

# MINUTES

## Cranberry Township Board of Supervisors Agenda Preparation Meeting Thursday, February 27, 2020

### **Supervisors:**

Richard Hadley  
Bruce Hezlep  
Mike Manipole  
Bruce Mazzoni  
John Skorupan

### **Staff Present:**

Jerry Andree , Township Manager  
Bert Bertoncello , Assistant Township Manager  
Tammy Corb , Administrative Assistant  
Ron Henshaw , Director , Planning & Development Services  
J.W. Johnson, Jr. , Content & Communications Specialist  
Paul Lalley , Township Solicitor  
Kevin Meyer , Police Chief  
Adam Osterrieder , Assistant Township Manager  
Daniel Santoro , Deputy Township Manager  
Tim Zinkham , Interim Director, Engineering

### **Call to Order Chairman Hadley**

#### **1. Pledge of Allegiance**

Chairman Hadley called the meeting to order at 6:31 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.

#### **2. Roll Call**

When the meeting was called to order, the quorum consisted of Chairman Hadley, Vice Chairman Manipole, Supervisor Mazzoni, Supervisor Skorupan and Supervisor Hezlep.

3. Public Comment (Any item on or off the Agenda except for Public Hearing Items)

There was no public comment at this meeting.

**Public Hearings**

There were no public hearings at this meeting.

**Planning & Development Services**

4. PR #25539 - St. John's Lot Consolidation Plan - Preliminary and Final Subdivision (TLD 5/24/20)

At the March 5th Regular Meeting, the Board will be asked to consider Preliminary and Final Subdivision Approval for the consolidation of 4.29 acres located at 1001 Freedom Road in the R-2 zoning district.

Ron Henshaw provided an overview of the application. There were no questions from the Board.

**Public Works and Engineering**

5. Contract Action Requests (CAR's)

Tim Zinkham provided an overview of the CAR's being considered by the Board at the March 5<sup>th</sup> meeting.

6. CAR #19-12-09 - Change Order - Library Makerspace & Renovations - Electrical Construction

At the March 5th Regular Meeting, the Board will be asked to consider CAR #19-12-09 - Change Order - Library Makerspace & Renovations - Electrical Construction - to Westmoreland Electric Services in the amount of \$1,683.00 (Contract Addition - See Description)

7. CAR #19-14-05 - Change Order - Library Makerspace & Renovations - Plumbing Construction

At the March 5th Regular Meeting, the Board will be asked to consider CAR #19-14-05 - Change Order - Library Makerspace & Renovations - Plumbing Construction - to Newman Plumbing, Inc. in the amount of \$6,615.03. (Contract Addition - See Description)

8. CAR #19-16-04 - Change Order - BCWPCF - Parking Lot Paving

At the March 5th Regular Meeting, the Board will be asked to consider CAR #19-16-04 - Change Order - Brush Creek Water Pollution Control Facility - Parking Lot Paving - to Youngblood Paving. The Change Order is requesting authorization for an extension of contract completion date to May 15, 2020 due to weather.

- 9.** CAR #19-12-08 - Partial Payment - Library Makerspace & Renovations - Electrical Construction

At the March 5th Regular Meeting, the Board will be asked to consider CAR #19-12-08 - Partial Payment - Library Makerspace & Renovations - Electrical Construction - to Westmoreland Electric Services in the amount of \$56,034.42.

- 10.** CAR #19-11-12 - Partial Payment - Library Makerspace & Renovations - General Construction

At the March 5th Regular Meeting, the Board will be asked to consider CAR #19-11-12 - Partial Payment - Library Makerspace & Renovations - General Construction - to Freedom Enterprises & Assoc. in the amount of \$35,385.00.

- 11.** CAR #19-08-05 - Partial Payment - Route 19 & St. Francis Way - Traffic Signal Replacement

At the March 5th Regular Meeting, the Board will be asked to consider CAR #19-08-05 - Partial Payment - Route 19 & St. Francis Way - Traffic Signal Replacement - to Traffic Control & Engineering Co., in the amount of \$246,287.82.

- 12.** CAR #20-02-02 - Contract Award - Superpave Street Resurfacing 2020

At the March 5th Regular Meeting, the Board will be asked to consider CAR #20-02-02 - Contract Award - Superpave Street Resurfacing 2020. Bids proposals are under review.

