

**MINUTES  
COLLIER TOWNSHIP BOARD OF COMMISSIONERS**

**REGULAR VIRTUAL MEETING**

**September 28, 2020**

**7:00 P.M.**

**I. CALL TO ORDER:** Vice-President Chiurazzi called the meeting of the Board of Commissioners to order at 7:00 P.M. This meeting was held virtual due to the COVID-19 (aka CoronaVirus) Regulations.

**A. PLEDGE OF ALLEGIANCE**

**B. ROLL CALL:**

**BOARD**

Dan Styche – Present  
Debra Zymroz –Present  
Rick Ruffennach – Absent  
Wayne Chiurazzi, Esq. – Present  
Dawn Williams-Zabicki – Present  
(Via Phone)

**STAFF**

Chuck Means, Solicitor - Present  
Shawn Wingrove, Engineer - Present  
Craig Campbell, Police Chief – Present  
Robert Caun, Planning Director – Present  
Jeff Hinds, Finance Director – Present  
Tom Plietz – Bldg/Fire Codes – Present  
Bob Palmosina, PW Director – Present  
Rochelle Barry, Parks Director – Present  
Kyle Thauvette, Twp. Manager - Present  
Valerie Salla, Twp. Secretary – Present

**C. EXECUTIVE SESSION** – Was held prior to the meeting to discuss legal and personnel matters.

**II. APPROVAL OF MINUTES**

**A. August 10, 2020** – Board of Commissioners Workshop Meeting

*Motion was made by Commissioner Styche, seconded by Commissioner Zymroz, to approve the minutes as stated above. By unanimous vote, the motion passed.*

**B. August 24, 2020** – Board of Commissioners Regular Meeting

*Motion was made by Commissioner Zymroz, seconded by Commissioner Styche, to approve the minutes as stated above. By unanimous vote, the motion passed.*

**III. PRESENTATION:** Mark Humbert, Eagle Scout Candidate.

Mr. Humbert stated he wanted to build a GA GA Ball pit. It is an octagon pit that is built out of wood or plastic and sits on top of grass or concrete. To play the game, people are inside the pit and you whack the ball around. If you get hit by the ball below the knees then you are out of the game. If the ball is hit and goes out of the ring, the person is out. The last person standing is the winner.

Commissioners Chiurazzi and Zymroz questioned if there is a net around the octogen. The concern is if the ball is hit out of the ring and people are standing around, it could hit someone. They also wanted to know where Mr. Humbert wants to build it.

Mr. Humbert stated next to the pavilion at Webb Park where the slide use to be located.

Commissioner Zymroz questioned how big of a space is needed and how many people fit into the octogen.

Mr. Humbert stated it is 10ft in diameter and you can fit 10 people in it.

Commissioner Styche asked for a diagram of the GA GA Ball pit.

Mr. Thauvette stated he has a diagram he could show the Board after the meeting.

Commissioner Chiurazzi questioned if there is another location the GA GA ball pit can be placed because Webb Park gets busy with ball games, picnics, tennis and just people running around the Park. He is concerned with the ball going out of the pit and hitting someone and if someone gets hurt by the ball they will come after the Township. He feels Mr. Humber needs to meet with Mr. Thauvette and Mr. Pamosina to look at other places this could go that has a big open space. He suggested maybe placing it behind the tennis courts at Webb Park.

Commissioner Styche questioned if there is a you tube of this game.

Mr. Humbert stated yes, there are you tube videos of GA GA Ball.

Commissioner Chiurazzi thanked Mr. Humbert for his interest and advised him to meet with Mr. Thauvette, Mr. Pamosina and Ms. Barry to see where the best place would be to place this.

**IV. REPORTS OF OFFICIALS AND COMMITTEES:**

- A. Solicitor:** Solicitor Means submitted a written report prior to the meeting and would be happy to answer any questions the Board may have.

There were no questions or comments.

- B. Engineer:** Mr. Wingrove submitted a written report prior to the meeting and would be happy to answer any questions the Board may have.

