COLLIER TOWNSHIP

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COLLIER TOWNSHIP - BOARD OF COMMISSIONERS

WORKSHOP MEETING MINUTES
September 14th, 2026
5:30 P.M.

I. CALL TO ORDER – please silence all cell phones, pagers, and devices with ringtones.

A. PLEDGE OF ALLEGIANCE

B. ROLL CALL

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

Additionally present were the following Township staff and consultants:

Robert Caun, Planning Director
Tom Plietz, Building Director
Kris Sabin, Chief of Police
Mitch Montani, Public Works Director
Wilson Durisko, Codes Department
Shawn Wingrove, Township Engineer (Lennon Smith Souleret Engineering/LSSE)
Michael Santicola, Township Solicitor (Santicola, Steele, and Fedeles PC)

C. EXECUTIVE SESSION

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

II. Board Discussion of Active Transportation Plan

Commissioner Murphy presented for the Board a PowerPoint overview of the proposal of an Active Transportation Plan (ATP). Context was presented for the fundamentals of what an ATP consists of and what is excluded, where it features in the Township's comprehensive plan and the Township's Parks and Recreation plan and how it addresses certain issues within the Township. It was reviewed that this is both a national problem and a problem on a local scale that Collier's residents are interested in seeing addressed. Data points were reviewed concerning resident sentiment and how residents ranked pedestrian and bike safety and traffic movement and safety among Collier Township's weaknesses in an all-resident survey from 2023. Resident feedback was presented showcasing both how important this is for residents and how questions arise and how this will be paid for. An ATP is a handbook that provides guidance for developing sustainable solutions for pedestrian safety and access to and for public transport, including walking, running, bicycling, bus riding, and effectively most forms of transport that do not involve a car that help to connect neighborhoods and locations inside and outside of the Township. A sample of Bridgeville's plan was provided for the Board to review, showcasing both big and small changes that can be utilized to make Bridgeville's streets safer that can also work on Collier's streets. While the RFP responses came in at a higher price than anticipated, it can still be worth pursuing to meet grant qualifications and to provide resident benefits, sustainability, and connectivity.

Discussion was held concerning the presentation's points. One item of specific concern is the implementation of sidewalks—it was agreed that while sidewalks would certainly work to make pedestrians safer, the cost to install them and the additional burden that this would place on homeowners next to them or otherwise the commitment by the Township to maintain them would be significant. Sidewalks may also be difficult to implement along a county or state road, and as such the potential installation of sidewalks would need to be approached carefully. While there are smaller improvements, such as crosswalks and traffic lights, that can be implemented for safety as part of a successful ATP, sidewalks made up a sizeable portion of the discussion. Potential missing connections between developments were noted as well, including between Tuscany Ridge and Summit Ridge, between Summerfield Estates and Tuscany and Summit Ridge, and along Walker's Ridge, among others. It could be discussed with developers to close these gaps with the installation of sidewalks and other missing areas, though developers may be unwilling to pay for additional items if the Township is requesting expensive additional connections. There was a meeting held between Commissioner Murphy and the Township's grant writer that encouraged a search for a grant for the ATP, but the Board as a whole will need

to agree to move forward with the ATP before a grant can be secured. A new grant has opened up and the grant writer has been instructed to apply for the open grant, which Commissioner Cupples expressed her support for and for enforcing developers to pay for improvements where possible. The RFP responses were reviewed, but the Planning Commission did not recommend the lowest bidder at approximately $50,000 and instead advised not moving forward due to the unbudgeted expense.

Commissioner Downey conveyed to the Board how significant the increase of walking pedestrians has been on the Panhandle Trail since it has been paved and how accessible it is for individuals who may not have used it before. Commissioner Benvenuti noted for the Board that he had spoken to several board and community members, each approaching it with different measures of excitement and trepidation, and his opinion is that there is value in the ATP, especially pertaining to creating new connections with new developers and keeping suggested connectivity measures in one place. Currently his understanding is that certain sidewalks are Township-owned and in developments sidewalks are required where geographically feasible. This means that for any new sidewalks, the questions beyond how the sidewalk will be paid for include whose liability it is, who will maintain it, and which party will retain ownership whether it is the Township or the property owner who may not want the sidewalk. His concern is also that the ATP will be approved for $50,000 to $66,000 and will return advice and a plan that is not feasible due to its incorporation of sidewalks as a solution. As far as moving forward with the plan, it should be outlined who the stakeholders are and affected property owners and the Township should be advising the vendor concerning its stance on sidewalk installation and maintenance so that the vendor comes back with feasible solutions rather than creating something that will be too expensive or too significant to implement that will unduly affect property owners. Currently he does not see this as being urgent enough to push ahead of budgeting in the year 2027 into 2028 but is open to being convinced otherwise.

