

**MINUTES
COLLIER TOWNSHIP BOARD OF COMMISSIONERS
WORKSHOP MEETING**

March 11, 2024

7:00 P.M.

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

A. PLEDGE OF ALLEGIANCE

B. ROLL CALL:

BOARD

Kari Suter – Present
Gabe Benvenuti – Present
Dawnlee Vaughn – Present
MaryAnn Cupples – Present
Wayne Chiurazzi, Esq.– Absent

STAFF

Michael Santicola, Solicitor – Absent
Travis Stanczyk, Engineer – Absent
Craig Campbell, Police Chief – Absent
Bob Caun, Planning Director – Absent
Tom Plietz – Bldg/Fire Codes – Absent
Bob Palmosina, PW Director – Absent
Rob Shazer, Parks Director – Absent
Jennifer Foster, Finance Director – Absent
George Macino, Twp. Mgr. – Present
Dana Slizik, Asst. Twp. Mgr. – Present
Valerie Salla, Twp. Secretary – Present

- C. EXECUTIVE SESSION:** Was held prior to the meeting to discuss legal and personnel issues.

II. Adjourn Public Hearing Continuation from February 26, 2024.

Motion was made by Commissioner Benvenuti, seconded by Commissioner Vaughn, to adjourn the Public Hearing from February 26, 2024, at 7:00pm. By unanimous vote of the Board, the motion passed.

III. Adjourn Board of Commissioners Regular Meeting Continuation from February 26, 2024.

Motion was made by Commissioner Suter, seconded by Commissioner Vaughn, to adjourn the Board of Commissioners Regular Meeting from February 26, 2024, at 7:00pm. By unanimous vote of the Board, the motion passed.

IV. Board Discussion for Committees

A. Administrative/Public Affairs

Commissioner Vaughn reported the following:

1. *Employee Handbook*. Final review and approval.
2. *Community Day*. Finalizing with the Parks and Recreation Director.
3. *Attended Visit Pittsburgh Community Partnership Initiative*.
4. *Finalized* planning for the surrounding communities on Route 50. The discussion with local State leaders.
5. *Employee Training* for the second quarter of 2024.
6. *Reviewed* Auditing firms.

B. Building/Codes

Commissioner Cupples reported the following:

1. Building Department:
 - 19 permits issued which include 3 new residential construction.
 - 9 Residential Occupancies
 - 2 new businesses. Scott Brothers Window and Doors located at 601 Mayer Street and Preferred Care Physicians/Dr. Aizooky at 1 Forsythe Road
 - 1 business addition/update. Nicklas Supply completed their addition to add a splash kitchen showroom.
2. Code Enforcement:
 - 6 Tenant Inspections completed.
 - 26 Code enforcement items
 - Zoning Hearing attended (Foster) – postponed to following month.
 - Bids received for demolition of 302 Nesbitt Street.
3. Other Items:
 - Starbucks located in Chartiers Valley Shopping Center received occupancy yesterday and is scheduled to open very soon.

Commissioner Cupples added that everyone should take a ride and see this new building because it is very impressive.

C. COG

Commissioner Benvenuti reported the following:

1. *Last meeting*. Was held in Bridgeville on February 15th. Commissioners Benvenuti, Suter and Cupples attended this meeting. Representative Kulik and the Chief of Staff for Senator Robinson were also in attendance along with other communities.
2. *Audit*. A four (4) year Audit was completed.
3. *Fire Grants*. Representative Kulik informed everyone that the fire grants are in from the State.
4. *Park Grants*. Are due on April 3rd.
5. *Next meeting*. Is in Ingram on March 21, 2024.

D. Finance

Commissioner Benvenuti reported the following:

1. *New Bank for Township.* Voting for a new bank is on the agenda today.
2. *Closing of the Books.* 2023 are finished but not audited yet and is pending on the appointment of a new auditor.
3. *Forecasting Tool.* We are working on a forecasting tool based on historicals to help us on planning for a budget in the future.
4. *Revenues.* For the first 2 months of the year, through February, we collected \$1.02 million.
5. *Expenditures from the General Fund* were \$2.13 million. Most of the things were proportional after two (2) months with a couple of exceptions like Public Works had a couple of retirements that were a one-time cost, but nothing was out of the ordinary.
6. *Sewer.* There was \$942 in revenue and \$760 in expenditures. Most of the things in major accounts were proportional.
7. *Capital Investment Fund.* \$996 was spent mostly on the roads program.

