

MINUTES

Cranberry Township Board of Supervisors

Regular Meeting

Thursday, April 4, 2019

Supervisors:

Richard Hadley
Bruce Mazzoni (via teleconference)
John Skorupan

Staff Present:

Jerry Andree , Township Manager
Bert Bertoncello , Assistant Township Manager
Andrew Clemens, IT Network Manager
Tammy Corb , Administrative Assistant
Ron Henshaw , Director , Planning & Development Services
Keith Hughes , IT Support Technician
Jason Kratsas , Director , Engineering & Environmental Services
Paul Lalley , Township Solicitor
Peter Longini , Staff Writer
Jeanne Manko , Legal Stenographer
Kevin Meyer , Police Chief
Adam Osterrieder , Director , Information Technology
Daniel Santoro , Assistant Township Manager
Tim Schutzman , Waterworks Coordinator

Call to Order Chairman Hadley

1. Pledge of Allegiance/Roll Call

Chairman Hadley called the meeting to order at 6:30 p.m. in the Council Chambers of the Cranberry Township Municipal Center, 2525 Rochester Road, Cranberry Township PA, and led the salute to the flag.

The quorum consisted of Chairman Hadley, Supervisor Skorupan and Supervisor Mazzoni. Supervisor Mazzoni participated via teleconference.

2. Announcement

Chairman Hadley welcomed Ms. Allison Stebbins and her students from Haine Middle School.

3. Public Comment (Any item on or off the Agenda)

Attorney, William “Wink” Robinson announced to the Board of Supervisors he is running for Judge for the Court of Common Pleas of Butler County and provided an overview of his experience and campaign. In addition to emphasizing the importance of this election, Mr. Robinson thanked the Board for their time and asked for consideration of their vote.

4. MS4 Public Education Presentation

Students from Haine Middle School, along with Tim Schutzman, Waterworks Coordinator, made their annual presentation to the Board at this meeting in support of the Public Education Component of the MS4 (Municipal Separate Storm Sewer System) Program.

Chairman Hadley thanked Tim Schutzman for the presentation and stated “excellent work”. Chairman Hadley also thanked Ms. Stebbins and her class. Mr. Hadley commented it was an outstanding presentation and every year we learn more.

Supervisor Skorupan thanked the students from Ms. Stebbins class and said it’s great what the community can accomplish when we come together.

Supervisor Mazzoni said the students did a great job and gave his compliments to all of them.

5. PUBLIC HEARING:

Bill No. 2019-03 - Ordinance Amendment - Chapter 27 (Zoning)

The Board accepted comment on Bill No. 2019-03, amending Chapter 27 (Zoning), revising the Table of Authorized Principal Uses allowing Commercial and Private Recreation as a Conditional Use in the C-1 zoning district.

Those wishing to speak were sworn in. Ron Henshaw provided an overview of the ordinance amendment. Comments were recorded by stenographer, Jeanne Manko. There was no public comment and no comments from the Board.

The motion was to close the Public Hearing with consideration of adoption later in this meeting under the Planning & Development Services section of the agenda.

VOTING

Motion by: Skorupan, John
Second by: Mazzoni, Bruce

Supervisor	YES	NO	ABSTAIN
Richard Hadley	X		
Bruce Mazzoni	X		
John Skorupan	X		

Motion Carried

Administration

6. Chairman Hadley
7. Minutes
8. Motion to approve the Regular Meeting Minutes of March 7, 2019

VOTING

Motion by: Hadley, Richard
Second by: Skorupan, John

Supervisor	YES	NO	ABSTAIN
Richard Hadley	X		
Bruce Mazzoni	X		
John Skorupan	X		

Motion Carried

9. Remittance Proposals and Payroll Warrants

Motion to approve the following Remittance Proposals and Payroll Warrants:

