

**MINUTES
COLLIER TOWNSHIP BOARD OF COMMISSIONERS**

REGULAR MEETING

October 10, 2018

7:00 P.M.

I. CALL TO ORDER: Commissioner Macino called the meeting of the Board of Commissioners to order at 7:05 P.M.

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 - Absent
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.

Commissioner Macino introduced Sean Gramz to the Township as the Building and Codes Officer.

Mr. Gramz informed the public that we will be reviewing all the Ordinances and programs getting them back in line with the Board’s vision and get our blighted properties turned back around.

II. APPROVAL OF MINUTES:

A. September 12, 2018 – Board of Commissioners Regular Meeting

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

B. September 26, 2018 – Board of Commissioners Workshop Meeting

Motion was made by Commissioner Durisko, second by Commissioner Chiurazzi 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 September and would be happy to answer any questions the Board might have.

Commissioner Williams-Zabicki questioned the picnic tables on the report regarding reviewing the letter.

Mr. Thauvette stated there was legal review involved in the grant for the picnic tables. Engineering is also involved.

Solicitor Means stated he review the bid tabulations are done to help determine the lower responsible bidder.

Commissioner Chiurazzi asked all the Directors to please update their reports to the most current or new items. Remove items that are repetitious.

There were no questions or comments.

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

Mr. Brett informed the Board the Act 167 Stormwater Management Ordinance needs updated and adopted by December 1, 2018.

Commissioner Williams-Zabicki questioned when the Board will receive a copy of this draft Ordinance to review.

Mr. Thauvette stated the first of next month.

Mr. Brett stated the Board should have it by the next workshop meeting.

Commissioner Williams-Zabicki questioned the Discovery Path letter October 4, 2018.

Mr. Brett stated the Public Works Department completed the work in the Grant application and this can be closed out for the Discovery Path. Also, Pubic Works has already completed the next phase of putting the surface down on the connection piece of the trail.

Commissioners Williams-Zabicki and Chiurazzi want to see a full accounting of the Discovery Path project expenses.

Commissioner Williams-Zabicki questioned what the cost will be for Scotts Run Road.

Mr. Thauvette stated it will be \$250,000.00.

There were no other questions or comments.

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

Mr. Thauvette added the following;

1. He checked into the cost for wrapping on the new motorcycle. The cost is \$5,000.00. They have to disassemble the entire motorcycle and put it back together for the wrap.
2. In the budget process, items need to be considered that haven't in the past. Road improvements, a pollution reduction program which is required as part of the MS4 requirements and contract settlements of salary increases need to be addressed in 2019.

Commissioner Williams-Zabicki would like a bulleted point list of the top five (5) financial priorities for the 2019 year and why they are a priority.

Commissioner Chiurazzi questioned Joe Seaman in the audience if the Enterprise Rental Car situation is ok.

Mr. Seaman stated it has been much better.

Commissioner Chiurazzi advised Mr. Seaman to keep the Board informed of this situation.

Commissioner Macino stated this Board has tried to work with Enterprise also in trying to find them other areas to car their cars but nothing has turned out well.

There were no questions or comments.

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

Mr. Thauvette added that Mr. Gramz has only been here a week and a half and has brought to us a couple of impressive things. He has hit the ground running. He has brought to our attention about tenant registration comparing it to adjacent communities. There is language that needs changed in the Ordinance. He provided Mr. Thauvette with information on clear boarding which can be used to board up

homes and still be what is going on inside the house. It is different than using plywood. We had a webinar today to look at possibly replacing our aging GIS program, GEO Plan, which we currently use. The new plan would allow Sean to be more productive out in the field and to allow him to print out citations out in the field and hand them directly to the person.

Commissioner Chiurazzi questioned when the buildings at the community center will be done being demolished.

Mr. Thauvette stated the contract is due to expire on Thursday, October 11, 2018. The Contractor, Lutterman Excavating, is requesting a 30-day extension due to the weather. We are waiting for a letter from Lutterman Excavating requesting this.

Commissioner Chiurazzi stated we need to be careful extending this because it maybe inside work. We need them to get this done and don't want to fine them.

