

**MINUTES  
COLLIER TOWNSHIP BOARD OF COMMISSIONERS**

**REGULAR VIRTUAL MEETING**

**April 27, 2020**

**7:00 P.M.**

**I. CALL TO ORDER:** President Williams-Zabicki called the meeting of the Board of Commissioners to order at 7:20 P.M. This meeting was held virtual due to the COVID-19 (aka CoronaVirus) Regulations.

**A. PLEDGE OF ALLEGIANCE**

**B. ROLL CALL:**

**BOARD**

Dan Styche – Present  
Debra Zymroz –Present  
Rick Ruffennach – Present  
Wayne Chiurazzi, Esq.– Present  
Dawn Williams-Zabicki – Present

**STAFF**

Chuck Means, Solicitor - Present  
Kevin Brett, Engineer - Present  
Craig Campbell, Police Chief – Present  
Robert Caun, Planning Director – Present  
Jeff Hinds, Finance Director – Present  
Tom Plietz – Bldg/Fire Codes – Present  
Bob Palmosina, PW Director – Present  
Rochelle Barry, Parks Director – Present  
Kyle Thauvette, Twp. Manager - Present  
Valerie Salla, Twp. Secretary – Present

- C. EXECUTIVE SESSION** – Was held prior to the meeting to discuss legal and employment matters.
- D. ADMINISTRATION ASSISTANCE DAY** – Commissioner Williams-Zabicki wished on behalf of all the Commissioners a Happy Administration Day to Valerie Salla, Janet Wank and Louann Thompson. The Commissioner’s appreciate all the work they do for the Township.
- E. RECOGNITION OF MEMBERS OF THE COMMUNITY HELPING THE TOWNSHIP EMPLOYEES.** Susie Bennet made face masks for all the employees. Brick and Mortar made lunch for all the employees. State Farm Insurance provided Nobby’s Pizza for all the employees. 31 Sports Bar & Grille provided lunch for all the employees. Former Commissioner Jason Oskamp provided cookies. Quantum Spirits provided home made hand sanitizer. Bottle Shop provide lunch for the Police Department. Pizza Hut provided lunch for the Police Department. Girls Scout Troop 52357 provided Girl Scout Cookies for the Police Department. The Club at Nevillewood and the Commissioners provided lunch for the Police Department.

## II. Approval of Minutes

### A. March 9, 2020 – Board of Commissioners Workshop Meeting

*Motion was made by Commissioner Styche, seconded by Commissioner Ruffennach, to approve the minutes as stated above. By unanimous vote, the motion passed.*

## III. REPORTS OF OFFICIALS AND COMMITTEES:

- A. Solicitor:** Solicitor Means added that under Act 15 signed by Governor Wolf on April 20, 2020, there was authority given to the Township's to offer real property relief and is for a limited time. The new law states that the Township can do one or both of the following things. 1. Extend the deadline for the discount period up until up as far to August 31, 2020. 2. Can waive any fee associated with late payments and extend the late payment deadline as far as to December 31, 2020. If the Township is interested in doing this, you will need to act on this by May 20, 2020.

Commissioner Williams-Zabicki advised Mr. Thauvette and Mr. Hinds to investigate this and get back to the Commissioners with any recommendations.

Mr. Thauvette stated he was getting comments that the public could not hear the meeting. He will need to reset the meeting by shutting it down and restarting it. A brief moment took place during the reset.

Mr. Thauvette questioned Solicitor Means if the Board needed to recap the meeting due to the hearing issue. The meeting is and has been recording. Solicitor Means suggested the Board can recap this meeting up until the Solicitors report.

Commissioner Williams-Zabicki recapped the April 27<sup>th</sup> meeting from the beginning.

- B. Engineer:** Mr. Brett added the bids were opened for the road program which was a joint bid with other communities. There were four (4) bidders. Collier's low bidder was from Young Blood Paving and he suggested awarding this bid.