10.
 1. Remittance Proposal FEB19WIR dated 2/28/19
 2. Remittance Proposal FEB19P18 dated 2/28/19
 3. Remittance Proposal MAR19MID dated 3/20/19
 4. Remittance Proposal MAR19REF dated 3/26/19
 5. Remittance Proposal APR19BIG dated 4/05/19
 6. Payroll Warrant 042019 dated 2/22/19
 7. Payroll Warrant S0419 dated 2/28/19
 8. Payroll Warrant 052019 dated 3/8/19
 9. Payroll Warrant S0519 dated 3/15/19

VOTING

Motion by: Hadley, Richard
Second by: Skorupan, John

Supervisor	YES	NO	ABSTAIN
Richard Hadley	X		
Bruce Mazzoni	X		
John Skorupan	X		

Motion Carried

11. Reappointment to General Authority

Motion to reappoint Daniel D. Santoro to the Cranberry Township General Authority to a five-year term expiring June 30, 2024.

VOTING

Motion by: Hadley, Richard
Second by: Skorupan, John

Supervisor	YES	NO	ABSTAIN
Richard Hadley	X		
Bruce Mazzoni	X		
John Skorupan	X		

Motion Carried

12. United Mobile Homes Sewer Billing Settlement Agreement

Motion to approve the settlement agreement with United Mobile Homes regarding the unpaid sewer bills for the Cranberry Village mobile home development in the amount of \$375,250.00 to be paid to Cranberry Township within 30 days of the execution of the agreement.

VOTING

Motion by: Hadley, Richard
Second by: Skorupan, John

Supervisor	YES	NO	ABSTAIN
Richard Hadley	X		
Bruce Mazzoni	X		
John Skorupan	X		

Motion Carried

13. Personnel

Motion was to ratify the hire of Holly Peterson into the full-time position of Human Resources Administrative Assistant at an hourly rate of \$20.50, effective April 15, 2019. The offer is contingent upon the successful completion of a pre-employment physical and drug screen.

VOTING

Motion by: Hadley, Richard
Second by: Skorupan, John

Supervisor	YES	NO	ABSTAIN
Richard Hadley	X		
Bruce Mazzoni	X		
John Skorupan	X		

Motion Carried

14. Creation of a 2020 Census Complete Count Committee

In March of 2020, the 2020 Census will officially begin by mailing postcards to residents to participate in the census. It is vitally important for Cranberry Township and Butler County to obtain a complete count. It ensures we have the appropriate level of representation at every level of government, and the municipalities and county

have the appropriate return of state and federal funds.

The Board was asked to adopt a Resolution approving a collaborative effort with the Butler County Board of Commissioners in creating a Complete Count Committee.

Motion to adopt Resolution No. 2019-24, providing for a collaborative effort with Butler County to create a 2020 Census Complete Count Committee.

Chairman Hadley announced the opening of the Census Regional Field Office in Cranberry Township on Friday, April 5 and expressed its importance.

VOTING

Motion by: Hadley, Richard

Second by: Skorupan, John

Supervisor	YES	NO	ABSTAIN
Richard Hadley	X		
Bruce Mazzoni	X		
John Skorupan	X		

Motion Carried

15. LeTort Trust Service Fee Addendum Amendment

The Board was asked to consider the amendment of the fee schedule for the monthly administrative services provided by LeTort Trust in support of the Non-Uniformed Pension Plan from \$1,500.00, established in 2006, to \$1,750.00. In addition, the fee schedule provides for the costs of administering roll-over funds from another qualified pension plan into the Township's Pension plan to be covered by the participant.

Motion to approve the Fee Schedule with LeTort Trust for the Non-Uniformed Pension Plan providing for adjustment in the administrative services fee and the provision of roll-over funds into the Township Pension Plan.

VOTING

Motion by: Hadley, Richard

Second by: Skorupan, John

Supervisor	YES	NO	ABSTAIN
Richard Hadley	X		
Bruce Mazzoni	X		
John Skorupan	X		

Motion Carried

16. Administrative Services Agreement with the General Authority

The Cranberry Township General Authority is seeking the assistance of the Township in the administration of Authority business through an Administrative Services Agreement.

