

MINUTES

Cranberry Township Board of Supervisors

Re-Organization Meeting

Monday, January 6, 2020

Chairperson:

Richard Hadley

Vice Chairperson:

Mike Manipole

Supervisors:

Bruce Hezlep

Bruce Mazzoni

John Skorupan

Staff Present:

Jerry Andree , Township Manager

Bert Bertoncello , Assistant Township Manager

Andrew Clemens , Manager , Network Administration

Jason Dailey , Director , Public Works

Ron Henshaw , Director , Planning & Development Services

Greg Hoover , Asst. Director , Public Works/Utility Operations

Jason Kratsas , Director , Engineering & Environmental Services

Gretchen Moran , Recording Secretary

Adam Osterrieder , Director , Technology & Communications

Daniel Santoro , Assistant Township Manager

Rick Spiker , Systems Administrator

Call to Order-Chairman Hadley**1. Pledge of Allegiance**

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.

It was noted that Supervisor Bruce Hezlep was sworn in to a new six-year term as Supervisor by District Magisterial Judge David Kovach immediately prior to this meeting.

2. Roll Call

Roll call showed all Supervisors to be present.

3. Public Comment (Any Item On or Off the Agenda)

There was no public comment.

Election of Officers

4. Board of Supervisors - Election of Officers

1. Selection of Chairman
2. Selection of Vice-Chairman

Mr. Skorupan nominated and made a motion to elect Dick Hadley as Chairman of the Board of Supervisors for the Year 2020. Mr. Hezlep seconded the motion. The motion carried 5 – 0.

Mr. Skorupan nominated and made a motion to elect Michael Manipole as Vice-Chairman of the Board of Supervisors for the Year 2020. Mr. Hezlep seconded. The motion carried 5 – 0.

Organizational Business

5. Appointment of Township Manager

Accept a motion to reappoint Jerry A. Andree as the Township Manager and to approve his Employment Agreement through the next Board organizational meeting following the next municipal election, pursuant to the Township Code.

VOTING

Motion by: Hadley, Richard
Second by: Manipole, Mike

Supervisor	YES	NO	ABSTAIN
Richard Hadley	X		
Mike Manipole	X		
Bruce Hezlep	X		
Bruce Mazzoni	X		
John Skorupan	X		

Motion Carried

6. Recommend Treasurer's Bond

Accept a motion to establish the Treasurer's Bond for the Year 2020 at \$500,000.00 through the Ohio Casualty Insurance Company.

VOTING

Motion by: Manipole, Mike
Second by: Skorupan, John

Supervisor	YES	NO	ABSTAIN
Richard Hadley	X		
Mike Manipole	X		
Bruce Hezlep	X		
Bruce Mazzoni	X		
John Skorupan	X		

Motion Carried

7. Appointment of Solicitor

Accept a motion to reappoint the firm Campbell Durrant, P.C. as Township Solicitor.

VOTING

Motion by: Manipole, Mike
Second by: Skorupan, John

Supervisor	YES	NO	ABSTAIN
Richard Hadley	X		
Mike Manipole	X		
Bruce Hezlep	X		
Bruce Mazzoni	X		
John Skorupan	X		

Motion Carried

8. Appointment of the Collectors for the Local Services Tax and the Mercantile and the Business Privilege Tax

Accept a motion to reappoint H.A. Berkheimer Associates for the purpose of collecting current and delinquent Local Services Tax and current and delinquent Mercantile and Business Privilege Tax.

VOTING

Motion by: Manipole, Mike
Second by: Skorupan, John

Supervisor	YES	NO	ABSTAIN
Richard Hadley	X		
Mike Manipole	X		
Bruce Hezlep	X		
Bruce Mazzoni	X		
John Skorupan	X		

Motion Carried

9. Appointment of Real Estate Transfer Tax Collector

Accept a motion to reappoint the Butler County Recorder of deeds for the collection of the Real Estate Transfer Tax.

VOTING

Motion by: Manipole, Mike
Second by: Skorupan, John

Supervisor	YES	NO	ABSTAIN
Richard Hadley	X		
Mike Manipole	X		
Bruce Hezlep	X		
Bruce Mazzoni	X		
John Skorupan	X		

Motion Carried

10. Establish 2020 Regular Meeting Schedule

Accept a motion to approve the following meeting schedule for 2020:

11. In 2020, the Board of Supervisors will meet at 6:30 p.m. on Thursdays, except as noted below.

Organization Meeting - January 6 - Monday
January Agenda Prep. - January 30
February Regular - February 6
February Agenda Prep. - February 27
March Regular - March 5
March Agenda Prep. - March 26
April Regular - April 2
April Agenda Prep. - April 30
May Regular - May 7
May Agenda Prep. - May 28
June Regular - June 4
June Agenda Prep. - June 25
July Regular - July 2
July Agenda Prep. - July 30
August Regular - August 6
August Agenda Prep. - August 27
September Regular - September 3
September Agenda Prep. - September 24
October Regular - October 1
October Agenda Prep. - October 29
November Regular - November 5
November Agenda Prep. - November 19
December Final Meeting of the Year - December 10

VOTING

Motion by: Manipole, Mike
Second by: Skorupan, John

Supervisor	YES	NO	ABSTAIN
Richard Hadley	X		
Mike Manipole	X		
Bruce Hezlep	X		
Bruce Mazzoni	X		
John Skorupan	X		

Motion Carried

12. Publication of Official Notices

Accept a motion to designate the Butler Eagle for the publication of the Township's legal notices.