Mr. Brett stated he will reach out to them and provide a change order.

There were no questions or comments.

- E. COG:** Commissioner Ruffennach reported he will attend the meeting this month. They are doing changes to their personnel requirements.

Commissioner Chiurazzi informed Commissioner Ruffennach that we discussed at last months meeting if it makes sense to continue with this particular COG or to go somewhere else.

Commissioner Ruffennach will give feedback to the Manager, Mr. Thauvette.

There were no other questions or comments.

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

Mr. Hinds added the following:

1. This is a big month for revenues and payments.
2. We are a little bit ahead on the budget as far as people paying their real estate tax at discount.
3. Paying all our pension contributions for the MMO's due to the State Aid check being received.
4. All the fire department payments from the State Aid check that was received are being made.
5. Real Estate transfer tax. The Nevillewood Garden Apartments was sold for 14 million 100,000 thousand dollars. This gives the Township about \$202,000.00 in transfer taxes on that property only.

Commissioner Williams-Zabicki stated we are three quarters of the way through the year and we are at 84% of the revenues. What is the history?

Mr. Hinds stated this is pretty much normal. Because so much of the Township's money is in Real Estate and Earned Income taxes we have more money that will be received from real estate taxes and earned income taxes.

Commissioner Williams-Zabicki pointed out the Township has spent more on Solicitor's fees this year than last year and we have more fees to come.

Mr. Hinds stated the Directors have told him they are reaching out to the Board to meet to go over their budgets and to please do what you can to keep the process rolling.

There were no other questions or comments.

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

Commissioner Williams-Zabicki thanked Ms. Barry and her entire group for the great job on CollierFest as well as the department of Public Works.

Commissioner Macino agreed with Commissioner Williams-Zabicki and also stated we had great weather and it was the best year that he can remember. He appreciates everyone's effort.

Commissioner Williams-Zabicki questioned what is Tone it up Pittsburgh?

Ms. Barry replied it is a national fitness group that has groups all over. They meet and do fitness things. They will be meeting at the Community Center for Friendsgiving in November and will be having a yoga instructor and everyone brings something for a potluck dinner. They bring canned goods to give to the local food bank.

Commissioner Williams-Zabicki pointed out the Light Up Celebration will be on November 30th and the Jingle Jam on December 8th and 9th.

There were no other questions or comments.

H. Planning/Development Report: Mr. Caun was absent and had submitted a written report to the Board for the month of September prior to the meeting.

Mr. Thauvette added the following:

1. Planning Commission will meet on October 18th to review the Amalfi Ridge Phase III final approval
2. The Carpenter's Union building wants to put on a 2,000 sq. ft. addition and is seeking preliminary approval.
3. No Zoning Hearing Board meetings are set.

4. A representative is here from Nevillewood to talk about a golf cart storage building.

Commissioner Chiurazzi stated the Commissioners will have representation at the October 24th hearing. We are spending money, tax payer's money to go to the argument.

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.

Ms. Salla informed the Board and Chief Wauthier a report was not submitted, and that Chief Riddle's email said he will have the two (2) months in next month's report.

Commissioner Ruffennach questioned if they got their truck back yet.

Chief Wauthier stated he just went out and saw it today and hopes to have it back in a couple of weeks.

Chief Wauthier added the following:

1. We have been talking to Chief Sohyda for the study.
2. Presto's daylight shift starts Monday, October 15th. We will have one paid person at the station, 5 days a week.
3. Presto is hosting the COG's Essentials training class. It is 188+ hours of training.

There were no other questions or comments.

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

Commissioner Durisko questioned if we are going to keep all three (3) motorcycles or get rid of one (1).

Chief Campbell stated to keep three (3). The other two are older and need more maintenance and right now we have four (4) officers that are certified to ride a motorcycle. It will be rare that we have all three bikes out on the road, but we should keep one for a back up.

Commissioner Durisko questioned if they ride alone or in pairs.