Motion to approve an Administrative Services Agreement between Cranberry Township and the Cranberry Township General Authority.

VOTING

Motion by: Hadley, Richard

Second by: Skorupan, John

Supervisor	YES	NO	ABSTAIN
Richard Hadley	X		
Bruce Mazzoni	X		
John Skorupan	X		

Motion Carried

17. Administrative Offices and Customer Service Space Evaluation

As discussed with the Board late last year, real estate is becoming tight within the administrative offices. As a result, the Board of Supervisors authorized a space utilization study in the fall of 2018. The next phase of the evaluation will be to take the recommendations of the consultant and provide a conceptual layout and cost estimate to implement the recommendations of the space utilization study.

Motion to approve an Agreement with Perkins Eastman to provide conceptual architectural services for the administrative office areas within the Municipal Center at a cost of \$20,000.

VOTING

Motion by: Hadley, Richard

Second by: Skorupan, John

Supervisor	YES	NO	ABSTAIN
Richard Hadley	X		
Bruce Mazzoni	X		
John Skorupan	X		

Motion Carried

18. Non-Uniformed Pension Plan Amendment

The Board was asked to consider an amendment to the Cranberry Township Non-Uniformed Pension Plan to comply with contribution provisions of current bargaining agreements, enhance the definition of "participant" to allow for rollovers and to comply with federal regulations.

Motion to adopt Resolution No. 2019-25, amending the Cranberry Township Non-Uniformed Pension Plan to comply with contribution provisions of current collective bargaining agreements, enhance the definition of "participant" for rollover purposes, comply with federal regulations and restate the plan in its entirety.

VOTING

Motion by: Hadley, Richard

Second by: Skorupan, John

Supervisor	YES	NO	ABSTAIN
Richard Hadley	X		

Bruce Mazzoni	X		
John Skorupan	X		

Motion Carried

Planning & Development Services

19. Supervisor Skorupan

20. PR #23377 - Lozowski Plan of Lots - Prelim & Final Subdivision (TLD 5/22/19)

Motion to adopt Resolution No. 2019-26, granting Preliminary and Final Subdivision Approval for three lots totaling approximately 11.3 acres located at 9605 Goehring Road in the R-2 zoning district.

Ron Henshaw provided an overview of the Application.

Chairman Hadley inquired about access to the lots that currently do not have access. Mr. Henshaw replied that shared access will be encouraged by the Township, but one of the lots could have independent access if they chose to. Mr. Henshaw also stated the Township will ensure all three lots are compliant regarding access.

VOTING

Motion by: Skorupan, John
Second by: Hadley, Richard

Supervisor	YES	NO	ABSTAIN
Richard Hadley	X		
Bruce Mazzoni	X		
John Skorupan	X		

Motion Carried

21. Approval of a Revised Location for Liquor License No. R-12379 within Cranberry Township

Motion to adopt Resolution No. 2019-27, approving a revised location for Liquor License No. R-12379 from 2075 Mackenzie Way to 2085 Mackenzie Way within Cranberry Springs while complying with all standards originally approved.

VOTING

Motion by: Skorupan, John
Second by: Mazzoni, Bruce

Supervisor	YES	NO	ABSTAIN
Richard Hadley	X		
Bruce Mazzoni	X		
John Skorupan	X		

Motion Carried

22. Ordinance Amendment - Bill No. 2019-03

Motion to adopt Ordinance No. 2019-488, amending Chapter 27, Zoning, revising the Table of Authorized Principle Uses.

VOTING

Motion by: Skorupan, John

Second by: Mazzoni, Bruce

Supervisor	YES	NO	ABSTAIN
Richard Hadley	X		
Bruce Mazzoni	X		
John Skorupan	X		

Motion Carried

Parks & Recreation and Library

23. Vice-Chairman Manipole

Public Works and Engineering

24. Supervisor Hezlep

25. Contract Action Requests (CAR's)

26. Contract Change Orders

27. Contract Payments

28. CAR #16-13-56 - Partial Payment - BCWPCF Expansion Rebid - General Construction

Motion to approve CAR #16-13-56 - Partial Payment - Brush Creek Water Pollution Control Facility Expansion Rebid - General Construction - to Mascaro Construction Co., LP in the amount of \$220,711.08.

