

**MINUTES  
COLLIER TOWNSHIP BOARD OF COMMISSIONERS**

**REGULAR MEETING**

**April 10, 2019**

**7:00 P.M.**

**I. CALL TO ORDER:** President Macino called the meeting of the Board of Commissioners to order at 7:03 P.M.

**A. PLEDGE OF ALLEGIANCE**

**B. ROLL CALL:**

**BOARD**

Wilson Durisko – Present  
Wayne Chiurazzi, Esq. - Present  
Dawn Williams-Zabicki- Present  
Rick Ruffennach –Present  
George Macino – Present

**STAFF**

Emily Mueller, Solicitor - Present  
Kevin Brett, Engineer - Present  
Craig Campbell, Chief of Police - Present  
Robert Caun, Planning Director - Present  
Bob Palmosina, Public Works Director - Present  
Sean Gramz – Bldg./Codes Officer - Present  
Rochelle Barry, Parks Director – Present  
Jeff Hinds, Finance Director - Present  
Kyle Thauvette, Township Manager – Present  
Valerie Salla, Township Secretary – Present

**C. EXECUTIVE SESSION** – Was held prior to the meeting to discuss personnel issues.

**II. APPROVAL OF MINUTES:**

**A. March 13, 2019** – Board of Commissioners Regular Meeting

*Motion was made by Commissioner Durisko, second by Commissioner Ruffennach to approve the minutes as submitted above. By unanimous vote the motion carried.*

**B. March 27, 2019** – Board of Commissioners Workshop Meeting

*Motion was made by Commissioner Durisko, second by Commissioner Ruffennach to approve the minutes as submitted above. By a 4 to 1 vote the motion carried. Commissioner Macino was abstained due to not in attendance for that meeting.*

### III. REPORTS OF OFFICIALS AND COMMITTEES:

- A. Solicitor:** The Solicitor submitted a written report to the Board for the month of March and would be happy to answer any questions the Board might have.

There were no questions or comments.

- B. Engineer:** The Engineer submitted a written report to the Board for the month of March and would be happy to answer any questions the Board may have.

Commissioner Williams-Zabicki stated she would like the public to see a 3 to 5-year road paving plan and this will be discussed at the Workshop meeting.

Commissioner Williams-Zabicki questioned how long the punch list for the demo site.

Mr. Brett stated it is basically picking up some small debris and he is going to wait a couple of weeks to see what germinates. He will then pick up the debris and finish the seeding.

There were no questions or comments.

- C. Manager:** The Manager submitted a written report to the Board for the month of March and would be happy to answer any questions the Board may have.

Mr. Thauvette added the following:

1. **Steen Road Bridge.** We received a letter from PennDot Engineers on a survey of the Steen Road bridge over Chartiers Creek. We did set aside money for three specific capital improvement/infrastructure projects. One of them being the Steen Road bridge rocker bearings. The letter stated there are several level priority zero defects that are required to be taken care of within 7 days or the Township must close the bridge. Mr. Brett, Mr. Thauvette and the PennDot Engineers met to discuss this. We were able to come up with a solution to keep the bridge open. Public Works have placed 6 x 6 timbers on either side of the rocker bearings and shore up the bridge to help with the possibility of the bridge shifting. Everyone was agreeable that this would prevent the bridge from shifting. We are also working to put this project on SPC's tip. This is an improvement program funded through the State and County. The benefit of this is it allows us to keep the bridge open. If the bridge is on the list, 95 % of the project will be funded by the State and the County. If the Township is funded, it will be responsible for the cost to the Township is about \$100,000.00. Mr. Brett can speak about the amount of work needed to shore up the bridge.

Mr. Brett added a report cost out listing prices after the bridge inspections and it may look like \$100,000.00 worth of work but a restoration project on a bridge that size is more in line with 1.2 to 1.5 million and the only way for a local municipality to complete that work is to get it onto the SPC list and due the 5%

match and ask for 80% Federal and 15% State. This process opens in June and we will have it ready for the Board to take action in June. We can then do the submittal. This will take some meetings with the representatives and we will have a list of who is on the SPC to help get this through. It does take some time to get on the list. We would then move into the design and it would be a PennDot Consultant doing the design on it that way it meets all PennDot's standards since it will be their project. It then goes out to bid and the Township would pay the 5% and the Township may have to fund some of the design. We were under the bridge and there are things that need repaired and when they are repaired this will get the Township another 25 years out of the bridge.