E. Parks & Recreation

Commissioner Vaughn reported the following:

1. Rob Shazer will be attending the PRPS Conference at 7 Springs on March 12 through March 15.
2. Met with engineers to go over the final rendering of the new field project at Collier Park.
3. Received four (4) gym sponsorships at \$250 a piece. They are with Maronda Homes, Terra Green, L. Thomas Towing and Nautical Bowls.
4. Mt. Lebanon Awning installed the awning at the Community Center. The job is complete.
5. Pittsburgh Fence is finishing up Webb Park project by March 15th.
6. Added June 16th concert, the Lonnie McDaniels Band.
7. Received \$7,000.00 in sponsorships for concerts in the park.
8. Spring craft show is scheduled for April 13th and there are 27 vendors.
9. Collier Clean Up Day is scheduled for April 20th from 8:00a.m. to 11:30a.m.
10. Breakfast with the Easter Bunny is scheduled for March 24th.
11. Community Days. Will be on June 28th. Fireworks will cost \$4,000.00. Dunk Booth sponsored by the Chartiers Valley Boys Basketball Boosters. Games and Bounce House sponsored by Friends of Collier.
12. Community Day Vendors as of March 11th. Danger MC Smoke Shop, All Fire Departments and EMS, Kips Food Truck, Pizza Truck, Tuikas Polynesian Island Magic Team. Scheduled 51 South Band for Community Days.
13. New programs. Marshall Arts Youth Classes March 4 through March 28th; Tippy Toes Dance March 5th through March 26th; Knight Chess School March 4th through March 28th; Fitness with Erica, personal training and Zumba re-starts in April.

F. Planning/Zoning and Land Use Development

Commissioner Cupples reported the following:

1. Zoning Hearing Board will meet on Tuesday, March 19th at 7:00p.m. to hear the following:
 - Robert and Judy Foster, 2619 Hilltop Road, are requesting to operate a landscaping business from their residence and are asking for relief from the Ordinance that states a no impact home-based business shall employ no employees other than family members.
2. Planning Commission will meet March 12th at 7:00p.m. for the following:
 - A proposal for the Ukrainian Catholic Diocese to rezone property and a text amendment to construct a planned cultural center on Ridge Road and Baldwin Road Ext. that will include a museum, food court, gift shop, banquet hall, retreat center, a 300 space parking garage, a 225 foot tall bell tower, an onion shaped spires that would be approximately 250 feet in height.
 - Neville Park Phase II Final Land Development will be on the agenda tomorrow night.
 - Proposed Billboard amendment. The Board of Commissioners held a public hearing on Monday, February 26, 2024 and decided to send the proposal back to the Planning Commission for additional review and will be on the agenda tomorrow night.

G. Public Safety

Commissioner Cupples reported the following:

1. *Fire and EMS*. We met with the Fire and EMS and this will be on the agenda for March 25, 2024, to discuss and hopefully vote on April 8th. We heard their requests and she personally feels these two (2) services are paramount to making Collier a better place to live and we are listening to their requests. We hope to have an answer by April 8th, 2024.

Mr. Macino added we have the order in for six (6) new police vehicles which will help us in two (2) areas. They are leased vehicles and will help to alleviate some of the repair costs that we have been experiencing with the older vehicles. This probably will not happen for a number of months yet, but the good news is they are on order and as soon as they are available, we will be getting them in.

Commissioner Cupples asked if Mr. Macino was going to talk about the new hire for the Police Department.

Mr. Macino stated we do have an individual that is in the final stages of testing and as soon as that is complete, we will probably have that scheduled for the regular meeting in April.

Commissioner Cupples questioned if this is to replace the officer that left our employment.

Mr. Macino stated yes, it is to replace Officer Abbey Seal and this will put us back into full complement.

H. Public Works

Commissioner Cupples reported the following:

1. *Clean Up Day*. Working on map.
2. *Public Works Booth*. Working on ideas for booth for Community Days.
3. *Litter Crews*. Assigned to clean the entire Township along with all parks and trails.
4. *Old Patch Crew*. Assigned to potholes on all township roads.
5. *Skavarca Pavilion*. Was power washed.
6. *Air Compressor Checked* by Bob Fisher from Travelers Insurance.
7. *Per Commissioner request*, contacted Duquesne Light regarding several light poles along Thoms Run not working.
8. *Cleaned upstairs garage and carport*.
9. *Attended Water Cooler Talk webinar* regarding stormwater.

