

**MINUTES
COLLIER TOWNSHIP BOARD OF COMMISSIONERS**

WORKSHOP VIRTUAL MEETING

September 14, 2020

7:00 P.M.

- I. CALL TO ORDER:** Commissioner Chiurazzi 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 – Absent

STAFF

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

II. Board Discussion for Committees

A. Administrative/Public Affairs

Commissioner Zymroz reported the following:

1. *Noblestown Roadwork.* This is expected to continue through October with paving of the road in early November, weather permitting.
2. *Hard to Recycle Event on October 3rd.* This event is held by Pennsylvania Resources Council (PRC) at the Settler’s Cabin Park Wave Pool parking lot from 9:00 a.m. to 1:00 p.m. Advance registration is required.
3. *Manager’s Coffee Hour.* Will be held on Monday, October 5th at 9:30 a.m.

B. Building/Codes

No report.

C. COG

Commissioner Ruffennach stated the summer break has ended and reported the following:

1. *Virtual Meeting. Will be held on Thursday, September 17, 2020.*

D. Finance

Commissioner Williams-Zabicki was absent. Mr. Thauvette reported the following:

1. *Budget.* The Directors have received their budgets and will set up times with their Committee Commissioner. The time line this year is to have the first draft ready by the October Workshop Meeting and at the November meeting we will be able to advertise the Budget and then at the December Workshop meeting we can adopt it formally.

Commissioner Chiurazzi stated that currently the Township is \$400,000.00 less in the budget and we are working hard to try and make it up in other places.

E. Parks & Recreation

Commissioner Styche reported the following:

1. *Dog Park.* Four (4) benches have been installed at the dog park.
2. *Pickle Ball.* The Public Works Department have been working on pickle ball courts and they should be up and running by next Friday.
3. *Light Up Night.* The Commissioners will need to decide if we will do this or not. If we are going to have fireworks, we will need to book them now. We cannot have an indoor event because of the Governor's COVID19 rules. We can have an outdoor event of 250 people.

Commissioner Chiurazzi questioned what is the cost of the fireworks?

Mr. Thauvette stated around \$6,000.00 and it is budgeted.

A discussion took place on whether to have the fireworks or not.

A motion was made by Commissioner Styche, seconded by Commissioner Chiurazzi to have the fireworks this year. By unanimous vote, the motion passed.

F. Planning and Land Use Development

No report.

G. Public Safety

Commissioner Ruffennach reported the following:

1. *Fire Study.* This is on the agenda tonight for discussion and since Commissioner Williams-Zabicki is not in attendance tonight, we will take that off the agenda. This is better to discuss when all five (5) Commissioners are in attendance.
2. *Employment of a Police Officer.* After much discussion for hiring another Police Officer.

Commissioner Styche stated he understands the need for public safety outlined by the Chief of Police however, due to COVID19 this year the Township revenue has fallen \$400,000.00. We have tried to ease this money by holding off on some of the road development and surfacing. We have held off on some development of our Parks. He did not feel the Township has the money to spend on hiring another Police Officer.

Commissioner Zymroz stated she feels our safety comes first and with the holidays coming, the Township will need another Officer and agrees in hiring another Officer.

Commissioner Chiurazzi questioned Mr. Thauvette if we hire this Officer to start in November 2020, will the Township be okay with the Budget for 2021 since we are currently in the red due to COVID19.

Mr. Thauvette stated yes. The Township will need to be aware of planning this in our 2021 budget.

Commissioner Chiurazzi stated he did not want to burden the Township with a new employee until November 1, 2020.

A motion was made by Commissioner Ruffennach, seconded by Commissioner Chiurazzi, to start field training no earlier than November 1st, 2020. By a 3 to 1 vote the motion passed. Commissioner Styche was opposed.

H. Public Works

Commissioner Zymroz reported the following:

1. *Wood waste* is continuing to be hauled away.
2. *Catch basins and pipe crossings* are complete and ready for paving.
3. *Ballfields* are being prepared for fall ball.
4. *Webb Field tennis courts* are being power washed and getting prepared for pickle ball.
5. *Dog Park benches* were installed.