Commissioner Durisko questioned the probability of this happening.

Mr. Brett stated they thought it was very good. He has seen it take a long time but if it has PennDot's support, it rises on the list.

Commissioner Macino questioned if there are safety issues now with the bridge.

Mr. Brett stated no. It has been resolved with the timbers.

Mr. Thauvette stated there will still be inspections to the bridge every six (6) months and if anything changes on the bridge, we will be notified and take the proper action.

2. **Playground Equipment for the CV Primary School Students.** Mr. Thauvette stated the Chartiers Valley Primary School students are in dire need of playground equipment. The recess budget was slashed to zero and are looking for some recreational opportunities. The parent/teacher group headed by Corrine Durisko, Wilson's wife, reached out to the Township for help. We have some left-over basketball hoops and poles from our old park available in storage and we are donating them to the primary school students. We are working with the school district to help get them installed so the students can use them. Right now, they have deflated balls and run around on an asphalt area.

Commissioner Williams-Zabicki stated this allows us to maintain the pipe line for these basketball players coming up.

Commissioner Chiurazzi stated "can you imagine the school doesn't have any money when they spent 80 million on the new school."

Commissioner Durisko stated "37 different classes go out and play and most of them play on the asphalt area."

Commissioner Chiurazzi stated "that is ridiculous and we are nice enough to do this."

3. **Parking Ordinance.** Mr. Thauvette stated this was brought up at the Workshop meeting that a few residents on Walkers Ridge Road and the HOA of Centennial Pointe are asking for the Township to make additions to the current Parking Ordinance of restricting parking on certain streets between certain times of 2:00AM to 6:00AM. The specific roads are Walkers Ridge Road, Centennial Drive, Freedom Drive and Patriot Drive.

Commissioner Macino questioned if the Board wants to prepare for this and discuss this at the next Workshop meeting.

The Board felt it would be better to discuss this at the next Workshop meeting.

Commissioner Williams-Zabicki questioned if the Board can get some information from the requesters in terms of the business case behind it. Is it a safety concern or risk? Is it because we are irritated with our neighbor? There arguments would be helpful.

Mr. Thauvette stated he will get the information for the Boards Workshop meeting.

Commissioner Chiurazzi questioned if we could go electronic on all this stuff.

Mr. Thauvette questioned the packets?

Commissioner Chiurazzi stated yes.

Mr. Thauvette stated absolutely.

Commissioner Chiurazzi questioned when and can we make it a goal for 2020.

Mr. Thauvette stated we can do it next week if the Board wants to.

Commissioner Chiurazzi questioned if the Board needed iPads.

Mr. Thauvette stated the Board can discuss this.

Commissioner Ruffennach stated we wants a tablet.

Commissioner Williams-Zabicki stated from the 2020 process, we need to price out what it would cost us. She is in favor of digital transformation.

Mr. Thauvette stated we are probably looking at \$5,000 and \$8,000 to do this for the equipment and making sure the devices are secured and programming.

Commissioner Chiurazzi stated it would be off set by the cost of all the paper we use.

Commissioner Macino stated we will look at this come budget time.

Commissioner Durisko stated it doesn't have to be an iPad, it could be anything.

Mr. Thauvette stated Amazon makes tablets that are pretty good.

There were no other questions or comments.

- D. Building/Codes:** Mr. Gramz submitted a written report to the Board of Commissioners for the month of March and would be happy to answer any questions the Board may have.

Commissioner Williams-Zabicki stated the GeoPlan system goes live on April 12<sup>th</sup>.

Mr. Gramz stated that has just been updated and it should go live on April 22<sup>nd</sup>.

Commissioner Williams-Zabicki stated even though this is behind the scenes, this tool is beneficial to the community in the inspection work being done to insure safety, the esthetics of the Township and really helps all of you with your jobs. This is a behind the scenes good win for the Township.

Commissioner Williams-Zabicki also stated she saw the Commercial permitting guidelines on the website. This makes it very clear what developers need to do.

There were no other questions or comments.

- E. COG:** Commissioner Ruffennach stated he attended last months COG meeting hosted by Coraopolis. He gave Mr. Thauvette information that he and Commissioner Ruffennach will discuss. Next months meeting is down on Neville Island and hosted by Neville Island.

There were no questions or comments.