- 13.** CAR #20-03-02 - Contract Award - Seal Coating 2020

At the March 5th Regular Meeting, the Board will be asked to consider CAR #20-03-02 - Contract Award - Seal Coating 2020 - to Russell Standard Corp. in the amount of \$143,944.08.

- 14.** CAR #20-04-02 - Contract Award - Crack Sealing 2020

At the March 5th Regular Meeting, the Board will be asked to consider CAR #20-04-02 - Contract Award - Crack Sealing 2020 - to Crilon Corp. in the amount of \$54,208.55.

- 15.** CAR #16-05-06 - Contract Award - Printing Services - Cranberry Township Newsletter

At the March 5th Regular Meeting, the Board will be asked to consider CAR #16-05-06 - Contract Award - Printing Services - Cranberry Township Newsletter - to Knepper Press Corp. in the amount of \$22,702.34 (Year 5).

- 16.** CAR #20-06-02 - Bid Rejection/No Bids - Authorization to Rebid - BCWPCF - Disposal of Bio-Solids, Grit & Screening

At the March 5th Regular Meeting, the Board will be asked to consider CAR #20-06-02 - Bid Rejection/No Bids - Authorization to Rebid - Brush Creek Water Pollution Control Facility - Disposal of Bio-Solids, Grit & Screening.

**17. CONSIDERED BY THE BOARD AT THIS MEETING:**

CAR #20-07-02 - Bid Rejection/No Bids - Authorization to Rebid - BCWPCF - Acoustic Silencers for Blow Intakes

Motion to approve CAR #20-07-02 - Bid Rejection/No Bids - Authorization to Rebid - Brush Creek Water Pollution Control Facility - Acoustic Silencers for Blow Intakes.

**VOTING**

Motion by: Hezlep, Bruce

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

**18. CAR #20-08-01 - Authorization-to-Bid - Line Painting & Traffic Markings**

At the March 5th Regular Meeting, the Board will be asked to consider CAR #20-08-01 - Authorization-to-Bid - Line Painting & Traffic Markings.

**19. CAR #20-09-01 - Authorization-to-Bid - Cranberry Township Parks - Fencing Projects**

At the March 5th Regular Meeting, the Board will be asked to consider CAR #20-09-01 - Authorization-to-Bid - Cranberry Township Parks - Fencing Projects.

**20. Bond Release Requests:**

At the March 5th Regular Meeting, the Board will be asked to consider the following Bond Release Requests:

FINAL RELEASE DENIED:

1. D0408-07-PH35 - Park Place, Phases 3 & 5
2. D0408-16-RPH2 - Park Place Revised Phase 2

FINAL RELEASE DENIED - PARTIAL RELEASE:

3. D0408-14-PHM3 - Park Place, Phase M3

PARTIAL RELEASE

4. D0408-07-PH6 - Park Place, Phase 6
5. D0408-10-PH4 - Park Place, Phase 4

**Township Manager**

**21. Cranberry Township EMS Annual Update to the Board**

At the March 5th Regular Meeting, the Leadership of the Cranberry Township Emergency Medical Services (CTEMS) will present their annual report to the Board of Supervisors.

**22. CONSIDERED BY THE BOARD AT THIS MEETING:**

**Appointment of Emergency Management Coordinator**

Due to the unfortunate passing of Mark Nanna who served as the Township's EMA Coordinator, the Board needs to submit a recommendation to the Governor to fill that vacancy. The Board was asked at this meeting to consider the following motion to recommend Scott Garing, Chief, Fire and Emergency Services, as Cranberry Township's EMA Coordinator. The duties of the EMA Coordinator have significantly increased. Chief Garing would be responsible for ensuring all components of our comprehensive EMA program are all up to date and able to be quickly activated. Chief Garing, following appointment by the Governor, would appoint Deputy Coordinators to assist during actual times the EMA is activated.

Motion to recommend to Governor Wolf that Scott Garing be appointed the EMA Coordinator for Cranberry Township.