VOTING

Motion by: Manipole, Mike
Second by: Skorupan, John

Supervisor	YES	NO	ABSTAIN
Richard Hadley	X		
Mike Manipole	X		
Bruce Hezlep	X		
Bruce Mazzoni	X		
John Skorupan	X		

Motion Carried

13. Appointments of Liaisons by the Chairman

1. Library and Parks & Recreation and Councils of Governments. (In 2019, Vice Chairman Manipole)
2. Planning & Development Services, including Code Administration, Planning Commission, and Zoning Hearing Board, and Building/Fire Codes Board of Appeals. (In 2019, Supervisor Skorupan)
3. Public Safety, including Police, Fire, and Emergency Management. (In 2019, Supervisor Mazzoni)
4. Public Works. (In 2019, Supervisor Hezlep)
5. Administration. (In 2019, Chairman Hadley)
6. Intergovernmental Relations. (In 2019, Supervisors Mazzoni and Skorupan)

Chairman Hadley said that the Liaisons will remain the same for the Year 2020.

14. Boards and Commissions

15. Appointments and Re-appointments to Boards and Commissions:

Accept a motion to reappoint Eric Vollmer to the Building/Fire Codes Board of Appeals for a three-year term expiring December 31, 2022.

Chairman Hadley moved, Vice-Chairman Manipole seconded, and the motion carried 5 – 0.

Accept a motion to appoint Jessica Moslander to the Library Board to a three-year term expiring December 31, 2022.

Vice-Chairman Manipole moved, Supervisor Skorupan seconded, and the motion carried 5 – 0.

Accept a motion to appoint Tom Parkinson to the Library Board to a three-year term expiring December 31 2022.

Vice-Chairman Manipole moved, Supervisor Skorupan seconded, and the motion carried 5 – 0.

Accept a motion to reappoint Ed Sarver to the Vacancy Board to a one-year term expiring December 31, 2020.

Vice-Chairman Manipole moved, Supervisor Skorupan seconded, and the motion carried 5 – 0.

Accept a motion to reappoint P. Andrew Diamond to the Zoning Hearing Board for a five-year term expiring December 31, 2024.

Vice-Chairman Manipole moved, Supervisor Skorupan seconded, and the motion carried 5 – 0.

16. Appointment of Delegates to the Butler County Tax Collection Committee

17. Accept a motion to adopt Resolution No. 2020-01 appointing Delegates to the Butler County Tax Collection Committee.

VOTING

Motion by: Hadley, Richard

Second by: Manipole, Mike

Supervisor	YES	NO	ABSTAIN
Richard Hadley	X		
Mike Manipole	X		
Bruce Hezlep	X		
Bruce Mazzoni	X		
John Skorupan	X		

Motion Carried

Administration

18. Appointment of Certified Public Accountants for the Year 2020.
19. Accept a motion to adopt Resolution No. 2020-02, appointing the firm of Maher Duessel to provide audit services to the Township for the Year 2020.

VOTING

Motion by: Manipole, Mike
Second by: Skorupan, John

Supervisor	YES	NO	ABSTAIN
Richard Hadley	X		
Mike Manipole	X		
Bruce Hezlep	X		
Bruce Mazzoni	X		
John Skorupan	X		

Motion Carried

20. Designation of Depositories

Accept a motion to approve the continued use of PNC Bank and PLGIT (Pennsylvania Local Government Investment Trust) as Township depositories.

VOTING

Motion by: Manipole, Mike
Second by: Skorupan, John

Supervisor	YES	NO	ABSTAIN
Richard Hadley	X		
Mike Manipole	X		
Bruce Hezlep	X		
Bruce Mazzoni	X		
John Skorupan	X		

Motion Carried

Other Business Pertinent to the Township

21. Other Business Pertinent to the Township
22. Extension Agreement - Fire Strategic Plan

As part of the Fire Strategic Plan, the Township and the Cranberry Township Volunteer Fire Company (CTVFC) entered into a new agreement dated September 28, 2017. That new agreement implemented many of the recommendations of the Fire Strategic Plan that was jointly adopted by the Township and the CTVFC. That agreement was subsequently extended by mutual consent through an Extension Agreement dated September 5, 2019. That Extension agreement provided the option

for the Township to further extend that Extension Agreement up to an additional three months. Accordingly, the Board is being asked this evening to authorize that extension through April 30, 2020. This will permit the Township and CTVFC to implement additional recommendations of the Fire Strategic Plan.