- F. Finance:** Mr. Hinds submitted a written report to the Board for the month of March and would be happy to answer any questions the Board may have.

Commissioner Macino questioned how the Audit was coming.

Mr. Hinds stated the Audit is complete and all the DCED reports have been completed and filed with the State. The Auditors have a report due on April 30<sup>th</sup> that has been completed and filed. The Auditors will be available to give their report to the Board on the financial statements at the May meeting.

Commissioner Williams-Zabicki questioned what the salt situation was about on the statements.

Mr. Hinds stated we never know what the winter is going to be. Whether it is going to be a mild year or a heavy year.

Commissioner Williams-Zabicki stated then it is purchased but not used.

Mr. Hinds asked Mr. Palmosina how much salt we have now.

Mr. Palmosina stated we are pretty much stocked for next year.

Mr. Hinds stated we are good for the fall. We purchased what is for the beginning of next year which should be in stock right now.

Commissioner Williams-Zabicki thanked Mr. Hinds.

There were no other questions or comments.

**G. Parks and Recreation Report:** Ms. Barry submitted a written report to the Board for the month of March and would be happy to answer any questions the Board may have.

Commissioner Chiurazzi questioned if Ms. Barry needed anything there.

Ms. Barry stated she though they were good.

Commissioner Durisko questioned what the time line was for Webb Park playground installation.

Ms. Barry stated they said three (3) weeks for delivery and that should be next week and they will have to tear everything up and put the new things in.

Commissioner Durisko questioned if she picked out a couple of spots for park benches.

Ms. Barry stated yes; she spoke to Mr. Thauvette about it.

Commissioner Ruffennach questioned if Ms. Barry was still working on new ideas for CollierFest.

Ms. Barry stated it is pretty much set now. We are doing two (2) days. We got the stage from the County for Friday night and Saturday. Friday night will have a bigger concert geared towards the adults. Saturday will be geared more for family day.

There were no other questions or comments.

**H. Planning/Development/Zoning Report:** Mr. Caun submitted a written report to the Board for the month of March and would be happy to answer any questions the Board may have.

There were no questions or comments.

- IV. Public Safety – Fire Department Report:** A written report was submitted for the month of March. Chief Dave Brown of the Rennerdale was in attendance to answer any questions the Board may have.

Chief Brown informed the Board it was a busy month. Presto VFD has finished their fish fries and our last day is Friday, April 12<sup>th</sup>. The Easter Egg Hunt will be a Webb Park on April 21<sup>st</sup>. Registration is at 12:30 p.m. and it starts at 1:00 p.m.

Commissioner Ruffennach told Chief Brown they did a good job with the fire at the bottom of the hill.

There were no other questions or comments.

- V. Public Safety – Police Department Report:** Chief Campbell submitted a written report to the Board for the month of March and would be happy to answer any questions the Board may have.

Chief Campbell added the following:

1. Officer Spencer is in his second month of field training and is a great candidate and thanked the Board for acting quickly on hiring him.
2. The motorcycle that was donated to the department has been outfitted and the graphics are on it. It is currently at the Harley Dealership to get inspected and to get a minor recall done. We hope to get in back next week and then will take pictures of it and update the Facebook page.
3. The new cars are in however we are in limbo until they get outfitted.

Commissioner Ruffennach questioned if the Ford Taurus was being traded in.

Chief Campbell stated yes.

There were no other questions or comments.

- VI. Public Works Report:** Mr. Palmosina submitted a written report to the Board for the month of March and will be happy to answer any questions the Board may have.

Mr. Palmosina questioned how what size hoops are needed for the school's playground.

Commissioner Durisko stated Rob Shazer would be the person to ask.

Mr. Palmosina stated for that age group; he thinks 6 foot for grades K-3.

Ms. Barry stated the little kids play on 8-foot poles.

Commissioner Ruffennach questioned if the new tractor is in yet.

Mr. Palmosina stated no.

Commissioner Chiurazzi asked Mr. Palmosina to contact PennDot about patching the potholes on their streets. The pot hole on Hilltop Road by Dorrington Road is getting very large again.

There were no other questions for comments.

