

**MINUTES  
COLLIER TOWNSHIP BOARD OF COMMISSIONERS**

**REGULAR VIRTUAL MEETING**

**May 18, 2020**

**7:00 P.M.**

**I. CALL TO ORDER:** President Williams-Zabicki called the meeting of the Board of Commissioners to order at 7:00 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  
Shawn Wingrove, 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. RECOGNITION OF PUBLIC WORKS WEEK** – Commissioner Williams-Zabicki recognized all the Public Works employees and thanked them for all the work they do.

All other Board members thanked the Public Works Department as well.

**E. NATIONAL EMS WEEK** – Commissioner Williams-Zabicki thanked all the EMS workers.

**F. COMMUNITY HELPERS** – Commissioner Williams-Zabicki thanked the Bottle Shop Café for providing lunch to the EMS workers.

## II. APPROVAL OF MINUTES

### A. March 23, 2020 – Board of Commissioners Regular Meeting

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

### B. April 13, 2020 – Board of Commissioners Workshop Meeting

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

## III. REPORTS OF OFFICIALS AND COMMITTEES:

- A. Solicitor:** Solicitor Means submitted a written report prior to the meeting. There were no additions, questions or comments.
- B. Engineer:** Mr. Wingrove submitted a written report prior to the meeting. He added there was a municipal pond preconstruction meeting and we anticipate starting in June. The Road Program bids were opened and are on the Agenda for approval this evening. The Engineers have seen some construction started in the Township. Amalfi Ridge Phase 3 has started as well as Phase 4.
- C. Manager's:** Mr. Thauvette submitted a written report and added the following:
1. *The Allegheny County Board of Elections* has requested that all communities where polling takes place condense their polling locations to one (1) location where people can come and physically vote. The location for Collier Township residents will be here at our Municipal building. This location was chosen because it is very easy to get people in one door and out by another door. The County is expecting a record low turnout for physically voting. They are encouraging voting by U.S. Mail. There will be information on the Township's website.
  2. *Thoms Run Road Work.* Allegheny County has started work on Thoms Run Road and has closed a portion of it today. There is a small section of the road being repaired that is expected to last a week.
  3. *Road Closures.* Forsythe, Thoms Run and Prestley Roads will be closing in July for road work. More information will be given out when the Township receives it.
  4. *Manager's Virtual Coffee Hour.* Will be on June 1<sup>st</sup> at 9:30 a.m. Information is on the Collier Township website on how to participate and submit questions or concerns.

Commissioner Chiurazzi stated on Forsythe Road at the beginning of Hilltop Road is really bad. It was patched a couple of months about and is now bad again. Also going down Forsythe Road is sliding again and the same area that the State repaired before.

Mr. Thauvette stated we did send notice to the State about the road sliding again. The State said they were aware of it and it was going to be part of a restoration

project for this year. He will contact the State again to see what their plans are for these repairs.

**D. Building/Codes:** Mr. Plietz submitted a written report prior to the meeting and added the following:

1. New business item #1 for approval is under his department and can answer any questions at that time.

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

**F. Finance:** Mr. Hinds submitted a written report prior to the meeting. There were no additions.

Commissioner Williams-Zabicki stated that we are monitoring the financials for the Township very closely. Right now from Earned Income Tax we are down about \$6,000.00 from last year. Business Privilege Tax down about \$5,400.00. LST tax is down about \$7,000.00. Since the Community Center is shut down, rentals are down about \$10,900.00. Membership Fees down \$10,000.00. Program Fees down \$7,500.00. Park Rentals down \$8,000.00. Zoning Fees down \$5,000.00. Occupancies are down \$1,400.00. Building Permits down \$66,000.00. Some of this is maybe recoverable. We are looking at \$69,000.00 of revenue that is down. We are watching this closely to make sure there is not a situation for the Township regards to finances.

**G. Parks and Recreation:** Ms. Barry submitted a written report prior to the meeting and added the following:

1. The Pennsylvania Parks and Recreation Society will be working with Governor Wolfe and the Health Department to come with a new plan for parks to be open. This information will be to us this Friday. It may change but the majority will have restrictions and guidelines to follow.

Commissioner Williams-Zabicki stated we will need to get public communication out. Right now in the yellow phase, all of these are closed; Athletic Fields, Tennis Courts, Pickle Ball Courts, Pavilions, Recreation Rooms, Play grounds, Banquet and Party Rooms, Weight Rooms, Cardio Equipment, Indoor Walking Track, Locker Rooms, Indoor Restrooms, Basketball Courts and Dek Hockey. All programs have been cancelled. The events on hold are; Outdoor Concerts in the Park, CollierFest. The Trails are open, but we need to practice social distancing, multipurpose fields are open for individual practices.