VOTING

Motion by: Skorupan, John

Second by: Mazzoni, Bruce

Supervisor	YES	NO	ABSTAIN
Richard Hadley	X		
Bruce Mazzoni	X		
John Skorupan	X		

Motion Carried

29. CAR #16-16-45 - Partial Payment - BCWPCF Expansion Rebid - Electrical Construction

Motion to approve CAR #16-16-45 - Partial Payment - Brush Creek Water Pollution Control Facility Expansion Rebid - Electrical Construction - to Westmoreland Electric

Services in the amount of \$66,549.31.

VOTING

Motion by: Skorupan, John
Second by: Mazzoni, Bruce

Supervisor	YES	NO	ABSTAIN
Richard Hadley	X		
Bruce Mazzoni	X		
John Skorupan	X		

Motion Carried

30. CAR #18-03-15 - Partial Payment - Fire Station Expansion - Renovations - General Construction

Motion to approve CAR #18-03-15 - Partial Payment - Fire Station Expansion - Renovations - General Construction - to Tomlyn Construction in the amount of \$94,262.56.

VOTING

Motion by: Skorupan, John
Second by: Mazzoni, Bruce

Supervisor	YES	NO	ABSTAIN
Richard Hadley	X		
Bruce Mazzoni	X		
John Skorupan	X		

Motion Carried

31. CAR #18-04-11 - Partial Payment - Fire Station Expansion - Renovations - Electrical Construction

Motion to approve CAR #18-04-11 - Partial Payment - Fire Station Expansion - Renovations - Electrical Construction - to McCurley Houston Electric, Inc. in the amount of \$23,458.50.

VOTING

Motion by: Skorupan, John
Second by: Mazzoni, Bruce

Supervisor	YES	NO	ABSTAIN
Richard Hadley	X		
Bruce Mazzoni	X		
John Skorupan	X		

Motion Carried

32. CAR #18-05-12 - Partial Payment - Fire Station Expansion - Renovations - Mechanical Construction

Motion to approve CAR #18-05-12 - Partial Payment - Fire Station Expansion - Renovations - Mechanical Construction - to Hranec Sheet Metal, Inc. in the amount of \$12,766.50.

VOTING

Motion by: Skorupan, John
Second by: Mazzoni, Bruce

Supervisor	YES	NO	ABSTAIN
Richard Hadley	X		
Bruce Mazzoni	X		
John Skorupan	X		

Motion Carried

33. CAR #18-06-15 - Partial Payment - Fire Station Expansion - Renovations - Plumbing Construction

Motion to approve CAR #18-06-15 - Partial Payment - Fire Station Expansion - Renovations - Plumbing Construction - to Vrabel Plumbing Co., LLC in the amount of \$10,485.00.

VOTING

Motion by: Skorupan, John
Second by: Mazzoni, Bruce

Supervisor	YES	NO	ABSTAIN
Richard Hadley	X		
Bruce Mazzoni	X		
John Skorupan	X		

Motion Carried

34. CAR #18-15-07 - Partial Payment - Lighting - North Boundary Park Soccer Fields

Motion to approve CAR #18-15-07 - Partial Payment - Lighting - North Boundary Park Soccer Fields - to Bronder Technical Services in the amount of \$16,625.00.

VOTING

Motion by: Skorupan, John
Second by: Mazzoni, Bruce

Supervisor	YES	NO	ABSTAIN
Richard Hadley	X		
Bruce Mazzoni	X		
John Skorupan	X		

Motion Carried

35. Contract Awards

36. CAR #19-08-02 - Contract Award - Route 19 & St. Francis Way - Traffic Signal Replacement

John Skorupan inquired if this signal was the one recently damaged. Jason Kratsas confirmed that it was the signal and funds awarded from the Green Light-Go program are being used for this project.