Commissioner Vaughn noted agreement with both sides and mentioned that given the lateness of the year in which this is being discussed, acquiring a grant and looking at budgeting for this in 2027 would be her preferred solution due to there being no urgent need for an ATP at this time. Items like trails and connections other than sidewalks would be preferred, with sidewalks relegated to a last possible proposed solution where applicable. Discussion was held concerning smaller items on Bridgeville's ATP and the direction of the Township manager to complete the ATP, but at the moment the manager only has the ability to put forward the submitted RFPs for the Board's approval. The Board will need to decide whether to move forward with the ATP as currently proposed. An inquiry was made into if traffic impact fees would ever align with the purposes of the ATP and Mr. Caun noted for the Board that traffic impact fees can only be used

for specified items, none of which are covered by an ATP.

III. Board Discussions for Committees (2026) – please ensure microphones are on and speak clearly to allow the recording secretary to pick up comments and discussions.

A. Administration/Public Affairs (Dawnlee Vaughn and Tim Downey Jr.)
B. Building/Codes (Mary Ann Cupples and Tim Downey Jr.)
C. Council of Governments (Julie Murphy and Tim Downey Jr.)
D. Finance (Julie Murphy and Gabe Benvenuti)
E. Parks & Recreation (Dawnlee Vaughn and Mary Ann Cupples)

Discussion was held surrounding progress updates to the ballpark project. Playing Surface Solutions (PSS) as the general contractor has been working around wet weather but currently have completed the stormwater basin as planned and will be working on two other basins, one aboveground and one below ground by the existing soccer field. Grading is at 95 percent completion and curbs are set to be installed. The electrical contractor set up poles for the pickleball/tennis court (with lights to be installed next year due to needing warmer temperatures) and a light retrofit for the dek hockey rink to be scheduled, with the basketball court to be scheduled later in the year so that certain activities are not disrupted.

A summary memo was issued out for the Board's review concerning the agreed-upon changes to the ballpark and was reviewed line by line and determined which items are necessities versus what amounts to more cosmetic changes. The Board reviewed changes to PK-1, which was the general site contract concerning the bleachers, batting tunnels, fencing, changes to the dugouts, pitchers mounds, installation of ballstopper netting, 20 foot winged foul poles, and line striping on the multipurpose field; PK-2, which was for the electrical and lighting contract to change the pedestrian light fixtures, install a power center for the GFCI outlets on the light poles for cameras and routers to use along with necessary transformers and panels with breakers, and GFCI outlets in the existing electrical vault to power a necessary sump pump to avoid flooding; and PK-4, which was the court improvements to change the fencing color from blue to black and to install 275 feet of new black fencing to match the fencing being installed. On PK-1, the Soccer Association is willing to offset the cost for the ballstopper netting in the amount of $69,972.00. The cost difference for PK-1 is $9,689.60 saved by the Township, the cost difference for PK-2 is $32,015.00 spent by the Township, and the cost difference for PK-4 is $29,500.00 spent by the Township. Discussions were held concerning the additions, removal, and changes to the project. Question was posed concerning the height and color of the foul poles and it was

determined that the 20-foot winged foul poles in orange would be sufficient for all ages of the teams who will be playing on these fields and all the different sports that will be played on these fields, with orange having wider applications than yellow or white foul poles. All standalone and group items will need preapproval through motions at the next regular meeting.

Discussion was held concerning the location of water fountain at Webb Park.

