



COLLIER TOWNSHIP

2418 Hilltop Road, Suite 100 • Presto, Pennsylvania 15142 • 412.279.2525 • Fax 412.279.2380

COLLIER TOWNSHIP - BOARD OF COMMISSIONERS

WORKSHOP MEETING MINUTES

June 9th, 2025

5:00 P.M.

I. CALL TO ORDER

Meeting called to order at 5:00 PM.

A. PLEDGE OF ALLEGIANCE

B. ROLL CALL

The following Commissioners were present for this meeting:

Commissioner Wayne Chiurazzi, President of the Board (**present remotely**)

Commissioner MaryAnn Cupples, Vice-President of the Board

Commissioner Dawnlee Vaughn

Commissioner Gabriel Benvenuti

Commissioner Kari Suter

As Commissioner Chiurazzi was present remotely through Microsoft Teams, Commissioner Cupples chaired the meeting in his stead.

Additionally present were the following members of Township staff:

George Macino, Township Manager

Robert Caun, Planning Director

Amy Medway, Township Secretary

C. EXECUTIVE SESSION

Executive session was held from 4:00 PM to 4:50 PM to discuss pertinent legal and



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personnel issues.

II. Board Discussions for Committees (2025)

A. Administration/Public Affairs (Dawnlee Vaughn and MaryAnn Cupples)

No report for review for this meeting. Report will be presented to Commissioners for review and any necessary discussion at next meeting.

B. Building/Codes (MaryAnn Cupples and Kari Suter)

Review of issued building permits, occupancies, and standard code enforcement items.

C. Council of Governments (Gabe Benvenuti and Kari Suter)

Council of Governments (COG) meeting was hosted by Collier Township on Thursday, May 15th. Meeting included review from Pat Catena concerning storm preparedness and coordination with Duquesne Light Company. Positive comments received from Stowe Township concerning Collier's approach with Volunteer Fire Companies.

D. Finance (Gabe Benvenuti and Wayne Chiurazzi)

General overview of accounts and revenues and expenditures reviewed, with commendation to Greg Butler for efforts to reconcile multiple accounts across two banks with significant progress made. Expenditures in General Fund are currently double the amount of revenue, but property taxes will begin being collected shortly and thus the shortfall is still not concerning at this time.

E. Parks & Recreation (Kari Suter and Dawnlee Vaughn)

Review of regular Community Center maintenance. Brief overview of ongoing events, with the most significant being this Saturday, 6/14, which is the Township's 150th anniversary being supported at Community Day in Collier Park. Mr. Shazer of the Parks and Recreation Department is scheduled to be interviewed by Pittsburgh Today Live on Friday, 6/13, to assist with promoting interest in the event. Friends of Collier donated a dryer and added an electrical line to the Community Center, and the Bonincontro family donated a washing machine to the Community Center.



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F. Planning/Zoning (MaryAnn Cupples and Kari Suter)

The Zoning Hearing Board is scheduled to meet on June 17th at 7 PM to hear a request from 3000 Edinburgh Court. The Planning Commission will meet on June 24th at 5 PM for a traffic impact update and the anticipated zoning SALDO update.

G. Public Safety (Wayne Chiurazzi and Dawnlee Vaughn)

Fire department monthly calls and incident occurrence were reviewed. Routine police department activities and additional updates were also reviewed. Police Civil Service Commission meeting held on May 14th. Identity theft and scams presentation was held on May 15th at the Community Center to raise scam awareness for residents, presented by the Allegheny County Sheriff's Department and with the presentation being hosted by Collier Police Department. Test scheduled for July 15th. Two police cars are still due to be replaced. One officer submitted a resignation letter.

H. Public Works (MaryAnn Cupples and Kari Suter)

Routine maintenance and operations overview of the department. Some issues noted in Skvarca Park concerning the restrooms, which will be addressed with Maglocks placed on the doors of the bathrooms. Mr. Shazer is working with an electrician to install the locks.

Mr. Plietz, as the prior Emergency Management Coordinator (EMC), was appreciated by the Board for his service in the capacity of EMC. The Township's new EMC, Jeff Chilleo, continues to attend classes for Emergency Management Coordination. Mr. Chilleo's first test of coordination was the response to the significant storms in April that left a great many residences and businesses without power and the resulting follow-up with Duquesne Light and other emergency services to ensure the continued safety of the residents.

I. Sewer Department (Gabriel Benvenuti and Dawnlee Vaughn)

Review of routine permit submissions, dye tests, and lateral inspections completed. Sewer line extension to review pump stations in Nevillewood is under review.



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III. Public Comment/Comment on New Business Items

No entries for public comment.

IV. New Business

1. Motion to declare Sergeant Kris Sabin as the acting Chief of the Collier Township Police Department, effective immediately and providing all such rights, privileges, and duties ordinarily assigned to the Chief of Police of Collier Township until such time as the Chief of Police resumes his regular duties.

Motion to approve made by Commissioner Vaughn, seconded by Commissioner Cupples. All ayes, motion carried.

2. Motion to approve advertising to fill an open Public Works Laborer position.

Motion to approve made by Commissioner Suter, seconded by Commissioner Vaughn. All ayes, motion carried.