Motion to approve CAR #19-08-02 - Contract Award - Route 19 & St. Francis Way - Traffic Signal Replacement - to Traffic Control & Engineering Co. in the amount of \$562,845.20.

VOTING

Motion by: Skorupan, John
Second by: Mazzoni, Bruce

Supervisor	YES	NO	ABSTAIN
Richard Hadley	X		
Bruce Mazzoni	X		
John Skorupan	X		

Motion Carried

- 37. Authorizations to Bid
- 38. Purchase Awards
- 39. Bond Release Requests
- 40. Motion to approve the following Bond Release Requests:

PARTIAL RELEASE:

- 1. D0408-04-PH6 - Park Place, Phase 6 (Partial Release)
- 2. D0408-05-PH4 - Park Place, Phase 4 (Partial Release)
- 3. D2702-01 - Franklin Square, 1656 Rt. 228 (Partial Release)

VOTING

Motion by: Skorupan, John
Second by: Mazzoni, Bruce

Supervisor	YES	NO	ABSTAIN
Richard Hadley	X		
Bruce Mazzoni	X		
John Skorupan	X		

Motion Carried

- 41. Sewage Facility Planning Module - Courtyards at Willow Grove

Motion to adopt Resolution No. 2019-28, accepting and signing the Sewage Facility Planning Module for The Courtyards at Willow Grove PRD.

VOTING

Motion by: Skorupan, John
Second by: Mazzoni, Bruce

Supervisor	YES	NO	ABSTAIN
Richard Hadley	X		
Bruce Mazzoni	X		
John Skorupan	X		

Motion Carried

- 42.** Authorize Advertisement of Bill No. 2019-05, Public Hearing for an Ordinance for Vacation of Excess Right-of-Way of Old Route 19 (T-310)

Motion to authorize advertisement of Bill No. 2019-05, authorizing a public hearing for an Ordinance for Vacation of Excess Right-of-Way of a portion of right-of-way along the eastern side of Old Route 19 (T-310) at the intersection of Route 19.

VOTING

Motion by: Skorupan, John

Second by: Mazzoni, Bruce

Supervisor	YES	NO	ABSTAIN
Richard Hadley	X		
Bruce Mazzoni	X		
John Skorupan	X		

Motion Carried

- 43.** Award 2019 SHACOG Spring Commodities

Motion to accept the 2019 SHACOG Spring Commodities per the attached listing.

VOTING

Motion by: Skorupan, John

Second by: Mazzoni, Bruce

Supervisor	YES	NO	ABSTAIN
Richard Hadley	X		
Bruce Mazzoni	X		
John Skorupan	X		

Motion Carried

Public Safety

- 44.** Supervisor Mazzoni

Solicitor

- 45.** Additional Solicitor Business

The solicitor had no additional business to discuss at this meeting.

Reports

46. Monthly Reports:

1. Planning & Development Services for February 2019
2. Police Department for February 2019
3. Emergency Medical Services (EMS) for February 2019
4. Engineering Monthly Newsletter for March 2019
5. BCTP - Flow Data History Report for March 2019
6. BCTP - Compliance History Report for March 2019
7. Public Works Activity for March 2019
8. Fire Company Report February 2019
9. Cranberry Highlands Golf Course Report for March 2019
10. Budget and Balance Sheet for February 2019
11. Information Technology (IT) & Communications for March 2019
12. Open Records Summary from 3/1/19 to 3/28/19

Additional Business

47. Additional Business

No additional business was discussed at this meeting.

Adjournment

48. Motion to adjourn

The meeting adjourned at 7:35 p.m.

VOTING

Motion by: Hadley, Richard

Second by: Skorupan, John

Supervisor	YES	NO	ABSTAIN
Richard Hadley	X		
Bruce Mazzoni	X		
John Skorupan	X		

Motion Carried

Respectfully submitted,

Tammy Corb, Recording Secretary