- C. Manager's:** Mr. Thauvette reported the following:

1. Beginning today, Republic Services will be picking up bulk waste and yard waste curb side. Republic Services is still asking the recycling be loose within the recycling container and that all garbage be bagged in the garbage can.
2. The Manager's Coffee hour will be a virtual meeting on May 4<sup>th</sup> at 9:30a.m. It will be a similar set up as the Commissioner's meetings.

Commissioner Williams-Zabicki asked for Mr. Thauvette to send this information to the Nevillewood Homeowner's Associations.

Commissioner Chiurazzi mentioned the sign off the Collier/Kirwan Heights exit for the CV Ladies Basketball Team. They set a WPIALL record with 56 wins in a row. We need to recognize the community pride and spirit when we are able to.

**D. Building/Codes:** Mr. Plietz reported the following:

1. Building. Construction will be opening on May 1<sup>st</sup>. There are stipulations the Governor has put in place they need to follow.
2. Mr. Plietz thanked the Board and Mr. Thauvette for their understanding and support through this process and are very appreciated by himself and his family.

**E. COG:** Commissioner Ruffennach had no updates.

**F. Finance:** Mr. Hinds reported the following:

1. The external audit has been progressing for the last couple of weeks. The field work has been finished as of today. We did the entire audit by email and phone calls.
2. Thanked the Board for what they have done to keep all the employees safe and all the residents safe during these unusual circumstances.

**G. Parks and Recreation:** Ms. Barry reported the following:

1. Collier Challenge. Sign up on the website.
2. Working on handling the Community Center when it will be open again.

Commissioner Zymroz commented Ms. Barry is doing a great job sending out cards to the members and keeping them updated and checking on them.

Commissioner Chiurazzi stated when we do open, there should still be hand sanitizer and masks available if needed.

Ms. Barry stated they still have these products on hand and have been ordering them also.

Mr. Thauvette stated we are following the Governor's orders and try to limit the amount of people allowed in the building. We will be ready to open when the Governor allows it.

**H. Planning/Development/Zoning:** Mr. Caun reported the following:

1. The Planning Commission met on April 16, 2020 to go over the final land development for Chase Bank.
2. The May 21<sup>st</sup> Planning Commission meeting will be to review the Legacy Development on Ridge Road which is 111 Townhomes and for the final land development review for Bank of America which will be located in the prior Pizza Hut area of Washington Pike.
3. The Zoning Hearing Board met on April 21<sup>st</sup> and they approved a proposed day care center in the Settler's Ridge Business Park at the corner of McMichael and Ridge Roads.
4. Echoed Mr. Plietz's thank you comments.

**I. Public Safety – Fire:** Mr. Andy Giorski, President of the Rennerdale VFD.

Commissioner Williams-Zabicki thanked the Fire departments for all their help.

There were no questions or comments regarding the fire reports.

**J. Public Safety – Police:** Chief Campbell

There were no questions or comments regarding the police report.

**K. Public Works:** Mr. Palmosina reported the following:

1. Thanked the Commissioners and the Manger for thinking about the Public Works Department and their families. He echoed Mr. Plietz's thank you comments.
2. Thanked Susan Bennet for making the masks.

Commissioner Zymroz commented she sent Susan Bennet a thank you note for making everyone masks.

*Motion was made by Commissioner Ruffennach, seconded by Commissioner Zymroz, to approve the reports as stated above. By unanimous vote, the motion passed.*

**VI. Public Comment/Comment on New Business Items:**

3-minute duration to each signed up participant. Please sign in to talk and state subject.

Mr. Thauvette addressed an email prior to the meeting on directions to join the webinar meeting tonight and they asked about the public hearing for the Legacy Development. The Public Hearing has been postponed until after the Planning Commission meeting in May.

