. This seems unfair.

Mr. Thauvette asked how it is unfair.

Commissioner Chiurazzi stated any bid that we get; we always go with the lowest from a government standpoint. Do we ask other bidders to try to beat or match the lowest bidder? We need to ask the Solicitor if we can do this.

Mr. Thauvette stated that is a good point.

Commissioner Chiurazzi advised Mr. Thauvette to tell the two (2) companies they need to put their best foot forward on the numbers.

J. Township Manager / Township Business

No report.

III. PRESENTATION: Emergency Operations Plan

Commissioner Styche presented the Emergency Operations Plan to the Board and thanked the following people that helped with the Plan:

1. Dave Brown, Collier Township Emergency management Coordinator.
2. Kyle Thauvette, Collier Township Manager
3. Chief Craig Campbell, Collier Township Police Department
4. Chief Troy Riddle, Kirwan Heights VFD
5. Chief Dan Wauthier, Presto VFD
6. Chief Evyn Ray, Rennerdale VFD
7. Andy Giroski, President of the Rennerdale VFD
8. Bob Palmosina, Collier Township Public Works Director

Commissioner Styche stated including himself that they have all worked on this plan over several months. The residents can view the basic plan on the Township's website. The main plan is for the Township only because it is confidential. There is a Resolution on the agenda this evening for a vote on this plan.

Commissioner Styche explained this plan outlines the steps the Township should take in case of an emergency. Examples: Hurricanes, Tornados, Pandemics, Flooding. The Township would follow these basic steps to make the residents of Collier Township safe.

Commissioner Williams-Zabicki questioned what this plan was based off of.

Commissioner Styche stated this is a straight forward plan that has portions taken from other communities of Allegheny County, and Hempfield Township. The plan was modeled after those plans and made it fit Collier Township.

IV. TOPICS OF DISCUSSION:

2021 Budget.

Commissioner Williams-Zabicki thanked Mr. Thauvette and Mr. Hinds for balancing the Budget. She asked Mr. Hinds to explain the changes in the budget.

Mr. Hinds went through the Budget and explained the changes that were made in the budget to bring it in balance.

Mr. Thauvette stated the Sewer Department Budget is on the agenda for advertisement approval however the Commissioners did not get a chance to go over this budget prior to this meeting. Therefore, the Sewer Department Budget will be moved to the next meeting to advertising approval.

V. PUBLIC COMMENT ON NEW BUSINESS ITEMS:

Mr. Thauvette informed the Board there were no public comments.

VI. NEW BUSINESS:

1. Consider action to advertise the 2021 General Fund and Capital Fund Preliminary Budgets.

A motion was made by Commissioner Chiurazzi, seconded by Commissioner Styche to advertise the 2021 General Fund and Capital Fund Preliminary Budgets. By unanimous vote, the motion passed.

2. Consider action to adopt Ordinance #715; An Ordinance amending Chapter 18 of the Township Code of Ordinances to add a new Part 4. Establishment of the Collier Township Sewer Department, including provisions for fees and rates relating thereto, and for rules and regulations relating thereto.

A motion was made by Commissioner Styche, seconded by Commissioner Zymroz to adopt Ordinance #715 as stated above. By unanimous vote, the motion passed.

3. Consider action on Resolution #110920-01; A Resolution amending the Sewage Facilities Planning Act to include Collier Restaurant by Steen Road Partners, LLC.

A motion was made by Commissioner Chiurazzi, seconded by Commissioner Styche to approve Resolution 110920-01 as stated above. By unanimous vote, the motion passed.

4. Consider action on Resolution #110920-02; A Resolution adopting an Emergency Operations Plan.

A motion was made by Commissioner Zymroz, seconded by Commissioner Styche to approve Resolution 110920-02 as stated above. By unanimous vote, the motion passed.

VII. Approval of General Fund Operating Account items:

- Invoices paid and checks written from October 27, 2020 to November 8, 2020 in the amount of \$153,787.71.

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

- Bills requested for payment for November 9, 2020 in the amount of \$199,935.83.

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

VIII. Approval of Capital Investment Account items:

- Invoices paid and checks written from October 27, 2020 to November 8, 2020 in the amount of \$15.65.

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

- Bills requested for payment for November 9, 2020 in the amount of \$517.70.

Motion was made by Commissioner Zymroz, seconded by Commissioner Chiurazzi, to approve the Capital Investment Account items as stated above. By unanimous vote, the motion carried.

IX. Approval of Sewer Account items:

- Bills requested for payment from October 27, 2020 to November 8, 2020 in the amount of \$516,209.46.

Motion was made by Commissioner Styche, seconded by Commissioner Ruffennach, to approve the Sewer Fund Account items as stated above. By unanimous vote, the motion carried.

X. ADJOURNMENT:

Motion was made by Commissioner Zymroz; seconded by Commissioner Styche; to adjourn the workshop meeting at 7:43 p.m. By unanimous vote of the Board the motion passed.

Dawn Williams-Zabicki, President
Board of Commissioners

Valerie A. Salla
Township Secretary