

**MINUTES
COLLIER TOWNSHIP BOARD OF COMMISSIONERS**

REGULAR VIRTUAL MEETING

August 24, 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
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 personnel matters.

II. APPROVAL OF MINUTES

A. July 13, 2020 – Board of Commissioners Workshop Meeting

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

B. July 27, 2020 – Board of Commissioners Regular Meeting

Motion was made by Commissioner Zymroz, seconded by Commissioner Styche, 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. He added that if Governor Wolf does not extend the emergency declaration, the meetings in September will not be virtual and the public will be allowed to attend the meetings. We will have to wait to see what the guidelines will be and what CDC rules to follow.

Mr. Thauvette will find out what the occupancy capacity is for the Board room.

There were no questions or comments.

- B. Engineer:** Mr. Brett submitted a written report prior to the meeting.

There were no questions or comments.

- C. Manager's:** Mr. Thauvette submitted a written report and added the following:

1. Property Tax Payments. Jordan Tax Service will be here at the Municipal Building in this Board room to take property tax payments in person on August 27, 2020 from 9:00a.m. to 12:00 noon and on August 31, 2020 from 1:30 p.m. to 4:30 p.m.
2. Road Improvement. PennDOT has started the road widening project where the new Sheetz is going. This will be at Steen Road heading towards I79 through October. There will be single lane traffic.
3. Sheetz. The roof is up where the pumps will be located. Footers will be poured for the convenience store next week.
4. Duquesne Light. Reported they are anticipating power outages this week due to high winds and storms. If your power is out, please call 412-393-7100 to report it.
5. Cares Act Funding. We received this funding today from the State. This will help us offset the revenue lost because of COVID19.

There were no questions or comments.

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

1. Occupancy Permits. An Occupancy Permit was given to Nevillewood Wellness Center.
2. Building Permits. A model home has been started at the Gregg Station Development. No lots are being sold at this time. They will begin selling lots at the beginning of the year.
3. Chase Bank and Bank of America. Building permits are getting closer to being released
4. Napoli's Restaurant. Have been issued a demo permit for their build out to start their renovation.
5. Sheetz. Have started the canopy for over the fuel pump stations.
6. Code Enforcement. Mr. Durisko has been out in the community and making a positive impact for public safety as far as random pools being installed. Some had permits and some did not. There has been a high rate of swimming pools being installed in the community since public pools are closed. Mr. Durisko is doing a great job and has learned quickly what the job entails.

Commissioner Chiurazzi questioned how the housing starts have been doing and what is the Parkside Development doing?

Mr. Plietz stated the housing trend is right on budget even though COVID19 hit with the prior year. Maronda Homes can not build them fast enough and are already looking into a new phase. Parkside are not the fastest, but they are breaking ground on a new house now. Stambrosky Homes are building them as fast as they can also. The housing market is positive and moving forward even with COVID19.

There were no other questions or comments.

E. COG: Commissioner Ruffennach reported the COG meetings will start in September.

F. Finance: Mr. Hinds submitted a written report prior to the meeting and added the following:

1. Brentwood Bank Loan. Is coming to a close and is scheduled to close on September 2, 2020.
2. Liquid Fuels Audit. Was completed and there were no findings.

There were no questions or comments.

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

1. Newsletter. A newsletter is planned to go by email and social media in mid-September. If you are not on our email list, please call the Community Center at 724-693-0780 to be added to the list or text Collier Parks at 22828 to be added to the list.
2. Halloween. Currently Halloween is up in the air on what will be done. We are looking at possibly having a trunk or treat.

There were no questions or comments.

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

1. Amalfi Ridge Phase 4. Grading work has started off Hilltop Road.
2. Hackett Rezoning. We still have not received a completed rezoning request application with the legal description for property above Nevilleside. The applicant has been notified a couple of times regarding the application requirements.
3. Chase Bank. Is on the Agenda for the PZ Great Southern Plaza minor subdivision and waiver on the frontage requirement.
4. Mondine Minor Subdivision. Is on the Agenda for a minor two (2) lot subdivision on Nesbit Road. Planning Commission does recommend approval.

There are no questions or comments.

I. Public Safety – Fire: A written report was submitted prior to the meeting. Chief Troy Riddle of Kirwan Heights VFD was available to answer any questions but due to technical issues, he could not be heard.

There were no questions or comments.

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

1. Chartiers Valley School District. Today was the first day of school. He was at the primary school and some of the buses only had one (1) student on them. Everything went well. He met with John Brunner, the new head of safety for the schools and the SRO's. He anticipates having a good working relationship with him and see no problems moving forward.

There were no questions or comments.

K. Public Works: Mr. Palmosina submitted a written report prior to the meeting and was available to answer any questions but due to technical issues, he could not be heard.

