



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

April 13th, 2026

5:30 P.M.

I. CALL TO ORDER – Meeting called to order at 5:30 PM.

A. PLEDGE OF ALLEGIANCE

B. ROLL CALL

The following Commissioners were present for this meeting:

Commissioner MaryAnn Cupples, President of the Board
Commissioner Tim Downey Jr., Vice President of the Board
Commissioner Gabriel Benvenuti
Commissioner Julie Murphy

Commissioner Dawnlee Vaughn was absent for this meeting. A quorum was still in session to conduct voting business.

Additionally present were the following members of Township staff:

George Macino, Township Manager
Amy Medway, Township Secretary
Robert Caun, Planning Director
Tom Plietz, Building Director
Robert Shazer, Parks and Recreation Director
Greg Butler, Finance Director
Kris Sabin, Chief of Police
Mitch Montani, Public Works Director
Wilson Durisko, Codes Department
Shawn Wingrove, Township Engineer
Michael Santicola, Township Solicitor



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C. EXECUTIVE SESSION

No executive session was held before this meeting.

II. Carnegie Mellon University Research Team Update

Presentation from Carnegie Mellon University Research Team regarding evaluation of current community communications and internal department communications, the response rate on the survey provided to residents, adjustments made on the survey since its initial release and how to further promote the survey to the community to obtain responses.

III. Board Discussions for Committees (2026)

A. Administration/Public Affairs (Dawnlee Vaughn and Tim Downey Jr.)

Continuing to monitor expenses within the budget to ensure sound fiscal execution. Lower level locker room renovations are being completed. Continued work on walking trail. Continued evaluation and improvement of technology within the Township building. Commissioner Murphy inquired concerning the open trail grant for \$20,000 and encouraged the use of Microsoft SharePoint across the organization. Commissioner Downey inquired concerning the creation of a New Resident packet and a welcome packet for new employees and Township elected officials.

B. Building/Codes (Mary Ann Cupples and Tim Downey Jr.)

Review of increased construction in 2026, with many new residential and commercial permits applied for and issued.

C. Council of Governments (Julie Murphy and Tim Downey Jr.)

Review of Webb Park ADA water fountain grant. Review of demolition to take place on Thom's Run Road. A-Team mental health support was put forward as a resource for the police for mental health support. Next COG meeting to be held at 4/16 in Neville.

D. Finance (Julie Murphy and Gabe Benvenuti)



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ACH payment provisions are now possible for commissioners to request their monthly stipend through ACH instead of a paper check. Review of financing for the approved ballfield project and overview of financing sheet. Completion of 2025 Liquid Fuels audit and review of changes in deposits to Liquid Fuels fund, with annual Township audit still underway and expected to be completed in the summer. PowerTime police scheduling software linked to Paychex to allow for easier processing of police timesheets. Cleanup completed to correct PMRS non-uniform pension information and pay period deductions being made for some employees to rectify missing pension contributions from between 2021 and 2024. Draft capital budget to begin in June or July with budget intended to be completed in September, with discussion held concerning the implementation of a longer-term view of Township financial planning as discussed by the finance committee.

E. Parks & Recreation (Dawnlee Vaughn and Mary Ann Cupples)

Review of upcoming spring and summer activities and sponsorships for Memorial Day, Community Day, summer camp, and Concerts in the Park activities. Discussion was held concerning damage done to the Community Center gym floor through leaks in the roof, though it was noted that a plan will need to be put together concerning how to approach this problem. Although the roof is approximately 11 years old it is uncertain at this time whether the damage was caused by holes in the roof or the slant of the air conditioning units on top of the Community Center. This is anticipated to be an expensive repair to the air conditioning units. Discussion was held concerning the current setup of fields and how it can be modified to better suit the colt and pony leagues. Discussion was also held concerning a possible change to create one large restroom instead of three smaller restrooms.

F. Planning/Zoning (Mary Ann Cupples and Gabriel Benvenuti)

Zoning Hearing Board reviewed Pet Vet application and Planning Commission continues to work on SALDO and zoning updates.

G. Public Safety (Julie Murphy and Dawnlee Vaughn)

Chief Sabin applied to the Trax to Local program, which is free e-ticketing software provided from the state, to increase the efficiency of the department. Review of adding additional cameras (at a 50 percent match from the state) to intersections on Washington



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Pike to curb retail theft. Brief overview of potential for expansion of police department. Discussion was held to review funds that were originally set aside for a camera at the Carnegie exit to see if that money was held and can be reallocated for a different purpose. Discussion was also held concerning the potential utilization of e-bikes for the police department.