**VOTING**

Motion by: Hezlep, Bruce  
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. Approval of an Intergovernmental Project: The Lower Connoquenessing Watershed - Stormwater Planning Study**

At the March 5th Regular Meeting, the Board will be asked to consider approval of the Township's participation in the intergovernmental project entitled the Lower Connoquenessing Watershed - Stormwater Planning Study. This Study is between nine municipalities, those being the Boroughs of Zelienople, Harmony, Evans City, Mars and Seven Fields and the Townships of Jackson, Lancaster, Adams and Cranberry, and the County of Butler. Due to extraordinary flooding events that have occurred within the Connoquenessing Watershed in recent history, municipalities accept the fact that their stormwater practices have a regional impact. This study will provide updated stormwater release rates to determine if those rates could be managed to help reduce flooding. The study will also identify three significant physical improvement projects in each municipality that has the potential to provide relief during flooding events, along with the proposed costs of those improvements. Herbert, Rowland and Grubic, Inc. (HRG) will conduct the study with the County of Butler contributing 20% of the total cost of \$76,380.00, with the balance being divided between nine municipalities. Cranberry Township's costs will be \$8,147.20.

For March 5th Consideration

Motion to approve Resolution No. 2020-\_\_\_\_, approving participation in the Lower Connoquenessing Watershed Stormwater Planning Study in collaboration with 8 other municipalities and the County of Butler, at a cost of \$8,147.20.

**24. Breakneck Creek Regional Authority/Cranberry Township Sewer Line Connection Agreement**

At the March 5th Regular Meeting, the Board will be asked to consider the following motion to approve the Sewer Line Connection Agreement between the Breakneck Creek Regional Authority (BRCA) and Cranberry Township, This agreement has been approved by BRCA. This agreement will provide for the elimination of the Franklin Acres Lift Station, with the flow being diverted through this new line to the Breakneck Treatment Plant.

Bruce Hezlep asked for confirmation that the Franklin Acres Lift Station will not be needed. Dan Santoro provided confirmation and stated the elminiation of the Franklin Acres Lift Station will free up 200,000 gallons of flow per day.

For March 5th Consideration:

Motion to approve the Breakneck Creek Regional Authority/Cranberry Township Sewer Line Connection Agreement.

**25. CONSIDERED BY THE BOARD AT THIS MEETING:**

Resolution for Butler County Parks Renovation/Development Program - Renovation of Learn to Play Disc Golf Course Trail at North Boundary Park

Motion to adopt Resolution No. 2020-10, authorizing submission of a grant through the Butler County Parks Renovation/Development Grant Program with a local share of \$2,500 to be used for the renovation of the Learn to Play Disc Golf Course Trail at North Boundary Park.

**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

**26. Review of Master Plan for the Rotary Amphitheater**

The renovation of the Rotary Amphitheater in Community Park has been selected as the 2020 Project of the Year by CTCC. Evan Oswald presented an overview of the project at this meeting.

**27. Graham Park - Proposed Miracle Field Enhancements**

The Miracle League has asked for assistance in designing an overhead cover for the bleacher area. Evan Oswald presented the preliminary design of that enhancement to the Board at this meeting. This improvement would be funded by the Miracle League.

Chairman Hadley commented this will be a nice enhancement and thanked Evan for his work on the project.

**28. Consideration of Contract with Perkins Eastman for the renovation of interior office space in the Municipal Center**

The Board will be asked to consider the following motion to approve the proposal from Perkins Eastman at the March 5th meeting for design services for the renovation of the interior administrative office space in the Municipal Center. The renovation will provide for more efficient use of existing space to facilitate the expansion of needed work and meeting space. In addition, the renovation will provide for the upgrading of the infrastructure that is needed to support the growing use of technology in those workspaces. Key components of the renovation will include the following: increase of 15-20 individual work spaces, with built-in flexibility; additional meeting spaces; provide for the Communications Team to move to the administration area, which will provide for enhanced collaboration with the other Departments and frees up the space in the front hallway currently being used by that Team; adds a dedicated IT Lab Space; additional employee restroom; enhanced kitchen/gathering space and significantly enhanced customer service area to improve interfacing with residents and customers.

Tim Zinkham provided an overview of those proposed renovations at this meeting.

