

**MINUTES
COLLIER TOWNSHIP BOARD OF COMMISSIONERS**

WORKSHOP MEETING

April 24, 2019

7:00 P.M.

- I. CALL TO ORDER:** Commissioner Macino called the workshop meeting of the Board of Commissioners to order at 7:00 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

Chuck Means, Solicitor - Absent
Kevin Brett, Engineer - Absent
Craig Campbell, Police Chief – Absent
Robert Caun, Planning Director – Absent
Sean Gramz, Bldg./Codes Officer - Absent
Jeff Hinds, Finance Director – Absent
Bob Palmosina, PW Director – Absent
Rochelle Barry, Parks Director – Absent
Kyle Thauvette, Twp. Manager - Present
Valerie Salla, Twp. Secretary – Absent
Janet Wank, Admin. Assistant –Present

- C. EXECUTIVE SESSION:** Executive session was held prior to the meeting to discuss personnel matters.

II. PUBLIC COMMENT ON NEW BUSINESS ITEMS:

No Public comments were made.

III. NEW BUSINESS:

1. Consider action on Resolution 042419-01; A Resolution for condemnation through the use of eminent domain for acquisition of easements over and in certain property located in Collier Township for the purpose of constructing, operating and maintaining a traffic signal.

Motion was made by Commissioner Chiurazzi, seconded by Commissioner Ruffennach, to Resolution 042419-01 as stated above. By unanimous vote the motion carried.

2. Consider action to enter into a Set-Aside Agreement between Collier Township, Craig J. Cozza, Cozza Enterprises, CE-Gregg Station LP and S&T Bank to set-aside funds in lieu of bonding for grading at Gregg Station Residential.

Commissioner Durisko questioned what this is and why are we doing this.

Mr. Thauvette stated the set-aside agreement is similar to an escrow account. Money given by the developer to the Township is set aside in an account for a project. This developer wants to set aside money for the total cost for grading of the Gregg Station property. It is bonded similar to escrow if the Township needed to take over that money and finish the grading. The Township has the authority to take over that money.

Commissioner Durisko questioned if there is a difference in the legal action.

Mr. Thauvette stated no.

Commissioner Chiurazzi questioned what is this about then?

Mr. Thauvette stated the developer chose to do this set aside agreement.

Commissioner Chiurazzi stated he is all for it and questioned if they broke ground.

Mr. Thauvette stated they have cleared trees.

Motion was made by Commissioner Chiurazzi, seconded by Commissioner Williams-Zabicki, to enter into a Set-Aside Agreement as stated above. By unanimous vote the motion carried.

3. Consider action to appoint Holly McLiree from alternate to full-time member of the Parks and Recreation Board

Motion was made by Commissioner Ruffennach, seconded by Commissioner Durisko, to appoint Holly McLiree to the Parks and Recreation Board as stated above. By unanimous vote the motion carried.

4. Consider action to advertise the request for proposals from qualified consultants to undertake the preparation and completion of the Township's updated Comprehensive Parks, Recreation, and Open Space Plan.

Mr. Thauvette stated the DCNR grant we received at the end of 2018 was to update the Parks and Recreation Comprehensive Plan. The first step is to advertise for proposals. We will look at the proposals and select who we would like to use. We then contact the DCNR and the Plan is put together.

Motion was made by Commissioner Durisko, seconded by Commissioner Williams-Zabicki, to advertise for proposals as stated above. By unanimous vote the motion carried.

5. Consider action to appoint Rick Kuppleweiser to the Collier Township Municipal Authority (CTMA) effective immediately.

This appointment is to fill a vacancy for a term ending on December 31, 2022.

Motion was made by Commissioner Ruffennach, seconded by Commissioner Chiurazzi, to appoint Rick Kuppleweiser to the CTMA as stated above. By unanimous vote the motion carried.