F. Planning/Zoning (Mary Ann Cupples and Gabriel Benvenuti)
G. Public Safety (Julie Murphy and Dawnlee Vaughn)

During the Manager's Coffee, a resident provided photo proof for the Chief of commercial vehicles that were over the 10-ton weight limit for the road they were traveling on and had caused damage. Arrangements were made with Mount Lebanon to utilize the services of a motor carrier police officer to conduct enforcement activities with two other officers. This will be done one day a week for two weeks around the Mayer Street area and anywhere else in the Township that requires this kind of enforcement of commercial vehicles. It was noted for the public that if any member of the public has an issue with traffic enforcement or any other police-related item, they should bring their complaint to the police department or call 911 for a non-emergency call to see what can be done and allow the police department to be proactive rather than reactive. At this time it is not absolutely certain that the resident has been informed by the Township manager that their problem has been followed up on, but this will be inquired of the manager when he returns to the office.

H. Public Works (MaryAnn Cupples and Dawnlee Vaughn)

Review and discussion of salt prices through SHACOG due to prices doubling. Alternative purchase options are being explored but pricing is still high elsewhere. SHACOG maintains that although last year there was some difficulty procuring salt for municipalities, that problem will not come into play this year. Diesel costs have also skyrocketed this year. Some potential alternatives were noted, such as additional anti-skid agents to the current stockpile of salt, but this is largely weather-dependent and the amount of salt required will vary depending on a harsh or mild 2026-2027 winter season. Mr. Montani will keep the board updated.

I. Sewer Department (Gabriel Benvenuti and Tim Downey Jr.)
J. Fire and EMS (Mary Ann Cupples and Tim Downey Jr.)

K. 2026 Goals and Objectives (Board of Commissioners)

IV. Public Comment/Comment on New Business Items

John Martin of 1703 Grand Cypress Lane: As the president of the Cherry Hill HOA, he came to encourage the Board to pursue the ATP as a lynchpin to secure grant funding. Cherry Hill has urgent need of sidewalks between the Cherry Hill community and Hilltop Park, and the community needs a way to get from Breckenridge to Cherry Hill and Oak Hill to Hilltop Park. Walking to Hilltop Park along Hilltop Road with multiple blind spots places their residents' lives in the hands of good attentive drivers.

Mark Magalotti of 401 Cherry Hill Drive: As an ATP engineer, he has worked with the design and implementation of ATPs before and would like to implore the Board to put the ATP into action as soon as practical. He iterated for the Board that they will need to be the ones to determine the cost, the practicality, and the priorities of the suggested solutions in the ATP. He did note that because of western Pennsylvania's topography, rights-of-way, and other property laws and stipulations, building sidewalks is not always possible and is frequently a costly endeavor. It is also important to hear from the residents regarding their concerns around the ATP and the connections they feel are important, although the connections the residents want to see may not always be able to be acted upon. Ownership and maintenance of sidewalks can be onerous as well, but there are smaller ways to work on the ATP by working on shorter connections where they are merited because even small connections can make a big difference. Public-private partnerships can be helpful as well, and discussion with communities who have implemented an ATP can be useful to determine what has worked and what has not worked for other communities.

V. New Business

1. Motion to approve Resolution No. 09-14-2026-27 to update the fee schedule to increase the fees associated with obtaining solicitation permits, which have not been increased beyond the originally established amounts from 2002.

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

2. Motion to advertise to amend Ordinance No. 594 pertaining to solicitation permits, fees, requirements, and processes. Such ordinance has not been updated beyond 2003 and

would include updating procedures, permit denial reasons, permit revocation reasons, and specific language within the ordinance.

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

3. Motion to approve Resolution No. 09-14-2026-28 to accept the adoption of a meeting minutes policy to outline the format and review process for Township meeting minutes.