Motion to authorize the Township Manager to exercise the option in the September 5, 2019 Extension Agreement to extend the Agreement between Cranberry Township and CTVFC through April 30, 2020.

VOTING

Motion by: Manipole, Mike
Second by: Skorupan, John

Supervisor	YES	NO	ABSTAIN
Richard Hadley	X		
Mike Manipole	X		
Bruce Hezlep	X		
Bruce Mazzoni	X		
John Skorupan	X		

Motion Carried

23. Municipal Center Rear Parking Renovation

Jason Kratsas presented to the Board a plan for the renovation of the rear parking lot at the Municipal Center. This renovation has been postponed for the last several years and has become a priority due to deteriorating conditions. It is proposed the renovation include a new parking configuration to gain additional parking capacity. Following the discussion, the Board will be asked to consider the following motion:

Motion to authorize the Township Manager to seek Engineering proposals to renovate the rear parking lot of the Municipal Center, which includes upgrading of the stormwater management system, lighting and parking configuration to increase parking by at least 70 spaces.

VOTING

Motion by: Manipole, Mike
Second by: Skorupan, John

Supervisor	YES	NO	ABSTAIN
Richard Hadley	X		
Mike Manipole	X		
Bruce Hezlep	X		
Bruce Mazzoni	X		
John Skorupan	X		

Motion Carried

24. Public Works Department Processes and Structure

The Township has completed two evaluation processes that identified opportunities within the Township. One process was a Six Sigma Evaluation of our practices in the

Public Works Department. An additional evaluation included an employee engagement survey. Greg Hoover and Kelly Maurer presented to the Board proposed changes in the organization and focus within the Public Works Department that incorporate the recommendations from those processes.

25. Personnel

Three (3) recommended motions.

Vice-Chairman Manipole made a motion to approve the change in position title for Dan Santoro from Assistant Township Manager to Deputy Township Manager. This position clarifies Dan's position within the organization which includes becoming Assistant Secretary/Treasurer. Supervisor Skorupan seconded the motion. The motion carried 5 – 0.

Vice-Chairman Manipole made a motion to approve the change in position for Adam Osterrieder from Director of IT/Communications to Assistant Township Manager for Organizational Development. Supervisor Skorupan seconded the motion. The motion carried 5 – 0.

Vice-Chairman Manipole made a motion to approve the restructuring of management in the Department of Public Works to include Kelly Maurer, P.E. as Assistant Director of Public Works and Greg Hoover, P.E. to Program Manager of Public Works. Supervisor Skorupan seconded the motion. The motion carried 5 – 0.

26. Approval to Submit Three (3) Green Light-Go Grant Applications

As a part of Staff's continuing efforts to seek funding opportunities to implement the Township's Plans, the Board is being asked this evening to consider the following three (3) motions:

1. Vice-Chairman Manipole made a motion to adopt Resolution No. 2020-03, granting authorization to submit an application to the Green Light-Go Program for the Three Signal Communications Upgrade Project. The signals include Rowan Rd and Rowan School/Rowan Towers Drive; Executive Dr. and Cranberry Square; and Franklin Rd and Peters Rd. Supervisor Skorupan seconded and the motion carried 5 – 0.

2. Vice-Chairman Manipole made a motion to adopt Resolution No. 2020-04, granting authorization to submit an application to the Green Light-Go Program for the LED Replacement Project. Supervisor Skorupan seconded and the motion carried 5 – 0.

3. Vice-Chairman Manipole made a motion to adopt Resolution No. 2020-05, granting authorization to submit an application to Green Light-Go Program for the Two Signal Cabinet Replacement Project. The cabinet locations include Route 19 and Glen Eden Rd)/North Boundary Rd; and Route 19 and Dutilh Rd. Supervisor Skorupan seconded and the motion carried 5 – 0.

27. Minutes for the Final Meeting of 2019 - December 12, 2019

Accept a motion to approve the Minutes for the Final Meeting of 2019, held on December 12, 2019.

VOTING

Motion by: Hadley, Richard
Second by: Manipole, Mike

Supervisor	YES	NO	ABSTAIN
Richard Hadley	X		
Mike Manipole	X		
Bruce Hezlep	X		
Bruce Mazzoni	X		
John Skorupan	X		

Motion Carried

Adjournment

28. Accept a motion to Adjourn

Chairman Hadley thanked all employees for their contributions in 2019 and looks forward to 2020 and thanked the employees for taking on the challenges. Mr. Hadley wished Jason Kratsas the best as he is moving into the private sector at the end of January.

Mr. Andree thanked the Board of Supervisors for setting the vision and allowing the staff to accomplish that vision.

VOTING

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

Supervisor	YES	NO	ABSTAIN
Richard Hadley	X		
Mike Manipole	X		
Bruce Hezlep	X		
Bruce Mazzoni	X		
John Skorupan	X		

Motion Carried

The meeting adjourned at 7:15 p.m.

Respectfully submitted,

Gretchen Moran, Recording Secretary