**Darren Mariano** of 5011 Carnoustie Drive sent an email regarding the Carnoustie emergency access drive/pumping station. Owner is CMS Nevillewood Limited Partnership. He lives across the street from the access road and there is a lot of debris that is unsightly and harboring animals that could affect safety of children in the area. Debris is also entering stormwater grates adding to an overall problem plus the amount of water comes down the yard and the gold cart path on the golf course is overwhelming the stormwater pipe thus adding to the water problems and flooding on Carnoustie. In addition, the generator for the pumping station is operating for days and is very loud when no power is lost to the neighborhood. Many residents have called the emergency number posted but it wasn't until 24 hours later that someone came to turn it off from Friday running. Is this pumping station running correctly? Given there are multiple problems with this land back and back taxes since 1996, he requests that this parcel of land be cleaned by the Township. He is also requesting on the options of the pieces of land that no one claims but wants their use. Golf carts use this land for access to the golf course so maybe they could possibly purchase and maintain this property for use of the Nevillewood members. The Club at Nevillewood and the homeowners are separate however there are many golf carts seen on Township roads going to this private road. He is aware the vehicular code permitted use on private drives. At one time, approximately 20 years ago, there was a chain and blocks were

present along the bottom of this road with regular maintenance of this area. Why has the chain and blocks been removed given the only access to this road should be the Township? The Club at Nevillewood prohibits Nevillewood homeowners from walking its cart path therefore the homeowners on Carnoustie have no reason to utilize this road. So, it only makes sense to prohibit use for all Collier Township residents expect Township personnel. Please clean up and secure the area. It has become a safety hazard.

Commissioner Williams-Zabicki was informed that the pump station was running and someone went to check on it and did not realize it was running for that long. This is something we will want to check into.

Commissioner Williams-Zabicki requested Solicitor Means, on this particular road, the storm grates that are at the bottom of the access road, what is the responsibility for the Township maintaining that site.

Solicitor Means stated he did not know the details of the site but if it is a private road, the Township does not maintain private roads. If it is private property and needs cleaned up, the Codes Office can issue a notice.

Commissioner Williams-Zabicki stated no one owns that piece of property at this particular time but does the Township have the responsibility of keeping those storm grates clean.

Solicitor Means questioned if the grates are in a Township right of way or on private property?

Commissioner Williams-Zabicki asked Mr. Caun to inform Solicitor Means regarding this property.

Mr. Caun stated it has always been his understanding through Solicitor Means is that anything outside of the Township right of way, the Township does not have responsibility for. If those grates are on a private access road, then who ever owns that property would be responsible for those grates.

Commissioner Williams-Zabicki stated the Township will find out who owns that space.

Commissioner Chiurazzi stated if it is anything Collier related; we need to take care of it. Mr. Marino's email stated it is owned by CMS Nevillewood and that is not Collier Township.

Commissioner Chiurazzi thinks CMS Nevillewood is no longer in business. We need to check on that lot and block number to see if any taxes are due. If this a parcel of property that taxes are not being paid on, this Board will need to decide on what to do.

Solicitor Means stated his office can find out the ownership and contact for this property.

Commissioner Ruffennach stated the pump station at the bottom of the hill is owned by the CTMA which is now going to be owned by Collier Township. He did not know if the road was owned by the CTMA or not.

Commissioner Williams-Zabicki stated the Solicitor's office will find out who owns the property and then from there. The Township will take responsibility for the pump station and make sure it is functioning well.

**Anthony Aulicino** of 5110 Carnoustie Drive wrote that the homes on the high side of Carnoustie Drive are experiencing an absorbent amount of water damage during rainstorms from the last home to the home all the way down to the bottom of the hill. It appears that not only water is draining from the highest to the lowest home, water is draining from homes above Carnoustie into the Carnoustie home back yards. Does the Township bare any responsibility to curing the problem and if not, can they or will they coordinate the property owners attempt to fix the problem?

