



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

July 14th, 2025

5:00 P.M.

I. CALL TO ORDER

Meeting was called to order at 5:05 PM.

A. PLEDGE OF ALLEGIANCE

B. ROLL CALL

The following Commissioners were present for this meeting:

Commissioner Wayne Chiurazzi, President of the Board
Commissioner MaryAnn Cupples, Vice-President of the Board
Commissioner Dawnlee Vaughn
Commissioner Gabriel Benvenuti
Commissioner Kari Suter (**present remotely**)

Additionally present were the following members of Township staff:

George Macino, Township Manager
Amy Medway, Township Secretary

C. EXECUTIVE SESSION

Executive session was held from 4:30 PM to 5:00 PM to discuss pertinent legal and personnel issues.

II. Board Discussions for Committees (2025)

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



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Review and overview of admin report. Items of note include the installation of the new administrative building sign to broadcast events, the implementation of a phone system upgrade, the implementation and use of Positive Pay with the Township's banking system, and the switch from ADP to Paychex. Over 30 applications were received for the open Public Works positions, to be reviewed by Mr. Macino and Mr. Montani to pare down the number of applicants scheduled for interviews within the upcoming weeks. 15 applications were received for the open police position, with testing occurring through the end of July and with suggestions scheduled to be put before the commissioners at an upcoming August meeting.

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

Review of permits, occupancies, new businesses, outstanding code enforcement items, and upcoming code enforcement officer training.

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

COG meeting was held on June 19th, which neither Commissioner Benvenuti nor Commissioner Suter were able to attend due to scheduling conflicts. Next COG meeting will be held after summer recess in September.

D. Finance (Gabe Benvenuti and Wayne Chiurazzi)

Overview of expenses and revenue for general, capital, and sewer funds. Real estate tax bills went out to residents on July 1st from Jordan Tax Services, which is always a significant source of revenue for the Township's general fund, and thus the comparison of general fund revenues to expenditures is more in-line as these funds are received.

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

No report received for Parks and Recreation for this meeting. Report will be submitted after workshop meeting for discussion and review at the July 28th meeting.

Remote locking of bathrooms is now a capability with the installation of the new locks. Twenty security cameras are located throughout the park and a Comcast upgrade was put in place to increase image quality and processing speed. Discussion was held concerning the destruction of signs and Township bathroom property and improvement to video



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surveillance.

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

Next Zoning Hearing Board meeting will be held on Tuesday, July 22nd, and will involve a meeting with Mackin Engineering to discuss updating the existing SALDO (Subdivision and Land Development Ordinance). Discussion was held concerning new businesses in the Great Southern Shopping Center and the Vanadium Road improvement project. On Route 50, the sidewalk connections are almost completed, the arm signals have been installed, and the paving of all the lanes is slated to start by the end of July and be finished up by the end of August. The crosswalk installations may be delayed, but if everything is on track for completion the project could feasibly be completed before the end of the year.

Positive commentary by the Board concerning the tree trimming along Hilltop Road and Forsythe Road by PennDOT's subcontractors, with Walker's Mill being trimmed by Public Works. Most of Hilltop should be completed by the end of October, but the Hilltop Road improvement project through PennDOT is unlikely to be finished before the end of the year.

Discussion was held concerning a potential underground spring located at the corner of Forsythe and Hilltop. The spring and summer rains have exacerbated the production of what is likely a spring at this corner, which will be problematic when fall and winter come. Pennsylvania American Water maintains it has no leaking infrastructure in that area, but it could be that PennDOT discovers and controls what this water flow is from as they proceed with the Hilltop Road improvement project. The Township will continue to monitor this area in the event that it should become hazardous to drivers.

Inquiry concerning following up with Representative Anita Kulik and Senator Devlin Robinson on the Multi-Municipal Grant to extend Mayer Street down to Prestley. Separate inquiry concerning following up with PennDOT about a light post on Prestley Hill from Collier into South Fayette. The post was erected after the previous pole was hit by a dump truck the previous year, but no lights have been installed on it since it was put up. Mr. Macino will follow up with PennDOT for a status update.

G. Public Safety (Wayne Chiurazzi and Dawnlee Vaughn)

Review of police report and issued citations and occurrences. Patrol vehicle push bumpers



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have been ordered and are awaiting installation dates. Recruiting visit was made to Allegheny County Police Academy on June 10th. Department review meeting was held on June 26th to discuss current status of police department. New citizen complaint packet created and public safety statement was created in the event of an officer involved shooting. New social media presence for police.

Fire department report review of routine monthly occurrences. The Township covered the cost of the diesel fuel for the fire and police departments.

H. Public Works (MaryAnn Cupples and Kari Suter)

Review of routine maintenance, building and Community Center repairs, cleanup, pothole patching, PA one calls, and handling of resident complaints. New arm tractor was successfully purchased. Coordination with Gibson-Thomas Engineering on LSA grants to retrofit of Annandale and Woodhall Ponds.

I. Sewer Department (Gabriel Benvenuti and Dawnlee Vaughn)

Review of sewer tap and dye test applications, sanitary sewer certification letters, and a single new deduct meter installation.

III. Public Comment/Comment on New Business Items

No public comment was available for this meeting.

IV. New Business

1. Motion to accept the retirement letters submitted by JP Duckworth and Jordan Fascetti of the Collier Township Police Department effective December 31st, 2025.

Clarification for the record that only JP Duckworth submitted a retirement letter. Jordan Fascetti's submitted letter was a resignation letter.

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

2. Consider action to approve Resolution No. 07-14-2025-01 concerning entering into a



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cooperative agreement between the Township and Presto Volunteer Fire Department to distribute and ensure payment of invoices related to the Presto Fire Hall improvements.

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

3. Motion to approve the retention of Purposeful Impact as the designated grant writer for Collier Township. Such services shall be retained at a payment of \$6000 per quarter.

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

4. Motion to approve Memorandum of Understanding on current police contract authorizing a flat payment of \$10,000 to provide paid-up life insurance policies to police officers covered per the existing police contract.

Discussion was held concerning clarifying this motion to make its purpose clear for the record, as the life insurance is contractually obligated in the police contract but this was foregone for a recent retiree due to the difficulty in obtaining life insurance police officers due to their career paths and potential exposure to dangers in their line of work. Motion was amended to the following:

“Motion to approve Memorandum of Understanding on current police contract authorizing a flat payment of \$10,000 **in lieu of a paid-up death benefit** of a life insurance policy to a **police officer** covered per the existing police contract.”

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

5. Motion to approve transition of payroll providers from ADP Payroll to Paychex, effective July 14th, 2025.

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

6. Motion to extend the existing agreement with Elevate Ur Marketing to December 31st, 2025, to continue with raising awareness and promotion of Collier Township's branding



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and marketing.

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

7. Consider action to approve Resolution No. 07-14-2025-02 expressing the Collier Township Board of Commissioners' support for the inclusion of the allocated Transportation Improvement Project (TIP) funds and the Steen Road Bridge Improvement repair project to all be included in the Trader Jack's development project.

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

V. Approval of General, Sewer and Capital Account items

Invoices Paid, Checks Written and Bills Requested from June 23rd, 2025, to July 14th, 2025:

- General Fund in the amount of \$213,620.84
- Capital Fund in the amount of \$52,304.33
- Sewer Fund in the amount of \$9,994.80

Motion to approve payment of invoices, checks and bills made by Commissioner Benvenuti, seconded by Commissioner Cupples. All ayes, motion carried.

VI. Adjournment

Motion to adjourn made by Commissioner Vaughn, seconded by Commissioner Cupples. All ayes, meeting adjourned at 5:47 PM.