

MINUTES

COLLIER TOWNSHIP BOARD OF COMMISSIONERS

REGULAR MEETING

May 22, 2023

7:00 P.M.

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

A. PLEDGE OF ALLEGIANCE

B. ROLL CALL:

BOARD

DawnLee Vaughn – Present
Tim Young –Present
Debra Zymroz – Present
Mary Ann Cupples – Present
Wayne Chiurazzi, Esq. – Present

STAFF

Kate Diersen, Solicitor - Present
Travis Stanczyk, Engineer - Present
Craig Campbell, Police Chief - Present
Bob Caun, Planning Director -Present
Jeff Hinds, Finance Director – Present
Amy O’Neill, Finance Director – Present
Tom Plietz – Bldg/Fire Codes – Present
Bob Palmosina, PW Director – Present
Rob Shazer – Parks Director – Present
George Macino, Twp. Manager Present
Dana Slizik, Asst. Manager – Present
Valerie Salla, Twp. Secretary – Present

- C. EXECUTIVE SESSION** – Was held to discuss personnel and legal issues.

II. APPROVAL OF MINUTES

1. April 10, 2023 – Board of Commissioners Workshop Meeting

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

2. April 24, 2023 – Board of Commissioners Regular Meeting

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

III. REPORTS OF OFFICIALS AND COMMITTEES:

A. Solicitor

B. Engineer

Commissioner Young questioned how the Hawk Hill stormwater project is progressing and if there is anything the Board should be aware of.

The Engineer, Mr. Stanczyk, stated there was nothing.

Mr. Caun stated the plans were reviewed and they have met the Ordinance. The Developer's Agreement is done and we are waiting on the bonds.

Commissioner Chiurazzi questioned why they wait on the bonds and what that means.

Mr. Caun stated the Developer goes to a bonding company to get a performance bond to ensure the completion of the project. It has been a couple of weeks.

Commissioner Chiurazzi questioned if the developer went to a bond company.

Mr. Caun stated the developer has gone to a couple bond companies and does not know how the developer is doing with that.

Commissioner Chiurazzi questioned how long we wait for that.

Mr. Caun stated however long it takes for them to get it.

Commissioner Chiurazzi stated they are moving dirt and cutting trees. Do they need to be bonded for that?

Mr. Caun stated they have a grading permit and they have a NPDES permit through Allegheny County. The grading is included in the bond amount. We are just waiting for the bond to come through.

Commissioner Chiurazzi asked for someone to follow up on where the bond is because there are some constituents asking about moving forward. Maybe we can find out what the time frame is on the bond issue.

Mr. Caun stated bonds are issued by a bank and it all depends on your credit, or capital and the developers track record. It could take a while.

Mr. Caun stated "I cannot call his bonding company or proposed bonding companies to inquire about the bond. They will not talk to me."

Commissioner Chiurazzi asked Mr. Caun to say at least one of the Board members was asking when the developer anticipates being bonded for this because Commissioner Chiurazzi is getting questioned. He would appreciate it if Mr. Caun could do this.

Mr. Caun said yes.

- C. Management**
- D. Building/Codes**
- E. COG**
- F. Finance**
- G. Parks and Recreation**
- H. Planning/Development/Zoning**
- I. Public Safety – Fire**
- J. Public Safety – Police**
- K. Public Works**
- L. Sewer Department**

Commissioner Chiurazzi asked for a motion to admit all the reports of the officials and committees.

Motion was made by Commissioner Zymroz, seconded by Commissioner Vaughn, to admit all the reports of the officials and committees. By unanimous vote, the motion passed.

IV. Public Comment/Comment on New Business Items:

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

There were no public comments.

V. New Business:

1. Consider action to approve the Intergovernmental Cooperation Agreement with North Fayette Township for Collier Township to maintain the portion of the North Fayette Connector Trail that is located within Collier Township.

The Board asked for a decision on this.

Mr. Macino gave the Commissioners a map and informed them that North Fayette wants to expand and connect a trail located in North Fayette to the Panhandle Trail in Collier Township. To do this, they have to come through part of Collier. The trail will be the width of a bike path and North Fayette wants to make sure that Collier Township will maintain any trash and anything that goes on there. He talked this over with the Public Works Director, Bob Palmosina, and felt this was a minor issue.

Commissioner Zymroz questioned should not the Panhandle Trail people be handling this?