IV. DISCUSSION:

- A. Administrative Committee/Public Affairs:** Commissioner Ruffennach reported the following:

1. **CONNECT** – We are officially members as of April 18, 2019. The next meeting is on May 16th at 10 a.m. if anyone is interested see Mr. Thauvette.
2. **Spring Yard Waste** – Starts May 3rd. Residents can put their items at the curb and call The Township Office for pick up. No grass clipping or items in plastic bags will be collected.
3. **Keep Collier Beautiful** – Saturday, April 27th, 9:00a.m. to 1:00 p.m. Rain or Shine. Registration is a 9:00 a.m. There are about 60 residents that have pre-registered.

Commissioner Chiurazzi stated he will be out of town with his son and they always do Hilltop Road. They will do Hilltop Road by Tuesday of next week. He thanked the Township for dropping of the bags, gloves and vests for them to use.

4. **Eagle Scout Project**—Eagle Scout Tony Montgomery added four (4) benches on the Discovery Path.

Commissioner Chiurazzi stated he was on the trail this weekend and sat on those benches. They are excellent.

5. **Woodville Plantation** – Will be open on May 12th for Bring your Mother for Tea. The event is sold out.
6. **Glass Recycling** – On May 18th from 9:00 a.m. to 2:00 p.m. here at the Township building will hold a glass recycling program.
7. **Coffee Hour with the Manager** – Is on Monday, May 13, 2019 at 9:30 a.m. at the Community Center.
8. **Administrative Day** – Commissioner Ruffennach wished everyone a Happy Administration Day.
9. **Truth in Advertising Ordinance** – Commissioner Williams-Zabicki stated this is an Ordinance for consideration and needs discussion. She read the draft Ordinance allowed. If you are in the Great Southern Shopping Center which states Bridgeville PA and you have a heart attack, the Bridgeville Police are not coming to save you, the Collier Police are. This leads people to not know where

they are. The boundary of this Ordinance is for businesses to indicate they are located in Collier Township.

A lengthy discussion took place on requirements and fees for the Ordinance.

Ending the discussion, Commissioner Williams-Zabicki stated she would like to get a few businesses feedback on the Ordinance.

- B. COG Committee:** Commissioner Ruffennach reported the following:
1. **Paving.** There was a speaker from Pavement Technology for a new paving system to be used on new or slightly new asphalt roads. It is supposed to rejuvenate the roads and make them last longer. He needs to do more research on this before suggesting using it.
 2. **Next COG Meeting.** Will be the annual dinner on May 16th at Rockefellers in Kennedy Township. If anyone is interested in going, see Mr. Thauvette.
- C. Finance Committee:** Commissioner Macino reported the Audit is nearly completed and we may have the Auditors from Turnley Associates at the May meeting to do a presentation on the Audit.
- D. Parks and Recreation:** Commissioner Durisko reported the following:
1. **Tilden Bennet** who was on the Friends of Collier Board passed away and they were talking about planting a tree on the Meadow Path for Tilden and placing a memorial plaque on it. What is the Board thoughts on this?

A discussion took place on planting trees and memorial plaques in front of the tree.

Mrs. Cupples-Wisnoiski of the Friends Committee stated they would be donating \$500.00 to buy the tree.

Commissioner Williams-Zabicki stated she liked the idea of the trees and plaques especially if someone is going to buy them, but we need to see what the cost would be for us to plant them and maintaining them and we would need to write a policy.

Mrs. Cupples-Wisnoiski stated Tim Eckenrode of the Parks and Recreation Board wants the trees and the Friends Board offered to pay for the trees. We could put a brick at the monument also.

Commissioner Macino stated he felt we need to understand how we want to approach this because we do not want someone to feel slighted. What if a resident wants to put a tree up for someone?

Commissioner Chiurazzi stated if someone wants to put a tree up on Collier Township property, the Commissioners must be a part of it.

Commissioner Williams-Zabicki stated we should let this tree be planted for Tilden and then come up with a policy so we can deal with this on a regular basis.

Commissioner Durisko stated the Township will not resume responsibility for the plaque and will not replace the plaque if something happens to it.

Commissioner Chiurazzi stated to do a tree and not a brick.

Mrs. Cupples-Wisnoiski stated she will talk to the Friends Board as well.