There were no questions or comments.

**C. Manager's:** Mr. Thauvette submitted a written report and added the following:

1. Budget season. Commissioner committee members should meet with their Directors to go over budget items.
2. Grant: We received a \$200,000.00 DCNR grant for Parks. The Parks Director will inform the Board on this in her report.
3. Hard to Recycle Event. This will be on October 3, 2020 at the Settlers Cabin Park Wave Pool parking lot from 9:00 a.m. to 1:00 p.m. Advanced registration is required by calling 412-488-7490 ext. 3 or at [www.prc.org](http://www.prc.org) Glass will also be recycled.
4. Water Issues. PA American Water has been having a lot to water breaks lately and they urge people to register their name, address and phone number on their website to be alerted of these outages in your area. The website is [www.amwater.com](http://www.amwater.com).
5. Coffee Hour. Will be outdoors on Monday, October 5, 2020 at 9:30 a.m. at the Community Center. It will be in the Sirabella Pavilion weather permitting.

There were no questions or comments.

**D. Building/Codes:** Mr. Plietz submitted a written report prior to the meeting and highlighted the following:

1. Building Permits. Permits are staying solid as it has been in the past previous years.
2. Code Enforcement. Is going well with typical property maintenance and stop work orders.

Commissioner Chiurazzi questioned how Sheetz is doing?

Mr. Plietz stated it is starting the main structure and he has an inspection this week on the framing. The State is doing road widening. There is also the demolition of the Deklewa property warehouse for the transformation of the Napoli's restaurant.

Commissioner Chiurazzi questioned if we heard anything from Chic-fil-a?

Mr. Thauvette stated we have not heard anything. There have not been any plans submitted.

There were no other questions or comments.

**E. COG:** Commissioner Ruffennach was absent. No report was given.

**F. Finance:** Mr. Hinds submitted a written report prior to the meeting and added the following:

1. Sewer Fund Financials. They are included in this month's reports for the first time.
2. MMO's. The 2020 MMO funding is on the agenda for approval.
3. Budget. Could everyone please make the effort to get this completed.
4. Voting. Mr. Hinds is seeing questions on voting. People are concerned or unknowledgeable of where they are supposed to go this time to vote. Could we post something out there so people know what to do.

Mr. Thauvette stated we have been getting a lot of questions including people stopping in today that was told by someone that they could drop off their mail in ballots here at the Township Office. The Township does not have any capabilities or equipment to securely hold those ballots. Allegheny County Board of Elections has

notified that all regular polling places for the general election will be open. So, wherever you voted last November is the same place you will vote this November. We will put this information on the Township website so people can look to get information on voting.

Mr. Chiurazzi questioned what will happen if on election day someone brings in a mail in ballot? What will we as Collier Township do with the ballots?

Mr. Thauvette stated the Township will do nothing. If a person brings them in, they should give them to the poll workers that are working for the Allegheny County Board of Elections. People have until 8:00p.m. on November 3<sup>rd</sup> to submit their mail in ballots via the mail.

Mr. Chiurazzi stated someone will bring a mail in ballot in and will someone take them.

Mr. Thauvette stated he cannot say for sure, but the Township staff cannot take them.

Commissioner Styche stated in past years you could drop them off and suggested Mr. Thauvette contact the Allegheny County Board of Elections.

Commissioner Chiurazzi stated to put the information on our website and LED sign.

Mr. Thauvette stated other questions we have been receiving is what precautions are being taken for COVID19 at the polling places. The Allegheny County Poll workers are following the CDC guidelines and will make sure the CDC guidelines are followed by wearing masks and social distancing. Voters will enter and exit through separate doors at polling places. There will be signs regarding wearing masks and social distancing.

Commissioner Williams-Zabicki stated she will be working as an Allegheny County election official at the Community Center and has not received all the guidelines they have to follow yet but when she does receive them, she will inform us. She is understanding that mail in ballots will not be allowed to be taken on election day at the polls because that is a separate process. If a person shows up to vote and has a mail in ballot, they can vote in person but the mail in ballot must be destroyed.