L. Sewer Department. Mr. Jim Nordquest submitted a report prior to the meeting and highlighted the following:

1. Washington Pike Road Widening Project. We received the revised Resolution and request letter into the hands of PennDOT after that last Board meeting. They provided a Utility Reimbursement Agreement for Township execution. The signatures for the Township still has Chairman and Vice-Chairman. PennDOT would like them to be crossed out and put President and Township Secretary on the agreement and initial it and there should not be any problems with it and can be executed.
2. Grist House sewer lines. We received the FAA's request to have a boundary site performed in order for them to turn the sewer over to the Township so the Grist House can tie into it. The Grist House sewer line comes down about 500 feet with Sgt. Messerschmidt Road before it can tie into where the FAA has their sewer line. The issue will be for the Township to adopt this line or should it remain a private line within a public road right of way. If it is left a private line, you could not have any further extensions connected to that line if there is any further development in the future. He doesn't anticipate this sewer line being in very good condition and if the Township wants to take over this sewer line, the Township will want to require the Grist House bring that sewer line up to standards.

Commissioner Williams-Zabicki questioned when the Board would need to make this decision.

Mr. Nordquest stated he was not sure when the Grist House plans to open.

Mr. Brett advised the Board to make this a requirement for the Grist House to bring the sewer line up to date and the Township should take it over because the Township is looking to develop the parcel at the top of the hill and you will want to use that sewer line.

Commissioner Williams-Zabicki questioned if this is something the Board needs to deal with at the next meeting.

Mr. Thauvette stated it should be addressed sooner than later. The owners of the Grist House have been moving forward with their demolition and will be coming in for permits soon.

Commissioner Williams-Zabicki questioned if the Grist House is aware of or will this be a cost and expense they will be surprised by.

Mr. Caun stated The Grist House is doing demolition and they have not submitted any land development plans yet and those plans will take about six (6) months to get through all the approvals.

Commissioner Williams-Zabicki stated to be safe we will put this on the next regular board meeting under new business.

Commissioner Styche stated in the sewer department report was mention of a grease line build up in a sewer line. Was there anything done about this with the owners of that property to resolve this problem?

Mr. Thauvette this has not be addressed yet.

Mr. Nordquest stated he can approach the owners if the Board wants him to handle it.

Mr. Thauvette stated Mr. Nordquest could reach out as coming from the Township and not as the Engineer would be good.

Commissioner Chiurazzi stated he would like Mr. Caun or Mr. Thauvette should to tell the Grist House owners about the sewer line so they are not surprised in five or six months.

There were no other questions or comments.

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

IV. Old Business:

None.

V. Public Comment/Comment on New Business Items:

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

The following email was sent by:

1. Karla Bernard:

Hello, my name is Karla Benard and I am a concerned citizen of Collier Twp.

I am submitting a concern about our current sewage bill. I would like to know why our bills are so high compared to Bridgeville and Scott Township still within the Chartiers Valley School District?

I would like to request a review of the billing system that is used in Bridgeville and Scott Township. I would like this comparison to be made against the billing system used in Collier Twp.

We have many elderly in our community on a fixed income including my parents so this is a great concern to me.

I've already been given many excuses about how things haven't changed, how everything still the same, how nothing is higher than it used to be? I don't want to hear any more excuses.

I would like to know why we are paying significantly higher bills each month then our neighboring communities still within our same school district.

I am asking for our sewage bills to be permanently lowered and to have our citizens of Collier Twp. only billed on the estimated amount of water that actually goes into the sewer not on our "entire water bill" which is completely in accurate.

*Thank you,
Karla Benard*

Commissioner Williams-Zabicki stated she will be contacting Mrs. Bernard regarding the sewage bill because there are specifics with her bill that we cannot share with the public. However, Commissioner Williams-Zabicki researched the neighboring community's sewer rates verses Collier sewer rates and they are as follows lowest to highest on an estimation of 10,000 gallons used:

- Scott Township – Pay \$155.00
- Collier Township – Pay \$170.00
- South Fayette – Pay \$181.00
- Bridgeville – Pay \$194.00
- McDonald – Pay \$212.00
- Heidelberg – Pay \$239.00
- Oakdale – Pay \$364.00

Collier Township is the second lowest in our general region. In terms of doing a comparison of billing systems, we are not able to go into other Township's and investigate their billing systems to see how they bill verses how we bill. We do have the rates which is available to anyone in the public. Collier Township is a little higher than Scott Township but Collier has a lot of rural areas, a lot of growth and development and Collier Township is under a consent order that says we have a sewer infrastructure that has to be upgraded and we have to charge a little more than the exact rate of the usage because we have to upgrade our infrastructure and we as a Township all have to pay for that.

Commissioner Styche stated it sounds that Mrs. Bernard is concerned about being billed on the water usage whether it goes down the sewer or watering plants or filling pools. This doesn't matter and if you are doing these types of things you will be billed for sewage.

Mr. Nordquest stated there is the option for a deduct meter to be installed and there is a program for that.

Commissioner Zymroz stated they are expensive and not everyone can afford those.

Mr. Nordquest stated a resident must use a lot of water but if they have a pool, it will pay for it itself. There is an annual charge for it and it is required to be inspected by Alcosan before it is activated. The resident must provide annual records of the deduct meter to get a refund.