Supervisor Skorupan asked for clarification on the construction of the spaces. Mr. Zinkham commented that meetings with the architect and staff will determine what each space (neighborhood) will need. Supervisor Skorupan also asked for clarification that the Board is being asked at next week's meeting to authorize the execution of the contract with Perkins Eastman to start the design? Zinkham clarified the Board is being asked to approve the Perkins Eastman Proposal that begins Phase I of the project that includes providing design drawings along with construction documents.

Chairman Hadley commented he realizes the presentation reflects a conceptual design and asked how we can continue to accomplish our goals during the renovation without disrupting our work. Mr. Andree reported we've spent the last two years getting to this point and evaluating the details for the optimal end result. Mr. Zinkham added that the first floor will be completed first, followed by the second floor, during which time we will continue to be fully functional and operational. Chairman Hadley inquired about the duration of Phase I. Mr. Zinkham reported the design process will take 2-3 months, but there are still some logistics to be worked out.

For March 5th Consideration:

Motion to approve Purchase Approval No. 00002121-00 for Phase I Design Services in the amount of \$359,909.00 pursuant to the January 30, 2020 Proposal by Perkins Eastman for the renovation of the administrative spaces in the Municipal Center.

**29. Highlight of 2020 Initiatives by the Public Works Department**

At the March 5th Regular Meeting, Staff of the Public Works Department will provide an update to the Board highlighting the initiatives they are undertaking in 2020.

**30. MSA Thruway Contract No. 19-15 - Termination of Assignment of Payment Agreement**

The Board approved an assignment of payment agreement for the MSA Thruway contract at the 12/12/19 Board meeting at the request of the Contractor. The agreement is no longer necessary. The Solicitor's office has reviewed the documentation and concurs with termination of the agreement. At the March 5th Regular Meeting, the Board will be asked to consider the following motion to approve the termination of the payment direction agreement between Cranberry Township and Allegheny Excavating for the MSA Thruway contract (Contract No. 19-15).

Paul Lalley provided an overview of the agreement to the Board. There were no questions from the Board.

For consideration at the March 5th meeting:

Motion to approve the agreement with Allegheny Excavating, Inc. to terminate the payment direction agreement dated December 12, 2019, and to authorize execution of the Termination of Payment Direction by the Township Manager.

**31. CONSIDERED BY THE BOARD AT THIS MEETING:**

Authorization to advertise a Local Government Unit Debt Act Ordinance for a Pennsylvania Infrastructure Bank Loan (PIB) Loan

As part of the MSA Thruway Project, the Township is obtaining a Pennsylvania Infrastructure Bank (PIB) Loan. Under the MSA Thruway Financing Agreement approved by the Board, the Developer of Cranberry Springs is responsible for reimbursing the Township for PIB Loan Payments. The Township has secured a \$5,000,000 Letter of Credit from the Developer to ensure compliance with their obligation for the PIB Loan. The PIB Loan requires action by the Board on an ordinance for a filing under the Local Government Unit Debt Act. The Board was asked at this meeting to consider the following motion:

Motion to approve the determination that it is Cranberry Township's best financial interest to borrow an aggregate principal sum of \$5,000,000.00 for the purpose of funding a portion of the MSA Thruway Project, appointing Dinsmore & Shohl, LLP, as Special Counsel, for the preparation and filing of the proceedings, including the necessary publications, to incur indebtedness pursuant to the Local Government Unity Debt Act. and including the authorization for the advertisement of the Ordinance incurring this debt for the Board's final consideration at the Board's meeting of March 26.

**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

**32. Resolution for Technology Purchasing Program (PEPPM)**

At the March 5th Regular Meeting, the Board will be asked to consider a resolution authorizing the Township to participate in PEPPM (Pennsylvania Educational Purchasing Program), a state-wide public bidding program for various IT related purchases.

Adam Osterrieder provided an overview of the IT Purchase Approvals to the Board.

**33. Purchase Approval #00002134-00 - Pure Storage FA X20 Solution**

At the March 5th Regular Meeting, the Board will be asked to consider Purchase Approval #00002134-00 - Pure Storage FA X20 Solution - to Virtix IT Consulting, LLC (COSTARS 003-505) in the amount of \$313,286.

**34. Purchase Approval #00002132-00 - Liebert CRV20 Precision Cooling System for Traffic Operations Center (TOC) Server Room**

At the March 5th Regular Meeting, the Board will be asked to consider Purchase Approval #00002132-00 - Liebert CRV20 Precision Cooling System for Traffic Operations Center (TOC) Server Room - to Vertiv Corporation (PEPPM 528897-286 Contract) in the amount of \$26,850.