Mr. Macino stated no because Collier Township maintains the trail.

A decision took place regarding the trail.

Motion was made by Commissioner Chiurazzi, seconded by Commissioner Cupples, to approve the intergovernmental agreement with North Fayette Township as stated above. By unanimous vote, the motion passed.

2. Consider action to approve Resolution 052223-01; A Resolution to amend Resolution 050823-01, authorizing the issuance of Business Credit/Debit Cards with a total borrowing limit of \$100,000.00 through Brentwood Bank. Any purchases over \$5,000.00 and prior to the expenditure being made, the expenditure must be approved and signed off by the Commissioner Chairman of the Finance Committee. A Municipal card policy is in place. One card should be issued in the name of each of the following individuals with credit limits as indicated:

- Township Manager, George E. Macino - \$5,000.00
- Public Works Director, Bob Palmosina - \$500.00
- Chief of Police, Craig Campbell - \$500.00
- Parks Director, Rob Shazer - \$500.00

Commissioner Chiurazzi questioned if the \$100,000.00 total borrowing limit was per month.

Mr. Macino stated this program is for when a director needs to purchase something, he would call me and say he needs to raise his limit from \$500.00 to \$2,500.00. Mr. Macino has the ability to go into the bank accounts and change the Directors spending limit for the day. The Director would make the purchase and then when it clears, Mr. Macino would go back into the bank account and reduce the Directors credit limit back down to \$500.00.

Commissioner Chiurazzi stated the Board wants to make sure \$3,000.00 a month is not being spent. We need to protect the Township from money being spent. We need the Finance Chairman committee to sign off on expenditures and see a report every month.

Mr. Jeff Hinds, Finance Director, stated the \$100,000.00 credit limit is only there because of the program the Township is in with the bank. The Township earns credits back by being in the program. For every dollar spent, the Township gets some money, points, back to apply towards a bill or whatever the case may be. The \$100,000.00 limit is also there to give the Township flexibility for instance, other Townships have told the Manager to pay the garbage bill every month by credit card because when they do this, they get the points back and take it off that bill. The Board will always get the paperwork back to sign off on and on a monthly basis, the chairman of the finance committee, or someone on the Board, must sign off on the requisition slip. The requisition slip will be attached to the Brentwood Bank bill along with all the receipts that are supporting each of the purchases in that bill. The documentation still must be there and someone on the Board has the ability to review all the purchases before that payment gets made to Brentwood Bank to pay that bill.

Commissioner Chiurazzi stated that is great but there must be some real oversight on this. Someone must sign off at \$5,000.00 but someone could do a lot of damage at \$4,999.99.

Mr. Hinds stated that is why the individual limits are there and are as low as they are because we want the Board to have the ability to give approval of any purchases that are made before the money goes out the door. At every meeting, the Board signs off approving bills requested at the end of the meetings. The Board will still have the same ability when they are paying the credit card bill as it is coming through. We still need to have someone on the Board to monitor all the transactions that are going through this credit card.

Commissioner Cupples questioned if there will be a separate line on the agenda for credit card purchases.

Mr. Hinds said no, not as a separate line. It is part of the bills the board signs off on the requisition slips. There are always three (3) signatures on the requisition. The Director, the Manager and the Commissioner of that Director's committee.

Commissioner Cupples questioned what happens if something is purchased with a credit card that the Board did not agree with. Is it too late then?

Mr. Hinds stated you could always have something returned. It is just like using your own personal credit card when you buy something, then change your mind and take it back.

Commissioner Zymroz questioned if the Assistant Manager, Dana Slizik, gets a credit card.

Mr. Macino stated she, Dana Slizik, is included on his card along with the Township Secretary, Valerie Salla. Bob Caun and Tom Plietz do not have that access. It is more for the people that would need it on a day-to-day basis.

The discussion ended.

Motion was made by Commissioner Zymroz, seconded by Commissioner Vaughn, to approve Resolution 052223-01 as stated above. By unanimous vote, the motion passed.

3. Consider action to add number 4 to the agenda.

Motion was made by Commissioner Cupples, seconded by Commissioner Young, to add number 4 to the agenda. By unanimous vote, the motion passed.

4. Consider action to execute the Developers Agreement with Nike Site Command, LLC for The Grist House Craft Brewery.

Motion was made by Commissioner Young, seconded by Commissioner Cupples, to execute the Developers Agreement with the Nike Site Command, LLC as stated above. By unanimous vote, the motion passed.