Chief Campbell stated we like to ride in pairs, but this summer was hard to get enough officers to ride because we have to have two officers working at all times and the motorcycles are in addition to that. To get two motorcycles riding we would need four officers working and that is rare because of our man power situation.

Commissioner Durisko questioned why the motorcycles are in addition to the shift and doesn't it count as a police cruiser?

Chief Campbell stated no because the motorcycle has limitations on what it can and can't do. He wants two (2) police cars covering the Township at all times. He doesn't want to take away from the streets to put a motorcycle out there. They cannot carry all of their gear.

Commissioner Chiurazzi stated this is the first meeting for the Chief since he got back from training and is the most qualified Chief in the area. We are very proud of the Chief. He asked the Chief to inform everyone what he did.

Chief Campbell thanked Commissioner Chiurazzi. The drive was 300 miles one way and he came back on weekends to keep up on things here. The guys were really great downstairs and kept things running well. It was 10 weeks of the best law enforcement training in his 30 year career. He has made contacts all over the world. This was a unique all day class and everyone waited for years and wanted to get into this class. Everyone in the class was mid-level to high level management. He brought back a lot of knowledge and good ideas back for the good of the department and the Township. He was happy to be a part of it.

Everyone congratulated the Chief.

Commissioner Williams-Zabicki mention on one of the School Resource Officers monthly report was on September 5th, a first grader tried to run out of the building twice. He was able to calm the child down. He refused to listen to his teacher. The SRO was able to sit with the child and help him do his math work. The child calmed down, was able to do his work and went back to class without further interruption. This points out how our Officers are so dedicated to our students and the community.

Chief Campbell stated that is so important to these kids. We humanize the Officer and build a trust relationship with the Officers. We have two (2) great SRO's.

There were no other questions or comments.

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

Mr. Palmosina added the following:

1. Touch a Truck is Saturday, Oct. 20th at Collier Park.
2. Night Walk on the Panhandle trail is Saturday night, October 20th.
3. Still out cutting grass.
4. Leaf collection started.

Commissioner Durisko questioned if residents have to call in for leaf pick up.

Mr. Palmosina stated no but we do get a lot of calls for leaf pickup.

There were no other questions or comments.

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

VII. PUBLIC COMMENT / COMMENT ON NEW BUSINESS:

Terry Bell of 793 Marigold Court, Bridgeville approached the Board stating it is encouraging the Township has positive revenue. He also asked for confirmation from the Board when hiring department heads. Does this require board approval and does it need to be unanimous?

The Board of Commissioners stated that was correct and it does not have to be unanimous.

Mr. Bell stated the Board hires the department heads and can be a majority vote.

Commissioner Macino stated yes.

Mr. Bell stated that two (2) years ago Commissioner Feller brought up about the Township not having a nepotism policy. The minutes show there was a lot of discussion and Commissioner Macino stated there will be further decision on this. He went through the minutes for the last three (30 years and there has been nothing. Will there be further discussion? Does the Township have a nepotism policy?

Commissioner Macino stated we have not put a policy in writing. We have not had that issue come up since then. That was a specific issue.

Mr. Bell stated the minutes say you wanted a written policy and there would be further decision. There was never anything in the minutes about it. He is wondering what happened to it.

Commissioner Macino stated really nothing and it is something we will get to.

Mr. Bell stated for two (2) years.

Commissioner Macino stated it may be longer than that and questioned if there is a concern with something.

Mr. Bell stated no. He was just curious and wonders what happened to it.

Solicitor Means stated that part of it is the Board took into account there is already a State wide Ethics Law with provisions for conflict of interest and voting on matters that would involve a spouse or child. That is already a law in place and we need to follow it.

Mr. Bell stated it is to his understanding that nepotism is not an ethics issue and I have been told by the State that it is not an ethics issue and has to be handled by each individual Township. It has been two (2) years since this has been discussed. Why? Is it not important?

Solicitor Means stated that if a Commissioner or any elected official votes to appoint their spouse or child to a paid position everywhere across the State that is a conflict of interest. If you don't call that nepotism than it wouldn't be a matter.