There were no questions or comments.

**G. Parks and Recreation:** Ms. Barry submitted a written report prior to the meeting and added the following:

1. *Senior Luncheon to Go:* This is on October 2<sup>nd</sup> at the Community Center. We are doing a drive through stay and giving out root beers floats and popcorn. Anyone that wants to participate needs to sign up by this Wednesday.
2. *Trunk or Treat.* Will be on Saturday, October 31<sup>st</sup>. Trick or Treaters must register so we know how many people to expect. We still need donations of candy and also people to participate using their trunks.
3. *DCNR Grant.* We received the DCNR Grant for \$200,000.00. This will be used to over the next three (3) years to put in playgrounds at Hilltop Park and Kelly Park.

There will also be new landscaping and ADA pathways and an electronic sign at Collier Park.

Commissioner Zymroz thanked everyone for their hard work and appreciates it.

Commissioner Styche stated we are looking at an electronic sign at a cost of \$40,000.00 and is a 50% match. The grant would pay 20%, the Township pays 10% and the Friends of Collier Parks and Recreation will raise the other 10%.

Mr. Thauvette stated that is correct.

Commissioner Chiurazzi thanked everyone that participated in writing the grant.

There were no other questions or comments.

**H. Planning/Development/Zoning:** Mr. Caun submitted a written report prior the meeting and added the following:

1. The Zoning Hearing Board will be meeting on October 20<sup>th</sup> for 1 Forsythe Road. They would like to have an elevator installed into an addition on the back of the building. This will encroach into the rear yard setback.
2. The Planning Commission is currently working through a building request from Collier Land and Coal formerly known as the McHugh property on Noblestown road across from Nike Site road. This is a 50-acre parcel and the developer wants to build single family detached housing.
3. The Legacy PRD on Ridge road received preliminary approval for 110 Townhouses yearly this year. They have now submitted for final approval at the Planning Commission meeting on October 15<sup>th</sup>.

Commissioner Chiurazzi questioned how Gregg Station road development is doing.

Mr. Caun stated they have a model home under construction. They are not pre-selling lots until the end of the year. They do have a VIP list they are keeping. Mr. Caun feels this plan will take off once the developer and Ryan Homes are ready to go forward.

Commissioner Chiurazzi questioned what we can do as a Township to help with this because money is cheap right now and if someone wants to build a home that is a pretty good spot.

Mr. Caun stated the Township is doing everything we can to encourage that development and feels it is up to Ryan Homes and their marketing team. People call the Township all the time asking about subdivisions and we give them the names including Sunrise Junction which is the name of the Gregg Station property. We do encourage people to go and look at the homes.

Commissioner Chiurazzi questioned on the Parkside Development is doing by the Community Center.

Mr. Caun stated there are three (3) homes built. Two (2) of them have occupancy and the other is a model home. Another home has started to be built. This plan has been a little slower. All the housing plans are having activity. Amalfi Ridge can not build

homes fast enough. Settler's Ridge cannot build them fast enough. People love those plans. All the builders treat their customers differently in the packages they offer. It is not an issue of the location of the plans. There are a lot of options out there and a lot of young families looking to build. We promote all these developments any way we can.

Commissioner Chiurazzi stated he wants to make sure we as a Township are doing what we can to help these developers do what they need to get done to sell these homes. It is a great school district and a great place to live. We want Collier Township to continue to grow and suggested the Mr. Caun reach out to the home builders to let them know the Township can try to help them prompt their homes.

There are no questions or comments.

- I. Public Safety – Fire:** A written report was submitted prior to the meeting. Chief Troy Riddle of Kirwan Heights VFD was available to answer any questions.

Commissioner Styche stated all three (3) fire departments did a great job helping the resident that got flooded near Skvarca Park.

Commissioner Zymroz also thanked the Public Works Department for helping as well.

There were no questions or comments.