2. **Skavarca Park** -Part of the parking lot is washing out and maybe we should have the engineer look at it to see if it may be caving in. Also, part of dug out is washing out onto the court surfaces. Need to see what can be done there.
3. **Discovery Trail** – Commissioner Chiurazzi asked for some plants or flowers be planted along it to make it look better.

Mr. Thauvette stated we did plant flower seeds, but nothing has come up yet.

4. **Garbage/Recycling Bins at Collier Park** – There needs to be a solution for these bins because people are not using them properly.

Mr. Thauvette stated there is a sign on the recycling bin that says recycling on both sides of the bin. He is having a hard time understanding why it is difficult.

Commissioner Durisko stated to look in them and see what the public is telling you. Both bins have a smaller opening, so people think they are both the same.

5. **Signs for Collier Park** – Are signs being made?

Mr. Thauvette questioned Commissioner Macino to see if the Parks Director, Rochelle, spoke to him about no pet signs.

Commissioner Macino stated no.

Mr. Thauvette stated we have templates and he will have Rochelle talk to Commissioner Macino and to have them ordered.

Commissioner Durisko has seen these signs in multiple parks throughout the area.

Commissioner Durisko questioned if the restrooms were all open for the season.

Mr. Thauvette stated yes.

Commissioner Ruffennach questioned if the contractor did anything with the buildings that were tore down yet.

Mr. Thauvette stated the contractor has been given a letter to come out and clean it up and he doesn't get paid until all the debris is removed, top soiled and grass is planted.

Commissioner Durisko stated the Parks and Recreation Board talked about having two (2) t-ball fields in that spot.

Mrs. Cupples-Wisnoiski stated Mr. Eckenrode talked about having a concession stand there also.

E. Planning and Zoning: Commissioner Williams-Zabicki reported the Planning Commission meeting cancelled their meeting because there was no new business to discuss but they are working developers regarding the post office requiring in new housing plans to have centralized mail boxes. They are working to see when the post office requires the cluster boxes to be installed and what we as the Township requiring for residents as a safety prospective for example, does it have to be lite, does there have to be parking for people given the amount of mailboxes and does it have to be plowed. Planning Commission is working on putting guidelines together for the developers.

F. Public Safety Committee: Commissioner Macino reported on the following:
1. **Parking Ordinance.** Commissioner Macino stated he didn't know how the Township would execute a parking ordinance in the Township. Home Owners Associations (HOA's) should have the right to set parking guidelines within their boundaries. For public streets, he can see the police department getting several calls a day saying someone's car is parked over here. Unless we establish snow routes or someone is parking in a school zone or fire lane. This would drain the time of our police of the time they could be doing other things instead of taking a call about a car parked.

Commissioner Macino questioned what the Board would like to do.

Commissioner Chiurazzi stated he respected Commissioner Macino's opinion.

Commissioner Macino questioned the Board if they want to stay where we are now about a parking ordinance.

Commissioner Williams-Zabicki stated she was comfortable staying where we are.

Commissioner Ruffennach stated it would be too hard.

Commissioner Macino questioned Mrs. Cupples-Wisnoiski what authority does the HOA have to write up a guideline to send to the neighborhood that they cannot park overnight on the street. What can you do?

Mrs. Cupples-Wisnoiski stated we could create a fine and an ordinance but right now we do not own the roads so when we call the police, they tell us they can not help us because it is not a Township road. Until we own the roads, we have no say in anything. Once we do own the roads we could make and Ordinance but then we would have to police it ourselves by riding around putting notes on cars.

Commissioner Macino stated he felt the HOA's would have some control over the parking within their community.

Mrs. Cupples-Wisnoiski stated their HOA does have something and they have fined their residents for parking 2:00 a.m. to 6:00 a.m. she didn't think they would do this.

Mr. Frank Noble stated the Township could have something during the winter. The snow removal company would take down the license plate number and turn in it to the HOA and the person got fined. It wasn't patrolled by anyone except when the snow removal company came through.

Mrs. Debbie Zymroz questioned what about fire trucks when they have to get through.