**35. Purchase Approval #00002133-00 - Network Penetration Testing Services**

At the March 5th Regular Meeting, the Board will be asked to consider Purchase Approval #00002133-00 - Network Penetration Testing Services - to Schneider Downs in the amount of \$22,000.

**36. Purchase Approval #00002129-00 - Two (2) Toro Sand Pros (Golf Course)**

At the March 5th Regular Meeting, the Board will be asked to consider Purchase Approval #00002129-00 - Two (2) Toro Sand Pros (Golf Course) - to EH Griffith Inc. in the amount of \$35,721.47.

**37. Purchase Approval #00002124-00 - Jacobsen AR-522 Rotary Mower (Golf Course)**

At the March 5th Regular Meeting, the Board will be asked to consider Purchase Approval #00002124-00 - Jacobsen AR-522 Rotary Mower (Golf Course) - to Krigger & Company, Inc. in the amount of \$48,249.

**38. Purchase Approval #00002123-00 - Purchase of Six (6) Utility Carts (Golf Course)**

At the March 5th Regular Meeting, the Board will be asked to consider Purchase Approval #00002123-00 - Purchase of Six (6) Utility Carts (Golf Course) - to Club Car

LLC in the amount of \$49,500.

39. Purchase Approval #00002122-00 - 2020 Bobcat T770 Compact Track Loader (Skid Steer & Mini Excavator) with Brushcat Mower Attachment

At the March 5th Regular Meeting, the Board will be asked to consider Purchase Approval #00002122-00 - 2020 Bobcat T770 Compact Track Loader (Skid Steer & Mini Excavator) with Brushcat Mower Attachment (DPW)- to Bobcat of Pittsburgh in the amount of \$54,985.11 (includes trade-in).

### **Additional Township Solicitor Business**

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

### **Minutes**

40. Meeting Minutes:

At the March 5th Regular Meeting, the Board will be asked to approve the minutes of the January 30, 2020 Agenda Preparation Meeting.

### **Remittance & Payroll Warrants**

41. Remittance Proposals & Payroll Warrants

At the March 5th Regular Meeting, the Board will be asked to consider the following Remittance Proposals & Payroll Warrants:

1. Remittance Proposal JAN20PPD dated 1/31/20
2. Remittance Proposal JAN20WIR dated 1/31/20
3. Remittance Proposal FEB20M19 dated 2/19/20
4. Remittance Proposal FEB20MID dated 2/19/20
5. Remittance Proposal FEB20REF dated 2/24/20
6. Remittance Proposal MAR20BIG dated 3/06/20
7. Payroll Warrant 022020 dated 1/24/20
8. Payroll Warrant S0220 dated 1/31/20
9. Payroll Warrant 032020 dated 2/7/20
10. Payroll Warrant S0320 dated 2/14/20

### **Reports**

42. Monthly Reports:

1. Planning & Development Services for January 2020
2. Cranberry Library Director's Report for February 2020
3. Police Department for January 2020
4. Technology & Communications for February 2020
5. Cranberry Township Emergency Medical Services (CTEMS) for January 2020
6. Public Works Department Activity Report for February 2020
7. BCTP Flow Data Report for February 2020
8. BCTP Compliance History Report for February 2020
9. Engineering Monthly Newsletter Update for February 2020
10. Cranberry Highlands Golf Course Report for February 2020
11. Budget & Balance Sheet for December 2019

12. Budget & Balance Sheet for January 2020
13. Property Tax Collections - October through December 2019
14. Open Records Summary - 2/1/20 to 2/27/20

#### **Additional Business**

Vice Chairman Manipole congratulated Jerry Andree on the Pittsburgh North Regional Chamber's Prestigious Business Leader Award received by Mr. Andree at the group's 10<sup>th</sup> Annual Meeting. Vice Chairman Manipole stated the award reflects Mr. Andree's strong leadership and is well deserved.

#### **Adjournment**

#### **43. Motion to Adjourn**

The meeting adjourned at 7:03 p.m.

#### **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.

Respectfully submitted,

Tammy Corb, Recording Secretary