- J. Public Safety – Police:** Chief Campbell submitted a written report prior to the meeting and added the following:

1. *School Resource Officers Reports.* The SRO's reports are brief because school did not start until August 24<sup>th</sup>. School is back on a modified schedule. Half of the alphabet go on Monday and Tuesday and the other half goes on Wednesday and Thursday. The SRO's are there everyday and have reported no issues.
2. *Traffic complaints.* We are getting a lot of traffic complaints because there is a lot of building going on in Collier. More people are getting out and more are going back to work so there is a lot more traffic complaints. The Officers have addressed the complaints in a timely manner.

Commissioner Chiurazzi questioned if the Chief heard when school will go back full time.

Chief Campbell stated he does not know if the school district made a determination on this yet. They are working on a hybrid schedule.

Commissioner Chiurazzi stated even though the school is on a hybrid schedule, the SRO's are there full time.

Chief Campbell stated yes but not on Friday's because the entire school district is closed because there are no students at school on Friday's. The SRO's get done what they can and we schedule them back out on the streets on Friday's.

There were no other questions or comments.

**K. Public Works:** Mr. Palmosina submitted a written report prior to the meeting and highlighted the following:

1. *Webb Park.* Getting ready to paint. The cracks have all been sealed and sanded down on the tennis courts.
2. *Discovery Trail.* Placed mulch along the trail that was donated to us by Moon Township. Thanks to Moon Township.
3. *Sewer Issues.* He met with Mr. Thauvette regarding some sewer issues we may be having.
4. *Training.* Some of the Public Works men will be going to training for confined spaces. All of the Public Works Department are excited about taking the next step with sanitary sewers.
5. *Water breaks.* There have been several water breaks in our area. The one by Skvarca Park was a PA American water issue. A homeowner did get flooded and PA American Water had a company come to do repairs for the homeowner.

Commissioner Zymroz commented that the Meadow Path Trail looks great and the view is nice. She has gotten some great comments from people and she took some pictures and placed them on Facebook.

Mr. Palmosina stated all the trails have been busy since COVID19 and while we are working on the trails, we do get a lot of good comments and are getting some ideas that people want to see.

Commissioner Chiurazzi thanked the Public Works Department for all the great work they do for the Township.

**L. Sewer Department.** Mr. Jim Nordquest submitted a report prior to the meeting and highlighted the following:

1. *Sunrise Junction off Gregg Station Road.* The Developer has completed a portion of the sanitary sewers. They have been tested and are nearly ready for acceptance. The Developer wants to do their acceptances in phase operations and has proposed this. It is not in their Developers Agreement, but Mr. Nordquest feels it is in the best interest of the Township to honor the Developers request once it is put into writing in the Developers Agreement.

Commissioner Chiurazzi asked Mr. Thauvette if we are ok with this.

Mr. Thauvette stated the Township can do this.

Commissioner Chiurazzi questioned how things are going since the Township took over the Authority.

Mr. Thauvette stated it has been a very smooth transition and with the help of both Engineers, Lennon, Smith, Souleret and NIRA, has been very good. The Administrative Assistants downstairs have had a change in the chain of command, but things are going very well.

Commissioner Chiurazzi questioned how the Public Works Department has been handling the sewers.

Mr. Thauvette stated public works will be more involved in sewer projects. Some of the work will still need to be done by a third party that specializes in that type of work but other things the public works department will be able to handle.

Commissioner Chiurazzi questioned if Mr. Thauvette can see a time where rates will go down for the rate payers.

Mr. Thauvette stated we gear our rates through what Alcosan rates are. Alcosan passes down their rates to the Township and the Township passed them down to the rate payers. If Alcosan raises their rates, then the Township would have to raise the rates also to match what we pay back to Alcosan.

Commissioner Chiurazzi questioned if the Township will be able to buy any equipment for the Sewer Department that would be used within the Public Works Department because of what we receive as the Township.