Commissioner Macino asked Mr. Andy Giroski, President of Rennerdale VFD to answer that.

Mr. Giroski stated we push them out of the way. We can not go to a fire and in Prestley Heights the trucks cannot get through. We will blow the horn and people will come out, give us a dirty look and go back inside their house.

Commissioner Chiurazzi stated why should Nevillewood have a parking ordinance and not anyone else. This ordinance gives the police authority to cite someone for parking. What about areas that do not have an HOA and you have cars parking on streets? If a car is properly registered, the police can not do anything about it unless we have a parking ordinance. The police can ticket the car and have it towed. Maybe the Board should talk about this more.

Commissioner Macino suggested we live with what we have right now and if this becomes a bigger issue than at that point, we will have to deal with it.

Commissioner Williams-Zabicki suggested we see how many calls come in with complaints for parking. We can also invite the HOA's to a workshop meeting to discuss this parking issue.

Mr. Thauvette stated he did receive two (2) written complaints. One from Centennial Pointe and the other from Walkers Ridge. Therefore, this has been brought to the Boards attention.

Commissioner Chiurazzi stated this goes back to Commissioner Macino's point. What is the real reason and where are we going with this? Are we doing this just because we are a governing body or is it a real need? Until it is a real need he does not want to consider a parking ordinance.

Commissioner Williams-Zabicki stated communication, reminders of the safety implication and whether it is by the HOA's or by the Township, communicating to people not to do this verses legislating against it.

Commissioner Chiurazzi stated we need to do what Commissioner Macino said to do.

Commissioner Macino stated that we will hold off on the parking ordinance for now.

Commissioner Durisko questioned if the Board has any interest in during the winter time having no on street parking from 2:00 a.m. to 6:00 a.m.

Commissioner Chiurazzi stated if we have people complaining.....

Commissioner Durisko stated no one is going to complain. It is our Public Works driving around.

Commissioner Chiurazzi stated Public Works should come to us and say they are having trouble getting around the streets because of parked cars. Bob Palmosina will let us know if there is a problem.

Commissioner Ruffennach stated in Carnegie Borough there are many streets he can not plow because he can not get down through them with the plow and he just doesn't do them.

Commissioner Chiurazzi questioned if he has every complained about it.

Commissioner Ruffennach stated the Carnegie residents will call and complain the street is not plowed and then he tells the manager he can not fit through with the cars parked on the street.

Commissioner Chiurazzi stated if that happened here, this Board would then react.

Commissioner Macino stated the 2:00 a.m. to 6:00 a.m. works if the snow comes at that time but if it starts to snow at 5:00 a.m. to 9:00 a.m., it doesn't work.

The discussion stopped.

Mr. Andy Giroski asked the Board if the fire department could use the Public Works yard to use for a training session for three (3) weeks in May starting May 21, 2019. We will need to put about 12 cars and a small bus for a vehicle rescue class. This is a certified class through CCAC. The cars are currently in the fire departments lot but will need to be moved for May 21st due to election day and we need to continue the class.

Commissioner Ruffennach stated to talk to Bob Palmosina to see where he would like you to put them.

Commissioner Durisko stated they could put the cars at the park.

Mr. Thauvette stated he has no problem with the yard.

Commissioner Ruffennach stated he would rather they be at the yard because they will be cutting the cars up.

Commissioner Macino stated to talk to Mr. Palmosina and tell him the Board is all okay with doing this.

G. Public Works Committee: No report.

H. Township Manager / Township Business: Mr. Thauvette reported the following:

1. John McGoran of Republic Services called to tell him the difficulty recycling is having with contaminated loads with glass in it. He did not ask for any money and he understands our position.

Commissioner Durisko stated that he and Commissioner Macino talked about this and we are willing to work with them in the future but not this year because we have already set our budget. In the future we would be willing to negotiate.

Mr. Thauvette stated Mr. McGoran's question now is the Board behind Republic officially saying they are not accepting glass anymore. This means, if there is glass in the residents recycling bin, they will not pick up the recycling at all.