V. Approval of General, Capital and Sewer Fund Operating Account items:

- Invoices Paid, Checks Written and Bills Requested May 9, 2023 to May 22, 2023:
 - General Fund in the amount of \$296,612.09
 - Capital Fund in the amount of \$2,223.86.
 - Sewer Fund in the amount of \$677,832.46

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

VII. Adjourn

Commissioner Cupples brought to discussion garbage collection on whether Prestley Glen, Grey Fox and Black Bear were entitled to garbage removal. Last year at Neville Manor, Kyle Thauvette (previous manager) sent a letter to Neville Manor saying the Township is not responsible for garbage removal because they have private roads. Mr. Macino informed Commissioner Cupples that there is a letter sent from Solicitor, Chuck Means, saying we are responsible for garbage removal and asked for any clarification on this matter.

Mrs. Diersen, Solicitor, stated she would check into this.

Commissioners Zymroz and Chiurazzi stated they thought there was an issue about this before and that they did get trash removal.

Mrs. Diersen stated this might be in the developer's agreement and when the development was established, how wide are the roads, etc.

Commissioner Cupples stated that on July 1, 2022, they stopped trash removal in Neville Manor. She understands the roads are not wide enough in Prestley Glen and that is why they must do their own salting, snow removal and repair their own roads. Are we supposed to do trash removal on Prestley Glen? We are not doing trash removal in Neville Manor and they are private roads as well.

Commissioner Chiurazzi questioned Mr. Caun if this was standard. If the developer's agreement had roads that do not meet the Township specs, the roads are private. They can get the same garbage company, but they must pay for it.

Mr. Caun stated, "Private roads, the Township does not maintain as far as plowing, salting and maintenance because that is a capital expenditure. You are using taxpayers' public money on private roads." Mr. Chuck Means memo in 2012, dealt with two (2) issues which were private road maintenance and garbage collection. The memo said garbage collection is up to the Commissioners to decide. There is not a yes or no because it is a service and they pay taxes. The Board of Commissioners can decide yes, we will pick up trash or no we will not pick up trash. You apply this evenly across the board.

Commissioner Chiurazzi is this part of the developer's agreement we decide on?

Mr. Caun stated the Township decides not to take over the roads, stormwater ponds and not to maintain those roads. Trash and recycling pick up is the Board's decision.

Commissioner Cupples stated we are not doing it for Neville Manor so why would we do it for Prestley Glen.

Mr. Caun stated he did not know why this was being done. It is a decision by the Board.

Commissioner Zymroz questioned how this came up all of a sudden.

Mrs. Diersen stated you should not ever maintain or plow private roads because of spending public funds for private benefit. The garbage collection is up to past practice and how it was set up. It may be in a developer's agreement or when the HOA was established that they will do their own garbage collection.

Commissioners Zymroz and Cupples both questioned if we stopped it before, why would we continue it for someone else.

Mrs. Diersen stated she did not know and was not part of that discussion.

Commissioner Zymroz stated this was a big topic.

Commissioner Chiurazzi stated there was a clear failure on the part of Collier in allowing that trash pickup from that neighborhood because it was not supposed to be. He remembers this argument and being upset with a couple of people and it ended. It was supposed to be ended.

Commissioner Cupples stated that the neighborhood did get a letter because there were a couple of people calling and asking why we stopped it.

Commissioner Chiurazzi stated it was clear to him they knew the Township was not paying for garbage. It was clear the Township was not paying for this and it was done outside of the Board knowing.

Commissioner Cupples stated that Mr. Macino told her that Grey Fox and Black Bear were on Collier's list for garbage removal which means the Township is paying for it and because we are not paying for Neville Manor, we need to be consistent. We cannot pay for one private road development and then pay for another private road development.

Commissioner Chiurazzi stated he agreed. The developer could negotiate that as part of the agreement for selling to their prospects. He just knows this one was very clear that we were not to pick up garbage in that one neighborhood and we were doing it and the Board did not vote on it.

Commissioner Cupples stated that was Commissioner Styche that found that out and now she found this one. She did not know if it was in the developer's agreement or not. She just wants to know why we are not doing for one and not for the other.