I. Sewer Department

Mr. Thauvette reported the following:

1. *PLGIT Account.* The Municipal Authority had this account for CD's. They moved money from their general account into this CD money account because the Authorities Act does not allow them to have more than \$250,000.00 in the general fund checking account at any given time. The Township does have this restriction. New Business Item two (2) on the agenda will give the Township the ability to transfer the PLGIT account money directly into the Township's Brentwood Bank Sewer Fund account.
2. *Code Officer.* Next week Wilson Durisko will be getting certified in NASSCO Training which will give him the ability to review lateral inspections and installations. Currently the Engineers are doing this and with Mr. Durisko's certification will allow us to bring this inhouse and be a savings to the rate payers.

J. Township Manager / Township Business

Mr. Thauvette reported the following:

1. *Grant signer for Resolution 091420-01.* Back in 2015 the Township received grant money for roadway improvements at Vanadium and Route 50. There has not been any development here and we asked this grant money be re-purposed to Steen Road and Route 50. We did receive approval however we need to update the application from the previous manger to the current manager to execute the agreement.

Commissioner Chiurazzi questioned how the development site is going for Sheetz and the Napoli's Restaurant.

Mr. Thauvette stated things are moving along for Sheetz and the developer of the site has started the demolition of building where Napoli's will be located.

Commissioner Styche questioned when lines will be painted on Steen Road.

Mr. Thauvette stated the line painting is part of the Townships paving programs and the lines will be painted when the paving is completed within the next couple of months.

II. TOPICS OF DISCUSSION:

1. *Fire Study.* Tabled until another meeting.

III. PUBLIC COMMENT ON NEW BUSINESS ITEMS:

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

IV. NEW BUSINESS:

1. Consider action on Resolution 091420-01; a Resolution to designate Kyle P. Thauvette as an official to perform all the required duties for the grant application between Collier Township and the Redevelopment Authority of Allegheny County (RAAC).

A motion was made by Commissioner Styche, seconded by Commissioner Zymroz to approve Resolution 091420-01 as stated above. By unanimous vote, the motion passed.

2. Consider action to authorize the following designated signers on all Township PLGIT (Pennsylvania Local Government Investment Trust) accounts: Commissioner Dawn Williams-Zabicki, Commissioner Wayne Chiurazzi, Township Manager Kyle P. Thauvette and Township Secretary Valerie A. Salla.

A motion was made by Commissioner Ruffennach, seconded by Commissioner Zymroz to authorize all the above signers for the PLGIT Account as stated above. By unanimous vote, the motion passed.

V. Account Transfer(s):

1. Approval of the transfer of \$15,000.00 from the General Fund Account to the Capital Fund Checking Account.

Motion was made by Commissioner Styche, seconded by Commissioner Zymroz to approve the Account Transfer(s) as stated above. By unanimous vote, the motion carried.

VI. Approval of General Fund Operating Account items:

- Invoices paid and checks written from August 25, 2020 to September 13, 2020 in the amount of \$142,825.32.
- Bills requested for payment for September 14, 2020 in the amount of \$45,620.41.

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

VII. Approval of Capital Investment Account items:

- Invoices paid and checks written from August 25, 2020 to September 13, 2020 in the amount of \$31.20.
- Bills requested for payment for September 14, 2020 in the amount of \$15,078.99.

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

VIII. Approval of Sewer Fund Account items:

- Invoices paid and checks written from July 1, 2020 to September 13, 2020 in the amount of \$1,866,606.56.
- Bills requested for payment for September 14, 2020 in the amount of \$767,478.51.

Mr. Thauvette clarified that the sewer account items are not actually spending money. It is just transferring money from the PGLIT accounts into the Township sewer fund account.

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

IX. ADJOURNMENT:

Motion was made by Commissioner Styche; seconded by Commissioner Zymroz; to adjourn the workshop meeting at 7:22 p.m. By unanimous vote of the Board the motion passed.

Dawn Williams-Zabicki, President
Board of Commissioners

Valerie A. Salla
Township Secretary