Commissioner Williams-Zabicki questioned haven't we already communicated this to the residents.

Commissioner Durisko stated he got nothing in the mail.

Commissioner Chiurazzi stated it says on our flyer no glass.

Commissioner Durisko stated what is a resident to do with the glass.

Commissioner Chiurazzi stated you have to put it in your garbage.

Commissioner Williams-Zabicki stated this is a communication problem and doesn't think the residents have heard the message.

Mr. Thauvette stated at the beginning of the year, Republic Services put out a pamphlet that glass was acceptable and not acceptable. They dropped the ball on the communication with the residents and are asking permission in the middle of the year to change this.

Commissioner Williams-Zabicki stated they need to re-communicate with the residents. They need to re-invest in their communication program and make sure the recipient receiving the message is received. It is on the deliver of the message how has the responsibility of insuring the message is heard.

Commissioner Chiurazzi stated that the message got to him and it was clear as day not to put glass in the recycling. He puts his glass in the garbage. Republic needs to send out another flyer stating not to put glass in their recycling containers.

Commissioner Williams-Zabicki stated we as the Township needs to get the message out also to not put glass in the recycling containers. Put it on the billboards, websites and on Facebook.

Commissioner Macino stated this problem is everywhere. It is not just Collier and not just Republic Services. It has been on the news.

Mr. Thauvette stated when we signed the contract with Republic Services, glass was not a problem. Glass has now become a problem. He feels that Republic could have handled this better.

Commissioner Williams-Zabicki stated Republic needs their own media blitz because it is their issue.

Commissioner Macino stated they should not be able to send things to our residents without letting us look at it and it is okay to do. They do not have the right to do whatever they want to do without us. We have a contract with them. They can put the material together and we can look at it, but they do not have the right to send things out to our residents that violates our contract.

2. **Tablets for the Board of Commissioners.** To buy tablets for the Board, the cost would be about \$600.00 which is affordable. Mr. Thauvette will be sitting in on a webinar next Tuesday on a program called Board docs. It comes highly recommended by communities larger than Collier. They like the format and set up of this web-based software. Mr. Thauvette explained the software to them. The cost of the software is \$7,000.00. Mr. Thauvette will look into this more to see if there is a better deal available. To get started sooner, we can buy the tablets and email the documents to you.

Commissioner Durisko stated we will be some indestructible cases incase the tablets ae dropped.

Mr. Thauvette stated the cases are included in the price of \$120.00 per tablet. Does the Board want the tablets to stay in the building or does the Board want to take them with you?

The Board wants to take the tablets with them.

Commissioner Ruffennach stated the tablet is for Township business only.

Mr. Thauvette asked the Board, if you come to a meeting and you left your tablet at home, are we printing off a packet for you.

The Board stated no.

Commissioner Chiurazzi stated there is a policy to save paper. To print the packet off is a violation of the policy.

Commissioner Ruffennach stated if you forget your tablet, then you go home and get it.

Commissioner Chiurazzi stated he will never take the tablet out of this building. We should have a policy that if a Commissioner should lose, break or intentionally mis-use it, the Commissioner has to replace it. If something goes wrong with the tablet in the possession of the Commissioner and they are honest about it than it is what it is.

Commissioner Ruffennach stated the tablet is for Township business only.

Commissioner Williams-Zabicki stated that if we are getting tablets, we need to make sure they are compatible with the software we get. We should wait a month before buying the iPads to research other software.

3. ***Moving meeting day from Wednesday to Monday.*** Mr. Thauvette stated he checked with the Solicitor and he is available on the fourth (4th) Monday of the month.

Commissioner Chiurazzi was fine with Mondays.

Mr. Thauvette stated the only problem that was brought up is when we pay our bills on the 2nd and 4th Wednesdays. If we wait until the fourth (4th) Monday, we will have to re-adjust our billing cycle. We will be late on paying some of them. Also, a lot of our employees have already set their vacation schedules for the year and some of them maybe on Mondays.

Commissioner Williams-Zabicki stated we can accommodate that. They don't need to change their vacation.