Mr. Thauvette stated sometimes there is the ability to get a credit from the water company in certain circumstances like if there is an accidental leak in the hose in your garage or a pipe freezes and there is a long term leak. To get a credit for sewage, the Township would need to see a credit from Alcosan first as the processor of the sewage before the Township could give a credit on the sewage. Alcosan does not care if the water goes into the sewers or not. Alcosan will still bill the Township and if the Township gives out credits that Alcosan is not also honoring, the Township would end up upside down pretty quick.

Commissioner Chiurazzi thanked Commissioner Williams-Zabicki for looking into this and thought it was great that Collier is the second lowest in our area.

Commissioner Chiurazzi stated he keeps getting two (2) envelopes to pay for sewage. Can we get that stopped?

Mr. Thauvette stated he did ask Diversified billing about the two (2) envelopes because Commissioner Chiurazzi is not the only one getting two (2) envelopes for sewage. Diversified recommended residents enroll in electronic bill pay for paperless billing. You will only receive an email for the bill.

VI. New Business:

1. Consider action to approve the PZ Great Southern Plaza Minor Subdivision Plan with the conditions of the LSSE letter dated August 18, 2020 and that all conditions of Land Development approval remain. The Planning Commission has reviewed and recommends approval.

Commissioner Williams-Zabicki stated this is for Chase Bank.

Motion was made by Commissioner Chiurazzi, seconded by Commissioner Styche, to approve the PZ Great Southern Plaza Minor Subdivision Plan as stated above. By unanimous vote, the motion carried.

2. Consider action to approve the requested waiver of PZ Great Southern Plaza to waive the requirement that all lots have frontage along the right-of-way of a public street. The Planning Commission has reviewed and recommends approval of the waiver request.

Commissioner Williams-Zabicki stated this is for Chase Bank.

Motion was made by Commissioner Styche, seconded by Commissioner Chiurazzi, to approve the requested waiver for PZ Great Southern Plaza as stated above. By unanimous vote, the motion carried.

3. Consider action to approve the Mondine Lot 7 Revision, D&D Plan of Lots Minor Subdivision with the condition of the LSSE review letter dated July 29, 2020. The Planning Commission has reviewed and recommends approval.

Motion was made by Commissioner Zymroz, seconded by Commissioner Styche, to approve the Mondine Lot 7 Revision, D&D Plan of Lots Minor Subdivision Plan as stated above. By unanimous vote, the motion carried.

4. Consider action on No. 082420-01; a Resolution approving a revision to the “Official Sewage Facilities Plan” to include the Legacy Planned Residential Development.

Mr. Caun stated this is for the 111 Townhomes being built off Ridge Road. Every time the sewer planning facility is amended, we must pass a Resolution.

Motion was made by Commissioner Chiurazzi, seconded by Commissioner Styche, to approve Resolution 082420-01 as stated above. By unanimous vote, the motion carried.

5. Consider action on Resolution 082420-02; a Resolution requesting a Greenways, Trails and Recreation Program grant in the amount of \$108,965.75 to be used for The Panhandle Trail Waterline extension and restroom construction.

Motion was made by Commissioner Styche, seconded by Commissioner Williams-Zabicki, to approve Resolution 082420-02 as stated above. By unanimous vote, the motion carried.

6. Consider action on Resolution 082420-03; a Resolution requesting a Greenways, Trail and Recreation Program grant in the amount of \$20,400 to be used for the Collier Township Municipal Complex Walking Trail Project.

Motion was made by Commissioner Zymroz, seconded by Commissioner Chiurazzi, to approve Resolution 082420-03 as stated above. By unanimous vote, the motion carried.

7. Consider action to hire Abigail Betts, Cassidy Martorella, Jeffrey Witman and Devereau Zeleznik as Community Center Front Desk employees effective August 24, 2020 at a rate of \$9.00/hr.

Motion was made by Commissioner Chiurazzi, seconded by Commissioner Styche, to hire the Community Center Front Desk employees as stated above. By unanimous vote, the motion carried.

8. Consider action to approve the request for a second 90-day tap-in extension letter for Mr. Gregg Markulin 1246 Noblestown Road Oakdale, PA 15071 as part of the Noblestown Road Sewer Extension Project.

Motion was made by Commissioner Styche, seconded by Commissioner Zymroz, to approve a second 90-day tap-in extension for Mr. Gregg Markulin as stated above. By unanimous vote, the motion carried.

VII. Approval of General Fund Operating Account items:

- Invoices paid and checks written from August 11, 2020 to August 23, 2020 in the amount of \$145,168.42.
- Bills requested for payment for August 24, 2020 in the amount of \$45,620.42.

Motion was made by Commissioner Chiurazzi, 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:

- Bills requested for payment for August 24, 2020 in the amount of \$2,268.58.

Motion was made by Commissioner Styche, seconded by Commissioner Ruffennach, and carried, 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 Styche, to adjourn the meeting at 7:47p.m. By unanimous vote, the motion passed.

Dawn Williams-Zabicki – President
Board of Commissioners

Valerie A. Salla
Township Secretary