Commissioner Williams-Zabicki stated there is an assessment being done to determine on what the Township's responsibility is around the stormwater situation there. She lives on Carnoustie Drive and has spoken to the President of the Homeowner's Association and once that report comes in from the Township Engineer, the Township will look at it, the President of the Homeowner's Association will look at it and we will share this with the homeowners and particularly the homeowners on Carnoustie Drive and have conversations on what can be done on Carnoustie Drive for short, mid and long term.

## **V. New Business:**

### 1. Covid-19 and its effect on the Township Budget – Discussion.

Commissioner Williams-Zabicki stated the Township Commissioners are the stewards of the tax payers dollars and given everything that is going on, our main streams of revenue are from earned income tax/wage tax, real estate transfer fees and real estate property taxes. We do not know yet with the unemployment numbers on how this will effect our Township. We do not know how the real estate market is going to respond with the result of the economic downturn. We want to be very aggressive on taking a look at the models of where we want to cut back on spending money. Mr. Hinds and Mr. Thauvette looked at our budget and made some assumptions that were could be a potential range of a loss of revenue for 2020. We want to make sure we do not end up with a loss that will put us into a deficit. We do not want to put the employees at risk so what non-essential spending can be reduced. An analysis was done and each department head went through their own budgets and came up with recommendations on how they would cut back.

Mr. Thauvette and Mr. Hinds will say how we are going to spend taxpayer dollars appropriate and make sure we are not going to get ourselves into an untenable situation.

Mr. Thauvette stated he and Mr. Hinds did look at numbers. A lot of the reporting is on the financial standpoint from the County and State trickles down to local. It comes from Earned Income Tax Collection and we are just now seeing the February and early March numbers come in. This is just an assumption on the numbers and we have looked at both nationally and locally to come up with numbers we both think is the most probable scenario and the worst-case scenario. They looked at both current and discount Real Estates Taxes, Earned Income Tax, Mercantile Tax, Business Privilege Tax, Local Services Tax and the County's Sales and Use 1% Tax. There will be a drop in taxes from people not having jobs or being able to shop at the stores that are closed due to COVID 19. While some businesses are closed, we still have a few big box stores that are open like Giant Eagle and Home Depot. There are some areas of decrease to the General Fund due to the Community Center being closed for rentals and classes offered. Each Department has gone through their budgets and found areas to cut back on spending. Continuation of classes and conferences have been cut out. Elimination of building updates. The Scotts Run Road Slide can be postponed.

Commissioner Williams-Zabicki stated we have talked about cutting about \$418,000.00. Does that mean we have to cut out doing the MS4 ponds or the road paving program? Would be cut the Scott's Run Road remediation and repair and just close the road?

Mr. Thauvette stated no. Scott's Run Road is optional.

Commissioner Williams-Zabicki thanked Mr. Hinds and Mr. Thauvette.

Mr. Hinds stated they will continue to monitor the numbers.

Commissioner Chiurazzi advised Mr. Thauvette to check with the Insurance Companies that may be giving reimbursements and can we cut back on some of the paving.

Mr. Brett stated the Township could now award everything except for Fort Pitt Road and indicate that Fort Pitt Road can be awarded to be done later in the summer.

Commissioner Zymroz questioned if Fort Pitt Road is cut out now for paving, will it cost more later to pave.

Mr. Brett stated no, we will ask them to hold the price until mid-summer.

2. Consider action to execute the Developers Agreement between Collier Township and Maronda Homes for Amalfi Ridge Phase 4, contingent upon satisfaction of the Township Solicitor and Township Engineer.

*Motion was made by Commissioner Styche, seconded by Commissioner Zymroz, and carried to execute the Developers Agreement as stated above. By unanimous vote, the motion passed.*

3. Consider action on Bond Reduction request No. 1 from Maronda Homes for Amalfi Ridge Phase 2. The Township Engineer has reviewed and recommends the Township reduce the bond amount from \$445,143.58 to \$333,894.83, which is 110% of the total cost for the remaining improvements plus 10% of the completed items.