Commissioner Macino stated what about holidays. A lot fall on Mondays so we would have to move the meeting to the third Monday of the month. We would have to advertise moving the meetings.

A discussion took place on the holidays and what is better for some Commissioners.

Commissioner Macino stated a decision will be made for the next meeting.

4. ***CV Girls Basketball Team.*** Will be attending the May 8, 2019 meeting for their Proclamation.

Commissioner Williams-Zabicki stated we should get them a cake.

Commissioner Chiurazzi stated that was a good idea.

Mr. Thauvette questioned do we take time out to eat the cake.

Commissioner Williams-Zabicki stated yes.

Commissioner Chiurazzi stated no, we just give it to them. This is a huge accomplishment. The first State title in this area.

5. **Water main break.** The water main break on Route 50 on the news Channel 11 said in Collier Township. Channel 4 said Scott Township.

Commissioner Chiurazzi stated he got contacted by the HOA President for not getting approval to send out an emergency alert when he was contacted by other HOA's to tell them what happened. HOA's are not in control of what the Township does.

A discussion took place on the emergency alert and using the Code Red system for alerts.

Mr. Thauvette stated PA American Water has a similar Code Red system using the reversal 911 group. PA American Water sends out an alert only to the affected people. The Township does not because the information is coming from PA American Water and we do not want to send out anything that is contradictory or offers false hope for what is going on.

Commissioner Chiurazzi stated he did not get a call.

Mrs. Cupples-Wisnoiski stated she got a call at 1:00 a.m. and her water was not even off.

Commissioner Chiurazzi stated a lot of people said that and that is a real problem.

Mr. Thauvette stated he contacted PA American Water about this problem.

Mrs. Cupples-Wisnoiski stated she had to sign up for this with the water company.

Commissioner Chiurazzi stated he thought it was Collier driven and not the water company driven. Someway we need to communicate this better.

V. OTHER BUSINESS:

1. *Nepotism Policy.*

Commissioner Macino stated we have to have some kind of guidelines.

Mr. Thauvette stated back in 2016, the Board at the time was considering a nepotism policy. The Solicitor drafted a sample policy and has that available and emailed it to the Board. The draft has the nepotism policy for the all Directors, Township Manager, Finance Officer and Chief of Police. Mr. Thauvette read the sample draft. Mr. Thauvette also read Robinson Townships nepotism policy to the Board. How strict does the Board want this to be?

Commissioner Durisko questioned if this applies to summer help or those considered part-time?

Commissioner Durisko stated he also does not want this to affect an existing employee that if someone gets elected, that employee has to leave. That will never happen. He does not want someone in an elected position to appoint or hire someone they are directly related to.

Commissioner Chiurazzi questioned why are we doing this?

Commissioner Durisko stated if a brother is already a Manager and the sister runs for a Commissioner.....

Commissioner Chiurazzi stated that would be a problem. If the sister got elected, the brother would have to leave the position.

Commissioner Durisko questioned if Commissioner Chiurazzi would tell the sister she could not run.

Commissioner Chiurazzi stated no he would not tell her she could not run. The brother can not stay in his position. Period. In that example, you have to eliminate the problem.”

Mr. Thauvette stated the draft the Solicitor did says “Should a relative or person holding such position become a member of the Board of Commissioners, the person holding such position may continue in such position only for so long as may be determined at sole discretion of the Board of Commissioners to allow for transition for a replacement.

Commissioner Chiurazzi stated we have to figure out what the reasoning is and then generate the policy around it.

Commissioner Williams-Zabicki questioned if there are other issues pushing this and leading us in wanting to move forward with this policy.

Commissioner Chiurazzi stated two (2) years ago we started this draft policy as our frame work.

The Board advised Mr. Thauvette to send the draft policy to them to review.

V1. ADJOURNMENT:

Motion was made by Commissioner Durisko; seconded by Commissioner Ruffennach; to adjourn the work shop meeting at 8:39 p.m. By unanimous vote of the Board the motion passed.

George E. Macino – President
Board of Commissioners

Valerie A. Salla
Township Secretary