Mr. Thauvette stated yes. There is the ability to use the sanitary sewer fund to share in the cost of equipment that can be used within both departments. An example would be a backhoe. The backhoe can be used for both sanitary sewer projects and also for public works projects.

There were no other questions or comments.

*Motion was made by Commissioner Zymroz, seconded by Commissioner Styche, to approve the reports as stated above. By unanimous vote, the motion passed.*

#### **V. Public Comment/Comment on New Business Items:**

3-minute duration to each signed up participant. Please sign in to talk and state subject.

There were no public comments.

Mr. Thauvette did mention he has received some concerns about noise in Presto and Nevillewood coming from Northeast Paving. We did work on resolving those issues.

Commissioner Chiurazzi stated we have a pretty strict noise Ordinance.

Commissioner Zymroz questioned if it was a time issue.

Mr. Thauvette stated the noise was happening overnight.

#### **VI. New Business:**

1. Consider action to approve Addendum #1 to the Developers Agreement with Collier Land & Coal Company, L.P. The Developer has requested to replace the original surety bond.

Mr. Caun stated Solicitor Means looked at this and everything is fine. They are just changing bonding company.



*Motion was made by Commissioner Zymroz, seconded by Commissioner Styche, to approve Addendum #1 to the Developers Agreement with Collier Land & Coal Company, L.P. as stated above. By unanimous vote, the motion carried.*

2. Consider action to approve bond reduction request No. 5 from Maronda Homes for Amalfi Ridge Phase One. The Township Engineer has reviewed the request and recommends the Township reduce the bond amount from \$237,134.49 to \$139,593.24, which is 110% of the total cost for the remaining improvements plus 10% of the completed improvements.

*Motion was made by Commissioner Styche, seconded by Commissioner Zymroz, to approve the bond reduction request No. 5 from Maronda Homes for Amalfi Ridge Phase One as stated above. By unanimous vote, the motion carried.*

3. Consider action to approve the updated Worker's Compensation Doctor list.

*Motion was made by Commissioner Styche, seconded by Commissioner Zymroz, to approve the updated Worker's Compensation Doctor List. By unanimous vote, the motion carried.*

4. Consider action to accept the 2021 Financial Requirement and Minimum Municipal Obligation (MMO) for the Non-Uniform Pension Plan in the amount of \$163,376.00, the Police Pension Plan in the amount of \$332,949.00 and the Collier Township Sewer Fund Plan in the amount of \$5,381.04.

*Motion was made by Commissioner Williams-Zabicki, seconded by Commissioner Zymroz, to accept the 2021 Financial Requirement and Minimum Municipal Obligation (MMO) for the Non-Uniform Pension Plan, the Police Pension Plan and the Collier Township Sewer Fund Plan as stated above. By unanimous vote, the motion carried.*

5. Consider action to advertise Ordinance 714: An Ordinance to accept the dedication of Amalfi Drive, Cortona Drive, Firenze Drive and Livorno Drive within the Amalfi Ridge Plan Phase I as Public Streets and appurtenant storm sewers.

*Motion was made by Commissioner Styche, seconded by Commissioner Chiurazzi, to approve Ordinance 714 as stated above. By unanimous vote, the motion carried.*

## **VII. Approval of General Fund Operating Account items:**

- Invoices paid and checks written from September 15, 2020 to September 27, 2020 in the amount of \$219,204.98.
- Bills requested for payment for September 28, 2020 in the amount of \$565,801.91.

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

**VIII Approval of Sewer Account items:**

- Bills requested for payment for September 28, 2020 in the amount of \$635.86.

*Motion was made by Commissioner Zymroz, seconded by Commissioner Styche, and carried, to approve the Sewer Account items as stated above. By unanimous vote, the motion passed.*

**IX. Adjourn**

*Motion was made by Commissioner Styche, seconded by Commissioner Zymroz, to adjourn the meeting at 7:50p.m. By unanimous vote, the motion passed.*

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Dawn Williams-Zabicki – President  
Board of Commissioners

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Valerie A. Salla  
Township Secretary