Commissioner Downey noted that there are changes to the policy that he would like to make and would have liked to be a part of the construction of the policy. He did note that although he received it on Wednesday the 9th, there were some items he would like to discuss. Commissioner Cupples stated that the reason the policy was in place was due to the timing and method of suggested minute changes and that if any commissioner wished to suggest a change to drafted meeting minutes, they can review the recording with the Township manager and the recording secretary. Commissioner Downey's opinion is that the Board should have a majority vote as to if the minutes are approved or require changes; however, the purpose of voting to approve the minutes is to agree that the substance of the minutes is correct and to agree to make the minutes available online rather than to offer up corrections in a public setting. Ms. Medway explained for the Board that the purpose of the policy is to determine when and where corrections to the minutes should be made, rather than limit the Board's ability to make changes. Commissioner Downey still has questions and rather than asking at the meeting would like to take the time to review the policy in further detail. Commissioner Murphy noted that unless the passage of the policy is urgent, she would advise that the Board take additional time to review the policy as well. Commissioner Vaughn noted that the minutes are tape-recorded, and thus if any commissioner has a question the tape can be reviewed to confirm or deny a statement or requested revision. Commissioner Benvenuti noted that he agreed with the policy but felt that Commissioner Downey should be able to express his opinions as well, and had it confirmed that if the policy was passed it can be amended in the future if necessary. Mr. Santicola confirmed for the Board that any suggested changes can be circulated by email to vote on at a later meeting if changes are necessary.

Motion to approve made by Commissioner Benvenuti, seconded by Commissioner Cupples. Three ayes, two nays, motion carries with the following vote:

Commissioner MaryAnn Cupples: Aye
Commissioner Tim Downey Jr.: Nay
Commissioner Julie Murphy: Nay
Commissioner Dawnlee Vaughn: Aye
Commissioner Gabriel Benvenuti: Aye

4. Motion to approve the Township's Non-Uniform Pension Plan Minimum Municipal Obligation (MMO Plan No. 02-072-4 N.0026) amount in the amount of $475,862.00.

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

5. Motion to approve the Township's Uniform Pension Plan Minimum Municipal Obligation (MMO Plan No. MRT.20721) in the amount of $478,376.00.

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

6. Motion to approve the Township's Sewer Department Pension Plan Minimum Municipal Obligation (MMO Plan No. 02-160-8 N.112) amount in the amount of $9,444.00.

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

7. Motion to set a public hearing date of Monday October 12th at 4:30 PM for: (1) a proposed revised Subdivision and Land Development Ordinance that repeals and replaces the present Subdivision and Land Development Ordinance at Chapter 22 of the Collier Township Code of Ordinances; and (2) a proposed revised Zoning Ordinance and Zoning District Map that repeals and replaces the present Zoning Ordinance and Zoning Map at Chapter 27 of the Collier Township Code of Ordinances.

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

8. Motion to reject bid submitted by J.R. Moran Contracting, Inc. for Contract No. 26-D01 – 4237 Thoms Run Structure Demolition (CD 51 3.11.4) in the amount of

$68,505.00.

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

9. Motion to authorize rebid of Contract No. 26-D01 – 4237 Thoms Run Structure Demolition (CD 51 3.11.4) by CharWest Council of Governments.

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

10. Motion to approve, table, or reject Pay Request No. 1 submitted by Youngblood Paving, Inc. in the amount of $570,982.00 for work completed on Contract 26-R02 – 2026 Roadway Improvements Program.

This item is for payment based on completion of the road paving work after the engineering walkthrough. A retainage will still be held until the spring of 2027 due to work in Collier Park being part of the agreed-upon contract.

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

11. Motion to approve, table, or reject Change Order No. 1 prepared for Contract No. 26-R02 – 2026 Roadway Improvements Program to decrease the Contract amount by $10,778.56 to reflect the price adjustment for bituminous material placed in Collier Township based on index increase through July 2026, and to adjust the contract amount based on final in-place quantities of the base bid for Collier Township.

This change order was made based on the ability to take 75 percent of the reclaim from this project to the Public Works stockyard. Mr. Wingrove confirmed for the Board that as part of this project, the final in-place quantity of material was approximately $22,000 less than what was assumed. There was, however, an “oil escalator” in the contract, meaning if the price of oil fluctuates, the final cost of asphalt would increase or decrease accordingly. Currently, the contract runs under by this proposed $10,778.56 amount, and this motion would confirm that reduction in cost to the Township.

Motion to approve made by Commissioner Benvenuti, 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 August 22nd, 2026, to September 11th, 2026:

- General Fund in the amount of $159,837.92
- Capital Fund in the amount of $23,253.34
- Sewer Fund in the amount of $5,850.58
- Ballfield Fund in the amount of $345,783.02

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

VII. Adjournment

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