



# COLLIER TOWNSHIP

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

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## COLLIER TOWNSHIP - BOARD OF COMMISSIONERS

### WORKSHOP MEETING MINUTES

October 13th, 2025

5:00 P.M.

#### **I. CALL TO ORDER**

Call to order made 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  
Commissioner MaryAnn Cupples, Vice-President of the Board  
Commissioner Dawnlee Vaughn  
Commissioner Gabriel Benvenuti  
Commissioner Kari Suter

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 4:15 PM to 5:00 PM to discuss pertinent legal and personnel matters.

#### **II. Board Discussions for Committees (2025)**

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



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Budget review process, attended vendor product show for police and confirmed drone donation is permitted to police department, review of MBS health insurance plan with employees and review of energy supplier selections. Onboarding and review of Josh May. Routine administrative activities.

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

44 permits issued, 8 permits for new residential construction, 6 residential occupancy inspections and 1 commercial occupancy inspection for Loafers Bread Company. Code Enforcement had 34 code items and a CBO class conference attended.

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

Currently on hiatus, next meeting scheduled for 10/18. Award received for perfect attendance at meetings for the year. Discussion was held concerning the potential pros and cons of switching to SHACOG, but it was decided by the Board as a whole that they would remain with the Char-West COG for the time being and Commissioner Cupples will inquire with Anita Kulik at the next legislative breakfast as to if there is a preference or recommendation by Collier's area representative.

**D. Finance (Gabe Benvenuti and Wayne Chiurazzi)**

General fund revenues at \$10.2 million and expenditures at \$9.8 million. General fund projected real estate tax revenue is largely on target, with earned income tax and business privilege taxes also looking to be close to expected numbers. Sewer fund revenue at \$4.1 million, expenditures at \$2.3 million. Capital fund revenue at \$1.5 million, expenditures at \$1.3 million. Commissioner Cupples posed a question concerning how much in additional taxes is collected with the addition of multiple expensive new homes in the Township, with a comparison of 2023, 2024, and 2025 real estate taxes being preferable.

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

No report received for this meeting. Any outstanding business will be reviewed at December's meeting.

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



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Zoning Hearing Board will meet at 7:00 PM on October 21<sup>st</sup> to hear requests for variance at Seven Brew Coffee Shop concerning the setback and buffer yard requirements, variance for Carpenter's Union to allow construction of a training structure that is taller than the 20 foot maximum height allowance, and variance for Discount Tire concerning site lighting prohibiting spillover onto adjacent properties. Planning Commission will meet at 5:00 PM on October 14<sup>th</sup> to hear cases concerning the Bane II Lot Subdivision on Cowan Road, the McGinnis II Lot Subdivision on McMichael Road, and a request for Stambrosky Homes to eliminate proposed walking trail along McMichael Road at Settler's Point. Mackin Engineering working with the Planning Commission monthly on the SALDO and zoning ordinance updates with next meeting on October 28<sup>th</sup> at 5:00 PM. Discussion concerning pending construction of 350 homes by Hilltop Park; some resubmission was required and with all approvals provided ground will not be broken until the spring.

## **G. Public Safety (Wayne Chiurazzi and Dawnlee Vaughn)**

Review of fire department reports and figures. Review of routine police department reports and business. Purchase of new lock-opening tools for police cars and office chairs to replace approximately 20-year-old chairs in department. Traffic radar signs deployed at Cowan Road, Joyce Road, and 79-McMichael Road. One sign was returned due to technical issues, report of traffic signs will be compiled and made available for review once all data is collected. 4 applicants disqualified for continuation of police hiring, with eligibility list from Civil Service Commission certified at most recent meeting and confirmation of 3 new police officers hired at the monthly meeting, with physical, psychological, and polygraph testing scheduled for new hires. Officer Duckworth turned in his MPOETC card for separation from department. 2026 shift selection sheets and contractual day shift selection sheets prepared, and alternative 12-hour work schedule and parameters prepared. Guardian protection installed remaining cameras at front of building. New overtime callout procedures and temporary custody of adults policy disseminated to officers. Met with Mr. Plietz and a contractor to review costs and requirements for installation of a new female locker room in police department. Quotes are being obtained and reviewed to replace in-car computer systems. Met with individuals wishing to donate equipment to the police department. Discussion was held concerning overflow parking onto Thoms Run Road from primary school.

## **H. Public Works (MaryAnn Cupples and Kari Suter)**

Review of routine vehicle maintenance, routine building and Community Center repairs,



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cleanup, pothole patching, PA one calls, and handling of resident complaints. Hauled 20 loads of yard waste. Josh May started as new Public Works employee on 9/22. Public Works seminar attended by department on October 1<sup>st</sup>. Continue to cut grass and weedwhack and prepare leaf-vac for leaf season and upcoming leaf collection on 10/13. Cut and cleaned Meadow Path trail, Panhandle trail, and dog park, and installed door closures at Skvarca Park. Set up and cleaned up Collierfest event. Installation of guardrail at 301 Prestley will be scheduled in the upcoming weeks. No parking signs installed at Sgt. Messerschmidt Road. Met with Township engineers on 9/17. Need to schedule reseeding of Webb field and soccer fields. Paving repairs on Hilltop by PennDOT. New truck ordered from BBL Fleet to replace aging Truck 3.

## **I. Sewer Department (Gabriel Benvenuti and Dawnlee Vaughn)**

Final step in regionalization of SSO (sanitary sewer overflow) and ALCOSAN has assumed responsibility for the “Vesuvius location.” 5 new sewer tap and 11 dye test applications received, 22 dye test certification letters composed and sent, 1 deduct meter inspection, and attendance at 3 Rivers Wet Weather meeting.

## **III. Public Comment/Comment on New Business Items**

No public comment present for this meeting.

## **IV. New Business**

1. Motion to approve the distribution of the State Pension assistance to the Township’s Uniform Pension Plan (plan number 02-160-8N) in the amount of \$226,632.75, and to approve the distribution of the State Pension assistance to the Township’s Non-Uniform Pension Plan (plan number 02-072-4N) in the amount of \$219,967.07.

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

2. Motion to approve Resolution No. 10-13-2025-01, designating the Township Manager as the signatory for the proposed Winter Services Maintenance Agreement as annually renewed between the Pennsylvania Department of Transportation (PennDOT) and the Township. Such agreement shall be effective for the 2025-2026 winter season, shall automatically renew annually with provisions for PennDOT and the Township to cancel the



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agreement before the renewal period, and shall allow the Township's Public Works Department to plow, salt, de-ice, and perform other winter maintenance-related tasks for monetary compensation from PennDOT.

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

## **V. Approval of General, Sewer and Capital Account Items**

Invoices paid, checks written and bills requested from September 22nd, 2025, to October 13<sup>th</sup>, 2025:

- General Fund in the amount of \$787,031.57
- Capital Fund in the amount of \$58,350.78
- Sewer Fund in the amount of \$5798.19

**Motion to approve made by Commissioner Suter, seconded by Commissioner Mary Ann Cupples. All ayes, motion carries.**

## **VI. Adjournment**

Motion to adjourn made by Commissioner Chiurazzi, seconded by Commissioner Vaughn. All ayes, meeting adjourned at 5:31 PM.