Mr. Bell stated he doesn't know how deep you would go. Is it going to be a family member, a spouse, a cousin, a son or daughter, and that is really where this is going. What I am hearing is you didn't discuss it.

Commissioner Macino stated we have not discussed it in any further matter.

Mr. Bell thanked the Board.

VIII. NEW BUSINESS:

1. Consider action on the PRD Modification request of The Club at Nevillewood. The applicant is proposing to construct an Accessory Structure known as The Golf Operations Center and is requesting a reduction in the front yard setback from 50' to 40'.

Commissioner Chiurazzi stated he is aware of this and knows that the neighbor next to the proposed building has no issues with it.

Mr. Flack of the Nevillewood Golf Club Superintendent stated they would like to build a building which is a golf cart storage building. The building will be big enough to store 72 golf carts inside. We are currently storing about 22 carts outside. We would like to reduce the set back from the road at Nevillewood Drive and Meridian Drive by 10 feet. We also want to remove the entrance drive for the meridian side and plant some trees and shrubs so it is less intrusive for the people that live across the street. We hope the Township allows us to build this.

Commissioner Macino asked for any comments from the Board. He did speak with Mr. Caun about this earlier.

Mr. Thauvette stated anytime you are reducing a set back from the right of way line it is about 13ft from the curb. This is not an HOA matter because it is not part of the residential plan. Mr. Thauvette looked at a map with the Commissioners. There are no issues with the neighbors.

Commissioner Williams-Zabicki questioned if anyone has raised any safety concerns of why you are removing the entrance.

Mr. Flack stated it will be safer for us because there is a lot of traffic going past this building. There is already a secondary entrance up on Nevillewood Drive. When the club house was originally built that entrance was not there. We now have three (3) entrances and we want to reduce it to two (2) entrances.

Motion was made by Commissioner Chiurazzi, seconded by Commissioner Williams-Zabicki, to approve the PRD Modification request of the Club at Nevillewood as stated above. By unanimous vote the motion carried.

2. Consider action on change order #1 from Lutterman Excavating. This change order will adjust the Contract amount to delete Building 48 from the contract and will result in a decrease of \$5,000.00 in the contract amount from \$148,500.00 to \$143,500.00.

Motion was made by Commissioner Ruffennach, seconded by Commissioner Williams-Zabicki, to approve change order #1 from Lutterman Excavating as stated above. By unanimous vote the motion carried.

3. Consider action Resolution 101018-01; A Resolution approving that the acquisition and subsequent disposition of numerous parcels of vacant property known as block and lot numbers; 195-E-10 would be in accord with the comprehensive plan of the municipality.

Motion was made by Commissioner Chiurazzi, seconded by Commissioner Macino, to approve Resolution 101018-01 as stated above. By unanimous vote the motion carried.

4. Consider action to hire Haleigh Ferguson for Community Center front desk help at a rate of \$9.00 per hour effective October 10, 2018.

Commissioner Durisko questioned if Rochelle met with her and approved.

Ms. Barry stated yes and that she also volunteered at CollierFest.

Motion was made by Commissioner Ruffennach, seconded by Commissioner Durisko, to hire Haleigh Ferguson as stated above. By unanimous vote the motion carried.

5. Consider action to do the following transfer of \$12,000.00 from the General Fund Account to the Capital Fund Checking Account.

Motion was made by Commissioner Williams-Zabicki, seconded by Commissioner Chiurazzi 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 September 13, 2018 to October 9, 2018 in the amount of \$378,661.33.

2. Bills requested for payment for October 10, 2018 in the amount of \$654,294.79.

Motion was made by Commissioner Williams-Zabicki seconded by Commissioner Ruffennach, 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 September 13, 2018 to October 9, 2018 in the amount of \$358.01.
2. Bills requested for payment for October 10, 2018 in the amount of \$11,610.32.

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

XI. ADJOURN:

Commissioner Chiurazzi thanked Ms. Salla for all her hard work.

Ms. Salla thanked and stated you are welcome to Commissioner Chiurazzi.

Motion was made by Commissioner Chiurazzi, seconded by Commissioner Williams-Zabicki 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