COLLIER TOWNSHIP

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

COLLIER TOWNSHIP - BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES
September 28th, 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

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 Dawnlee Vaughn

Commissioner Julie Murphy was **present remotely** for this meeting. An in-person voting quorum was present to discuss voting matters.

Additionally present were the following members of Township staff and consultants:

Greg Butler, Finance Director
Amy Medway, Township Secretary
Shawn Wingrove, Township Engineer

C. EXECUTIVE SESSION

No executive session was held before this meeting.

II. Review of 2025 Audit by Scott Grant from Case-Sabatini.

The audit was not reviewed due to Scott Grant being unable to make the meeting. It was later

confirmed that he will have the audit ready for the upcoming October 26th meeting of the board.

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.)

Commissioner Downey reviewed the notes and presentations from the Council of Governments (COG), which included discussion of the CDBG, CFA and LSA grant openings, the water fountain grant having a preconstruction meeting with Newman Plumbing, having received the bonds and articles for the water fountain grant and that the grant is waiting on the supplier procurement package, the Thom's Run demolition rebid without the permit costs included, and the presentation of a PowerPoint and talk from Brentwood Bank on fraud prevention.

D. Finance (Julie Murphy and Gabe Benvenuti)
E. Parks & Recreation (Dawnlee Vaughn and Mary Ann Cupples)

Commissioner Cupples noted for the record that Collierfest had an excellent turnout and was one of the best the Parks and Recreation department has ever hosted. Appreciation was given to the department and the commissioners who attended.

Discussion was held concerning the ballfield Master Change Order List that was reviewed at the September 14th meeting and what motions have been added to the agenda from the table that was discussed. Discussion was also held specifically concerning item 7 on the agenda for Change Order No. 4 and the chain link fencing around the dugouts and the warm-up areas. It was confirmed that this will be tabled due to needing additional details from Parks and Recreation before approval.

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

Commissioner Cupples noted for the record that not a single resident attended the Planning Commission meeting surrounding the 7 Brew Coffee that will be opening in Collier. It is important for the public to know that if residents have questions or concerns, they should be raising them at the meetings where these businesses are being discussed. The Dairy

Queen that was proposed for Route 79 was beset with a similar problem as the 7 Brew location is now, and a large number of residents attended the Zoning Hearing Board meeting where the Dairy Queen was discussed and was ultimately rejected by the Zoning Hearing Board due to using a public residential street as a key access point, but no one attended the Planning Commission meeting for the 7 Brew location.

G. Public Safety (Julie Murphy and Dawnlee Vaughn)

Discussion was held concerning the spoofing of the Police Department's line. A complaint will be filed with the FCC so that the spoofing is documented.

Commissioner Cupples remarked positively upon the Rennerdale Fire Department's duck pond event held on Saturday that she attended with Commissioner Downey. Senator Devlin Robinson has assisted with obtaining funds for the completion of the duck pond and attended the event as well.

H. Public Works (MaryAnn Cupples and Dawnlee Vaughn)
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

No individuals signed in or spoke for the public comment period.

V. New Business

1. Motion to approve the 2025 audit as presented by Case Sabatini.

Motion was informally tabled by all five members of the Board due to not receiving the 2025 audit. It was later confirmed that Scott Grant of Case Sabatini will have the audit ready for the October 26th regular board meeting.

2. Motion to approve the August 10th workshop meeting minutes and the August 24th regular meeting minutes.

Commissioner Murphy noted a requested change in the August 10th meeting minutes. As

this request does not comply with the established policy, no changes will be made. The tape was reviewed for accuracy and the current wording is consistent with the discussion held at that meeting.

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

3. Motion to revise the Conditional Use approval letter for The Ukrainian Catholic Diocese of St. Josephat dated June 10, 2025, as per the recommendation of Township Legal Counsel. The revised conditions will now read:

1. The structure is considered an Accessory Structure.
2. The size of the chapel/mausoleum shall be less than or equal to 5000 square feet
3. Fire Hydrants shall be installed and located as per the recommendation of the Township Fire Officials.
4. Ringing of bells/chimes shall be limited to 3 ½ minutes in duration and shall not be before 9:00 AM.
5. The maximum height of the chapel/mausoleum shall be not more than two stories and not greater than 35 feet to the highest point on the building, inclusive of all attachments and/or building components.
6. The chapel shall only be used for funeral services, memorial services, or other religious exercises, functions or gatherings.

Commissioner Cupples noted for the record that these conditions were approved by the Township's legal counsel. Commissioner Benvenuti added that these conditions had already been in place, with the purpose of this motion to further expand upon items 4 and 6, so this is not a list of 6 new items.

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

4. Motion to approve Pay Request No. 3 submitted by Playing Surface Solutions, Inc. in the amount of $462,668.99 for work completed on Contract No. 26-PK1 (General Site) - Community Park Improvements project.

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

5. Motion to approve Change Order No. 2 prepared for Contract No. 26-PK1 Community Park Improvements (General Site contract) to decrease the Contract amount by $123,874.60 to substitute black fence for blue fence, substitute specified pitcher's mounds, remove masonry kneewalls from dugouts, install masonry and netting backstops, substitute specified foul poles, remove netting from portions of side fences, and add additional linestriping on the multipurpose field.

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

6. Motion to approve Change Order No. 1 prepared for Contract No. 26-PK4 Community Park Court Improvements to increase the Contract amount by $29,500.00 to replace the entirety of the existing blue vinyl chain link fence with new black vinyl chain link fence, and to extend the Contract time.

Question was asked and answered concerning the extension of the contract time for this change order. The contract time will need to be extended due to the color coating on the fence needing consistent weather of 50 degrees Fahrenheit or higher to properly cure, and thus with the current drops in temperatures will need to wait until the spring of 2027. This does not affect the end timeline that is estimated by the Township Engineer.

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

7. Motion to approve Change Order No. 4 prepared for Contract No. 26-PK1 Community Park Improvements (General Site contract) to increase the Contract amount by $44,213.00 to reflect the price increase to install additional fencing around dugouts and warm-up areas.

No motion was made by the Board. Unofficial agreement by the Board was reached to table this motion until the next meeting pending additional information from the Parks and Recreation Department.

8. Motion to approve Change Order No. 1 prepared for Contract No. 26-PK2 Community Park Improvements (Electrical & Lighting contract) to increase the Contract amount by $32,015.00 to change pedestrian light fixtures from 120V to 480V, add installation of mini-power center, and installation of GFCI outlet in the existing electrical vault for

sump pump.

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

VI. Approval of General, Sewer and Capital Account Items

Invoices paid, checks written and bills requested from September 12th, 2026, to September 25th, 2026:

- General Fund in the amount of $166,849.01
- Capital Fund in the amount of $500.00
- Sewer Fund in the amount of $1,275.52
- Liquid Fuels Fund in the amount of $9,194.09

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

VII. Adjournment

Motion to adjourn made by Commissioner Vaughn, seconded by Commissioner Cupples. All ayes, meeting adjourned at 5:56 PM.

Amy Medway, Township Secretary