H. Public Works (MaryAnn Cupples and Dawnlee Vaughn)

Public Works transitioning from fall/winter equipment and tasks into spring/summer equipment and tasks, including routine maintenance in parks. A large landslide on Scott's Run and several smaller landslides have been cleared from the road and the hillside has been temporarily stabilized. It will, however, take money and time to examine the area with an engineer to permanently stabilize the earth movement. Commissioner Murphy mentioned that the Township may qualify for an Allegheny County Conservation District (ACCD) grant for landslide remediation, which Mr. Macino will follow up on. Skvarka Park is under construction and ready to be backfilled, weather permitting. Carnegie Borough has assisted with a street sweeper and a sewer clearing machine, and the Township will be assisting with roadside maintenance over the summer in return. Discussion was held concerning a potential presentation and use of an in-house sewer camera that would allow Public Works to camera lines instead of relying on an outside vendor to camera a limited number of Collier's lines every year; this would require training some members of Public Works to attend training on completing camera tests and would also be useful for examining storm sewers. Mr. Macino included for the Board that the continuation of last year's road paving on Hilltop Road being performed by the state through Mele & Mele & Sons is set to begin in May, milling the whole of Hilltop Road from Thom's Run Road to Collier Avenue and down to Route 50 in Heidelberg.

I. Sewer Department (Gabriel Benvenuti and Tim Downey Jr.)

CCTV filming of Collier's sewer lines (10 percent of lines per year) has begun for the year and will continue for cleaning and maintenance. DEP MS4 NPDES permit inspection for review of stormwater controls was completed and came back with good results. Route 50 widening project involves moving sewer utility lines and reimbursements for the work have been submitted to PennDOT. A presentation is being drafted covering the feasibility of the Township extending main sewer lines out near properties that are currently served by septic tanks. Discussion was held concerning utility tracking and use of impact fees.



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J. Fire and EMS (Mary Ann Cupples and Tim Downey Jr.)

Review of report showing increased incidents requiring fire department responses in March, largely due to mutual aid. Commissioner Murphy will be doing a ride-along with Collier EMS on 4/15.

K. 2026 Goals and Objectives (Board of Commissioners)

Review and discussion of objectives, including consolidation of fire departments, interdepartmental and overall budget management, videotaping meetings, traffic calming, celebration of Bridgeville's upcoming 125th anniversary.

As a separate item, Commissioner Murphy stated for the record that she was prohibited from speaking further by legal counsel on the Nixon development/Collier Ridge development at the March 23rd meeting and requested that it be added to the record that commissioners should not be prohibited from speaking on items that are up for vote. Commissioner Cupples stated that she spoke to Mr. Santicola, who believes that this is not the case and the meeting structure was conducted correctly, but Mr. Santicola will be consulted to discuss any perceived discrepancies.

IV. Public Comment/Comment on New Business Items

Debbie Zymroz of 1010 Deerbrook Lane: Provided explanation for Commissioner Murphy concerning why bathrooms are a necessity for old, young, and disabled individuals who attend Collier Park and play on the fields.

V. New Business

1. Consider action to adopt Ordinance No. 739, an Ordinance amending the Collier Township Zoning Ordinance to permit Medical Marijuana Dispensaries as a conditional use in the B-1 Zoning District.

Discussion was held to consider the ramifications of this ordinance as considered by the Planning Commission. The Planning Commission reviewed but advised against approving the ordinance as this would mean adding a use to the zoning district rather than approving a single business for operation.



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Motion to approve made by Commissioner Murphy. No second was made, motion dies, ordinance is not passed.

2. Consider action to adopt Resolution No. 04-13-2026-15 authorizing Allegheny County to undertake essential community development and housing assistance activities within the Township from annual Community Development Block Grants (CDBG funding) and HOME funds for the program years of 2027, 2028, and 2029. This resolution provides the option to the Township to apply for CDBG funding made available through coordination with Allegheny County. Such grants, where the Township meets criteria for funding, can provide funding to assist with housing rehabilitation, public services, community facilities, infrastructure improvement, streets and sidewalks, and economic development.

Motion to approve by Commissioner Murphy, seconded by Commissioner Cupples. All ayes, motion carries.

VI. Approval of General, Sewer and Capital Account Items

Invoices paid, checks written and bills requested from March 21st, 2026, to April 8th, 2026:

- General Fund in the amount of \$137,243.70
- Capital Fund in the amount of \$57,301.08
- Sewer Fund in the amount of \$26,501.85

Motion to approve invoices, bills, and checks made by Commissioner Downey, seconded by Commissioner Benvenuti. All ayes, motion carries.

VII. Adjournment

Motion to adjourn made by Commissioner Benvenuti, seconded by Commissioner Downey. All ayes, meeting adjourned at 7:15 PM.