Commissioner Cupples asked about an email from a woman that wanted to purchase a memorial bench for the Friends of Collier. We are in the process of trying to decide where to place the bench. The woman would like it placed at Hilltop Park because she used to take her grandchildren to this park to play. There are already benches there that are different from the ones Friends purchases. She was not sure this would work and will be going with Mr. Palmosina to look at other areas to see what can be worked out. The benches are a fund raiser for Friends.

Mr. Macino stated we did talk to the Public Works Director today about this and the benches are much different. The benches at Hilltop Park are steel. The benches on the trail are much nicer and more attractive and for where these are going to go and being climbed on, it is worth going over to see them.

Commissioner Cupples asked for Mr. Macino to give her a cost on what the benches are at Hilltop Park and maybe the women might want that bench. The benches that Friends sell are \$1,000.00 and if the benches at Hilltop Park cost more, the Friends Board can make a decision on what they can do. The Friends Board have been asked to get memorial trees but decided against trees because we were not sure of the upkeep of them and who would replace the tree if the tree dies. This is why benches are done and there are now two benches. One for Anna Ewing who passed away and was on the Friends Board and a great supporter of Collier Township. The other one is for Daniel Styche who was a Commissioner who passed away. The other issue is the woman wants a plaque on the bench and how would that be put on a steel bench.

Mr. Macino stated the plaque could be placed on the front or the back and it will depend on how the bench is positioned.

Commissioner Suter questioned how many benches are at Hilltop Park now.

Mr. Macino stated in the playground area, he thought there was only one (1) there right now.

Commissioner Suter stated when she drives past there at night, there are a lot of families and kids there for just one (1) bench.

Commissioner Cupples stated the email she received from Mr. Palmosina today said if we put the Friends bench over by the adult equipment, it may work. It would not be by the playground. It is a bench that looks different from the bench that is currently there and she didn't know if the Board would want this look or not. If the Friends Board can afford to put another bench there that is like the one that is currently there, she has a meeting with Friends on Monday and will ask the Board.

Commissioner Vaughn questioned who is paying for the bench.

Commissioner Cupples stated the loved one pays for it and it includes the installation of the bench and plaque.

Commissioner Cupples stated the Friends Board are also planning on doing flags for Veterans at the Community Center. Debbie Zymroz is working on getting a price on this.

I. Sewer Department

Commissioner Suter reported the following:

- Repaired 7 catch basins
- 12 catch basins were cleaned
- Attended sewer meeting with Township personnel
- Wet Weather meeting is coming up.
- MS4 continuing to monitor Dorothy Street
- Working on a new filing system and record keeping for MS4.

V. PUBLIC COMMENT ON NEW BUSINESS ITEMS:

There were no public comments.

VI. NEW BUSINESS:

1. Consider action to approve First National Bank (FNB) as the official Township Depository and the designated signers on all accounts are Commissioner Wayne M. Chiurazzi, Commissioner MaryAnn Cupples-Wisniowski, Township Manager George E. Macino, Township Assistant Manager Dana Slizik and Township Secretary Valerie A. Salla.

Motion was made by Commissioner Vaughn, seconded by Commissioner Benvenuti, to appoint Santicola, Steele and Fedeles as Township Solicitor as stated above. By unanimous vote, the motion passed.

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

1. Invoices Paid, Checks Written and Bills Requested February 27, 2024, to March 11, 2024:

- General Fund in the amount of \$364,672.57
- Capital Fund in the amount of \$16,676.10, and
- Sewer Fund in the amount of \$20,265.33


Motion was made by Commissioner Benvenuti, seconded by Commissioner Suter, to approve the General, Capital and Sewer Fund Account items as stated above. By unanimous vote, the motion passed.

VIII. OTHER BUSINESS:

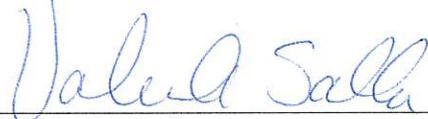
Mr. Macino stated there was an agreement by the Board to move the start time of the meetings beginning with the meeting on March 25th, 2024, to 5:00p.m. We will need to set an ad up and he will work with Ms. Salla tomorrow. This will be advertised in the Post Gazette and at that point, our meetings, both the Workshop and Regular meetings, will begin at 5:00p.m.

IX. ADJOURNMENT:

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



Wayne M. Chiurazzi, President
Board of Commissioners



Valerie A. Salla
Township Secretary