Commissioner Williams-Zabicki congratulated Ms. Barry on getting a grant for the compost garden.

**H. Planning/Development/Zoning:** Mr. Caun submitted a written report prior to the meeting and added the following:

1. The Planning Commission will virtually meet on May 21, 2020 to discuss the final land development plans for Bank of America located at the old Pizza Hut site.

2. The Planning Commission will also meet with Legacy Development. They are proposing 122 townhomes off Ridge Road.

There are no questions or comments.

**I. Public Safety – Fire:** A written report was submitted prior to the meeting. No one was present for the meeting.

**J. Public Safety – Police:** Chief Campbell submitted a written report prior to the meeting and added the following:

1. Officer Gordon Lloyd started his first day of field training today. He passed all his pre-employment testing. He looks like he is going to work out great and thanked the Board for hiring him. He was sworn in at the Magistrate’s Office by Judge McGraw Desmet today. We will do a formal swearing in when things get back to normal.

**K. Public Works:** Mr. Palmosina submitted a written report prior to the meeting and thanked the Commissioners for the nice comments on the Public Works Department.

Commissioner Williams-Zabicki questioned how the Public Works Department are doing with everyone back to a regular schedule.

Mr. Palmosina stated everything is going well and everyone is doing well. He relayed a message to the Commissioners from the guys thanking the Board for thinking of them and their families.

*Motion was made by Commissioner Styche, seconded by Commissioner Ruffennach, 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.

There were no public comments.

**V. New Business:**

1. Consider action on the Neville Manor PRD modification request of Ralph and Deborah Jedd to construct a roof over their patio at the rear of their home at 2048 Croghan Drive that will encroach into the required perimeter setback.

Mr. Plietz explained we have done this in the past for the same line of townhomes. There are no impacts on any neighbors or other structures and since it is a modification the Commissioners must approve it.

*Motion was made by Commissioner Chiurazzi, seconded by Commissioner Styche, and carried to approve the modification request as stated above. By unanimous vote, the motion passed.*

2. Consider action on Resolution 051820-01; A Resolution in support of Allegheny County's Capital Road Project to reconstruct and widen Campbell's Run Road.

*Motion was made by Commissioner Chiurazzi, seconded by Commissioner Styche, and carried to approve Resolution 051820-01 as stated above. By unanimous vote, the motion passed.*

3. Consider action to recommend the award of the Base Bid Contract No. 20-R01-2020 Roadway Improvement Program to Youngblood Paving, Inc., as low bidder in the amount of \$380,863.00, subject to Youngblood Paving, Inc. obtaining the required insurance certificates, performance bond, and payment bond, and review and approval of same by the Township Solicitor prior to execution of the Agreement by the Township.

*Motion was made by Commissioner Williams-Zabicki, seconded by Commissioner Ruffennach, and carried to award the 2020 Roadway Improvement Program to Youngblood Paving, Inc. as stated above. By unanimous vote, the motion passed.*

4. Consider action to make a conditional offer of employment to Patie Asturi and Lori Thompson for the two (2) positions of Administration Assistants S-1 at their current rate of pay.

*Motion was made by Commissioner Ruffennach, seconded by Commissioner Chiurazzi, and carried to make a conditional offer of employment to Patie Asturi and Lori Thompson as stated above. By unanimous vote, the motion passed.*

#### **VI. Account Transfer(s)**

1. Approval of the transfer of \$24,000.00 from the General Fund Account to the Capital Fund Checking Account.

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

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

- Invoices paid and checks written from May 12, 2020 to May 17, 2020 in the amount of \$63,407.13.
- Bills requested for payment for May 18, 2020 in the amount of \$118,405.09.

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

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

- Bills requested for payment for May 18, 2020 in the amount of \$23,240.49.

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

## **IX. Adjourn**

Commissioner Williams-Zabicki reminded everyone there will not be a Memorial Day event this year however, Allegheny County is putting together a video of various Township's so look for two (2) Stars representing Collier Township.

The Board thanked all of those who give their lives for us to be free and wished everyone a Happy Memorial Day!!

*Motion was made by Commissioner Ruffennach, seconded by Commissioner Styche, to adjourn the meeting at 7:35 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