*Motion was made by Commissioner Williams-Zabicki, seconded by Commissioner Ruffennach to approve all the above reports as submitted. By unanimous vote the motion carried.*

## **VII. PUBLIC COMMENT / COMMENT ON NEW BUSINESS:**

**Mr. Terry Bell** of 793 Marigold Court stated back on February 13<sup>th</sup>, Sue Keifer asked a question on the Settlement Agreement and never got an answer. He questioned the Township has a mandate to collect the liquidated damages from Woodville Associates. What is the Township doing to collect these liquidated damages?

Solicitor Mueller stated she was not the Attorney handling that case and would have to talk to the other Attorney to get an update and supply it to the Board.

Mr. Bell stated so it is nothing.

Solicitor Mueller stated it is not that it is nothing. She is personally not involved with that case. She would have to get an update.

Commissioner Chiurazzi questioned if Mr. Thauvette knew of an update.

Mr. Thauvette questioned the Solicitor if we can even discuss it since it is a legal matter in public.

Solicitor Mueller stated she would have to look at it and see what can be given to the public. Because it is Attorney/Client privilege we need to see what can and can't be given to the public. She will look into it and report back to the Board.

Mr. Bell questioned when the Attorney reports back to the Board is it still Attorney/Client privilege? An we get to hear nothing about it?

Solicitor Mueller stated it depends on what information we are conveying. She is not personally involved with the case and does not have all the details. She would have to talk to another Attorney about and based on that information we would have to decide on what if any information can be disclosed.

Mr. Bell stated “how about reporting it at the Workshop meeting. Put that on the Workshop Agenda.”

Commissioner Macino stated to Mr. Bell. “ Whatever we have that we can release, we will.”

Mr. Bell questioned are you doing anything?

Commissioner Chiurazzi stated yes, we just sued him this week. What more would Mr. Bell like us to do.

Mr. Bell stated” you entered into legal suit against Woodville Associates to collect these liquidated damages.

Commissioner stated we sued them this week on another matter.

Commissioner Chiurazzi questioned “well what do you want, we collected zero.”

Mr. Bell stated “no, I’m asking you have mandated to collect them and you can’t collect zero.”

Commissioner Chiurazzi stated yes, we can.

Mr. Bell stated it is mandated in your agreement that you will collect these liquidations

Commissioner Chiurazzi stated we collect zero. We will find out later.

Commissioner Macino stated to Mr. Bell that when we have an answer, we will get back to you.

## **VIII. NEW BUSINESS:**

1. Consider action to approve Resolution 041019-01; A Resolution to destroy eight (8) boxes of Administration records in accordance with the updated Municipal Records Manuel.

*Motion was made by Commissioner Durisko, seconded by Commissioner Williams-Zabicki, to approve Resolution 041019-01 as stated above. By unanimous vote the motion carried.*

2. Consider action to remove Drew Weiss from the Parks and Recreation Board effective today, April 10, 2019.

*Motion was made by Commissioner Ruffennach, seconded by Commissioner Durisko, to approve the report and authorize payments as stated above. By unanimous vote the motion carried.*

**IX. ACCOUNT TRANSFERS:**

1. Approval of the transfer of \$25,000.00 from the General Fund Account to the Capital Fund Checking Account.

*Motion was made by Commissioner Williams-Zabicki, seconded by Commissioner Durisko to authorize the transfer as stated above. By unanimous vote the motion carried.*

**X. APPROVAL OF GENERAL FUND OPERATING ACCOUNT ITEMS:**

1. Invoices paid and checks written from March 14, 2019 to April 9, 2019 in the amount of \$436,112.02.

2. Bills requested for payment for April 10, 2019 in the amount of \$203,974.05.

*Motion was made by Commissioner Williams-Zabicki, seconded by Commissioner Durisko, to approve the report and authorize payments as stated above. By unanimous vote the motion carried.*

**XI. APPROVAL OF CAPITAL INVESTMENT ACCOUNT ITEMS:**

1. Invoices paid from March 14, 2019 to April 9, 2019 in the amount of \$71,300.00.

2. Bills requested for payment for April 10, 2019 in the amount of \$25,005.00.

*Motion was made by Commissioner Williams-Zabicki, seconded by Commissioner Durisko, to approve the report and authorize payments as stated above. By unanimous vote the motion carried.*

**XII. ADJOURN:**

*Motion was made by Commissioner Durisko, seconded by Commissioner Williams-Zabicki to adjourn the meeting at 7:30p.m. By unanimous vote the motion carried.*

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George E. Macino – President  
Board of Commissioners

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Valerie A. Salla  
Township Secretary