3. Motion to approve continuation of contract with Elevate ur Marketing in the amount of \$7,500 per month, which shall be paid for the months of May and June, to continue increasing awareness of Collier Township's brand, continue community engagement and proceed with additional strategic marketing to amplify public awareness of the Township.

Motion to approve made by Commissioner Benvenuti, seconded by Commissioner Suter. All ayes, motion carried.

4. Consider action to approve the Conditional Use application of the Ukrainian Catholic Diocese of St. Josephat with the following conditions:

- I.** The size of the chapel/mausoleum shall be less than or equal to 5000 square feet.
- II.** Fire Hydrants shall be installed and located as per the recommendation of the Township Fire Officials.
- III.** Ringing of bells / chimes shall be limited to 3-minutes in duration and shall not be before 9:00AM and shall be limited to funerals only.
- IV.** The maximum height of the chapel/mausoleum shall be not more than two stories and not greater than 50 feet.



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V. The chapel/mausoleum shall only be used for funeral services; no other functions or gatherings shall be permitted in the structure.

VI. The Township reserves the right to audit usage with 30 days' notice.

Discussion was held among the Board pending the approval of this motion, reviewing the proposed size of the steeple and/or the maximum roof height. One way would be to motion to abide precisely by the ordinance limits of 35 feet maximum (without including the foundation or a basement) at the tallest point of the roof. Another proposed way would be to allow a combination of stories and roof height to reach a 50-foot maximum height, not inclusive of a basement or the building foundation (i.e. a two-story building with a shallow-pitched roof reaching 50 feet maximum, a one-story building with a steeply pitched roof reaching 50 feet maximum, or any combination of the two) with a subsequent allowance for a steeple, spire, or other roof pitch or ornamentation to a maximum height of 15 feet for that particular portion. The building would thus reach approximately 75 feet at its highest point. Given the maximum height of an accessory structure is 20 feet at its highest point, either motion from the Board would be granting a Conditional Use for such an exception.

Mr. Stephen Victor of Victor-Wenzel Associates approached the podium to address the Board to request the inclusion of memorial services for any deceased individuals rather than limiting this motion only to funerals.

An amended motion was suggested by Commissioner Chiurazzi as follows:

I. The size of the chapel/mausoleum shall be less than or equal to 5000 square feet.

II. Fire Hydrants shall be installed and located as per the recommendation of the Township Fire Officials.

III. Ringing of bells / chimes shall be limited to 3 and a half minutes in duration and shall not be before 9:00AM and shall be limited to funerals and/or memorial services only, and the holding of memorial services shall apply only to individuals who are deceased pursuant to this motion.

IV. The maximum height of the chapel/mausoleum shall be not more than two stories and not greater than 50 feet at its highest point, with an additional 15-foot allowance for any roof-related structural protrusion.

V. The chapel/mausoleum shall only be used for funeral and/or memorial services; no other functions or gatherings shall be permitted in the structure.



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Amended motion to approve made by Commissioner Chiurazzi, seconded by Commissioner Benvenuti. Two aye votes (Commissioners Chiurazzi and Benvenuti) versus three nay votes (Commissioners Suter, Cupples, and Vaughn). 2-3 against, motion not carried, motion dies.

A different version of the motion was subsequently suggested by Commissioner Cupples, proposed as follows:

- I.** The size of the chapel/mausoleum shall be less than or equal to 5000 square feet.
- II.** Fire Hydrants shall be installed and located as per the recommendation of the Township Fire Officials.
- III.** Ringing of bells/chimes shall be limited to 3 and a half minutes in duration and shall not be before 9:00 AM and shall be limited to funerals and/or memorial services only, and the holding of memorial services shall apply only to individuals who are deceased pursuant to this motion.
- IV.** The maximum height of the chapel/mausoleum shall be not more than two stories and not greater than 35 feet to the highest point of the building, inclusive of all attachments and/or additional building components.
- V.** The chapel/mausoleum shall only be used for funeral and/or memorial services; no other functions or gatherings shall be permitted in the structure.
- VI.** The Township reserves the right to audit usage with 30 days' notice.
- VII.** Per the recommendation of the Township Solicitor, this structure is hereby declared to be considered an accessory structure.

Motion to approve made by Commissioner Suter, seconded by Commissioner Vaughn. Four aye votes (Commissioners Cupples, Vaughn, Suter, and Benvenuti) versus one nay vote (Commissioner Chiurazzi). 4-1 in favor, motion carried.

V. Approval of General, Sewer and Capital Account items

Invoices Paid, Checks Written and Bills Requested from May 26th, 2025, to June 9th, 2025:

- General Fund in the amount of \$75,101.21
- Capital Fund in the amount of \$25,962.69
- Sewer Fund in the amount of \$7,062.70



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Motion to approve bills and checks made by Commissioner Suter, seconded by Commissioner Cupples. All ayes, motion carried.

VI. Adjournment

Motion to adjourn made by Commissioner Suter, seconded by Commissioner Benvenuti. All ayes, meeting adjourned at 5:35 PM.