*Motion was made by Commissioner Chiurazzi, seconded by Commissioner Ruffennach, and carried to approve the Bond Reduction as stated above. By unanimous vote, the motion passed.*

4. Consider action on Bond Reduction request No. 4 from Maronda Homes for Amalfi Ridge Phase 1. The Township Engineer has reviewed and recommends the Township reduce the bond amount from \$255,420.74 to \$237,134.49, which is 110% of the total cost for the remaining improvements plus 10% of the completed items.

*Motion was made by Commissioner Styche, seconded by Commissioner Williams-Zabicki, and carried to approve the Bond Reduction as stated above. By unanimous vote, the motion passed.*

5. Consider action on Final Major Land Development approval of Chase Bank with the conditions listed in the March 4, 2020 LSSE review letter. The Planning Commission has reviewed and recommends approval.

*Motion was made by Commissioner Williams-Zabicki, seconded by Commissioner Zymroz, and carried to approve the Final Major Land Development for Chase Bank as stated above. By unanimous vote, the motion passed.*

6. Consider action to approve the settlement agreement and general release and honorably discharge Officer Greg Jolley from the Collier Township Police Department.

*Motion was made by Commissioner Zymroz, seconded by Commissioner Ruffennach, and carried to approve the settlement agreement and honorably discharge Officer Greg Jolley as stated above. By unanimous vote, the motion passed.*

7. Consider action to offer conditional employment to Gordon Lloyd as a full time Collier Township Police Officer pending successful completion of pre-employment testing.

*Motion was made by Commissioner Styche, seconded by Commissioner Ruffennach, and carried to offer conditional employment to Gordon Lloyd as stated above. By unanimous vote, the motion passed.*

8. Consider action to award the 2020 Road Paving Program project base bid minus the Fort Pitt Road portion of the bid to Young Blood Paving with an option to award the Fort Pitt Road improvement at a later date.

*Motion was made by Commissioner Chiurazzi, seconded by Commissioner Styche, and carried to award the 2020 Road Paving Program to Young Blood Paving as stated above. By unanimous vote, the motion passed.*

9. Consider action to auction the Township's Ford F150 Truck to the public.

Mr. Thauvette explained this truck was publicly advertised on the Township website and our public meetings. We did solicit bids and we received one bid from Joshua Saunders in the amount of \$601.00 for the truck.

*Motion was made by Commissioner Chiurazzi, seconded by Commissioner Styche, and carried to award the high bid of \$601.00 from Joshua Saunders for the truck as stated above. By unanimous vote, the motion passed.*

**VI. Account Transfer(s)**

1. Approval of the transfer of \$6,800.00 from the General Fund Account to the Capital Fund Checking Account.

*Motion was made by Commissioner Styche, seconded by Commissioner Williams-Zabicki to approve the account transfer as stated above. By unanimous vote, the motion passed.*

**VII. Approval of General Fund Operating Account items:**

1. Invoices paid and checks written from April 14, 2020 to April 26, 2020 in the amount of \$181,091.80.
2. Bills requested for payment for April 27, 2020 in the amount of \$57,217.68.

*Motion was made by Commissioner Zymroz, seconded by Commissioner Ruffennach, to approve the General Fund Account items as stated above. By unanimous vote, the motion passed.*

**VIII. Approval of Capital Investment Account items:**

1. Bills requested for payment for April 27, 2020 in the amount of \$6,780.90.

*Motion was made by Commissioner Zymroz, seconded by Commissioner Ruffennach, to approve the Capital Investment Account items as stated above. By unanimous vote, the motion passed.*

**IX. Adjourn**

*Motion was made by Commissioner Chiurazzi, seconded by Commissioner Zymroz, to adjourn the meeting at 8:30 p.m. By unanimous vote, the motion passed.*

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Dawn Williams-Zabicki – President  
Board of Commissioners

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Valerie A. Salla  
Township Secretary