Mr. Macino stated some of this came up during the winter when it was determined that we were maintaining private roads. He talked to Mrs. Diersen about this and she said now that you know you are maintaining these roads and you are not supposed to, we need to notify the residents that we will no longer plow, salt and maintain those roads. We sent all those residents on those private roads a letter. At the end of this season for next year, all those homes and those streets will have to determine how they are going to maintain their roads. The difference in Mr. Means' memo, trash, was a Board's decision. It had nothing to do with whether it was a private road. The Board can make whatever decision it wants to make. His letter actually talked about why we were not picking up Neville Manor if we were picking up everybody else. This goes back 10 years. His question in that letter was why you are picking up everybody else and not Neville Manor. It is clearly up to the Board. We just signed the contract with Republic Services. Mr. Macino recommended we notify them and make it effective January 1st that on all private streets, we are not going to pick up trash on those streets any longer. Those residents will have to contact Republic Services, Waste Management, or whatever trash collection service they want to pick up their trash.

Commissioner Zymroz questioned why the Township decided not to do it for Neville Manor back then.

Commissioner Chiurazzi questioned if the residents pay for the trash service.

Mr. Macino stated no, there is not a trash fee.

Commissioner Young stated it is included in the taxes.

Commissioner Chiurazzi stated those neighborhoods are paying extra for their trash removal.

Mr. Macino stated they are not paying any more or less regarding the trash service.

Commissioner Chiurazzi stated it is crazy that we have done private roads and we have one that we are not doing. It is not fair. There was something that came up a couple of years ago and we were really upset with Kyle Thauvette because it did not come to the Board and Mr. Thauvette said the Board had a vote and the Board did not, but this is no reason to punish a neighborhood either.

Commissioner Cupples stated at the time Commissioner Styche asked Mr. Thauvette why the garbage was being taken from Neville Manor, Mr. Thauvette told Commissioner Styche that a Commissioner told him to stop the garbage. A phone call was made to that Commissioner who never answered the question but according to Mr. Thauvette, he was directed to do that by one (1) Commissioner which to Commissioner Cupples makes no sense. One (1) Commissioner cannot make those types of decisions.

Commissioner Cupples questioned if all the other private roads in Collier are getting garbage pickup except for Neville Manor.

Mr. Macino stated, "pretty much."

Commissioner Chiurazzi stated they need to know this for sure and asked for someone to find out and questioned if Republic Services picks up their garbage.

Mr. Macino said yes.

Commissioner Cupples stated yes, but they pay for it.

Commissioner Chiurazzi stated this is not right.

Mr. Hinds stated there are a couple of smaller streets, the garbage trucks will not go down and the residents bring their trash to the front street.

Commissioner Chiurazzi stated that is a different issue.

Commissioner Zymroz questioned why they did not say they were picking up other private roads. If this were the case back then, we would have never said to stop picking it up.

Commissioner Cupples asked Mr. Macino to check and see what roads the Township pays for and what roads the residents pay for.

Commissioner Zymroz stated we look like idiots sitting up here because we decided that before not knowing other private streets have garbage picked up that is paid for by the Township.

The Board wants to see a list of what streets the Township pays for garbage to be picked up on.

Mr. Macino stated he will get a list together.

Mr. Hinds stated the residents on private roads will have to sign off on allowing the garbage trucks to go on their roads and that the garbage company will not be held responsible for any damage done by the trucks. The weight of the truck causes damage to the roads and Republic Services will not go on those roads.

Commissioner Zymroz stated if we go back and tell Neville Manor we are going to pick up their garbage now and who is to say they might come back and say they want a refund for all the time they have been paying for garbage.

Commissioner Chiurazzi stated the Commissioners are allowed to make a decision on whether or not to pick up the garbage. The residents should have come to us a long time ago to find out why the garbage was not being picked up and it would have been resolved right away. He thought it was the same as plowing and salting private roads. It makes sense because that is what a person buys into. The covenants say that. We need to resolve this as soon as possible.

All the Commissioners thought the same.

Commissioner Chiurazzi congratulated all those who ran in the election and we hope to get more than 10% of voters out for the general election on November 7, 2023.

Commissioner Chiurazzi and all the Commissioners wished Mr. Hinds good luck on his retirement and he will be missed.

Motion was made by Commissioner Vaughn, seconded by Commissioner Zymroz, to adjourn the meeting at 7:43 p.m. By unanimous vote, the motion passed.

Wayne M. Chiurazzi – President
Board of Commissioners

Valerie A. Salla
Township Secretary