

MINUTES

Cranberry Township Board of Supervisors Agenda Preparation Meeting Thursday, September 24, 2020

Supervisors:

Richard Hadley
Bruce Hezlep
Mike Manipole
Bruce Mazzoni
John Skorupan

Staff Present:

Jerry Andree - Township Manager
Bert Bertoncello - Assistant Township Manager
Lori Coon - Recording Secretary
Ron Henshaw - Director, Planning & Development Services
Chad Julkowski - Manager, Information Systems
Adam Osterrieder - Assistant Township Manager
Michael Palombo - Township Solicitor
Daniel Santoro - Deputy Township Manager
Tim Zinkham - Manager of Engineering Services

Call to Order Chairman Hadley

1. Pledge of Allegiance

Chairman Hadley called the virtual meeting, conducted via GotoWebinar, to order at 6:30 p.m.

An audio recording of the salute to the flag was played.

2. Roll Call

When the meeting was called to order, all Supervisors were present and able to participate in the virtual meeting.

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

There was no public comment submitted for this meeting.

4. Important Information Concerning Public Comment:

Chairman Hadley announced citizens wishing to be included in the public comment portion of this meeting, as well as those providing testimony, should follow instructions provided on this weblink: <https://www.cranberrytownship.org/boardmeeting>

Chairman Hadley also announced citizens unable to connect on-line, were asked to call the Manager's Office at 724-776-4806 ext. 1103 by 5:00 pm. on the day of the meeting and leave your comment, along with your name and address. Presentations for public hearings were available for public view at this weblink: <https://www.cranberrytownship.org/87/Public-Notices>

5. Announcement

The Regular Board meeting on Thursday, October 1, 2020 has been cancelled. Accordingly, the Board will consider action on all agenda items this evening.

Public Hearings

6. Public Comment - Bill No. 2020-06 - Ordinance for Vacation of Public Right-of-Way on Unionville Road (T-328)

Accept public comment on Bill No. 2020-06, vacating public Right-of-Way between the intersections of Unionville Road and Ogle View Road to the intersection of Unionville Road and Main Street along Unionville Road (T-328).

(Following public comment and provided no additional testimony is needed, it is the recommendation to close the public hearing with consideration at this meeting under Public Works and Engineering.)

Tim Zinkham affirmed he was sworn in and provided an overview of the vacating of a section of Unionville Road to allow for construction of Phases 7, 10 and 11 of the Meeder Development and future construction of the proposed roundabout.

Chairman Hadley inquired about the confusion of the street name changes.

Mr. Zinkham responded this next phase is a temporary condition and the street names are still being evaluated with the Public Safety Department.

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

Planning & Development Services

7. PR #27134 - Park Place Amendment No. 40 - Prelim/Final Subdivision (TLD 12/26/20)

Motion to adopt Resolution No. 2020-49, granting Lot Line Revision approval to create 4 units on Lot 6N and create 4 units on Lot 6O within the Park Place development located along Bucktail Drive.

Ron Henshaw provided an overview of the lot line revision stating it is a typical party wall separation.

VOTING

Motion by: Skorupan, John

Second by: Mazzoni, Bruce

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

Motion Carried

Public Works and Engineering

8. Contract Action Requests (CAR's)

9. Contract Change Orders

10. CAR #20-05-03 - Change Order - Micro-Surfacing 2020

Motion to approve CAR #20-05-03 - Change Order - Micro-Surfacing 2020 - to Peter J. Caruso & Sons Inc. in the amount of \$12,889.90.

Tim Zinkham provided an overview of the changes to the Micro-Surfacing project. Mr. Zinkham stated there was additional Micro-Surfacing at the intersection of Thornhill Road and Rolling Road and line eradication of pavement marking in Graham Park.

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

11. CAR #20-15-05 Change Order - Pickleball Fencing

Motion to approve CAR #20-15-05 Change Order - Pickleball Fencing - to Abel Fence LLC for a deduction in the amount of (\$825.00).

Tim Zinkham stated the change order deduction is because we are able to reuse some of the four foot chain link mesh with the new fencing project .

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

12. Contract Payments

13. CAR #19-15-10-RNABT - Partial Payment - MSA Thruway - Construction - RNABT

Motion to approve CAR #19-15-10-RNABT - Partial Payment - MSA Thruway - Construction - RNABT- to Allegheny Excavating, Inc. in the amount of \$211,308.97.

Tim Zinkham stated the MSA partial payments are broken down into multiple pay requests due to the grant funding sources.

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

14. CAR #19-15-11-THF - Partial Payment - MSA Thruway - Construction - TIIF

Motion to approve CAR #19-15-11-THF - Partial Payment - MSA Thruway - Construction - TIIF - to Allegheny Excavating, Inc. in the amount of \$429,420.72.

Chairman Hadley inquired as to when the construction lanes on Rt 228 would change.

Mr. Zinkham responded mid-October we will make that switch from construction on the south bound side of Rt. 228 and begin excavating the northbound side of Rt. 228. Mr. Zinkham said we anticipate completion of the North bound side in mid-December if the weather continues to cooperate.

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

15. CAR #20-17-04 - Partial Payment - Rotary Amphitheater Expansion Rebid - General Construction

Motion to approve CAR #20-17-04 - Partial Payment - Rotary Amphitheater Expansion Rebid - General Construction - to Freedom Enterprises & Assoc. in the amount of \$45,545.00.

Mr. Zinkham stated the Rotary Amphitheatre project is about 15% complete and he anticipates completion of the project in December of this year.

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

16. CAR #20-04-03 - Final Payment - Crack Sealing 2020

Motion to approve CAR #20-04-03 - Final Payment - Crack Sealing 2020 - to Crilon Corp. in the amount of \$54,208.55.

VOTING

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

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

Motion Carried

17. CAR #20-05-04 - Final Payment - Micro-Surfacing 2020

Motion to approve CAR #20-05-04 - Final Payment - Micro-Surfacing 2020 - to Peter J. Caruso & Sons Inc. in the amount of \$98,100.70.

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 #20-16-05 - Final Payment - North Boundary Park Concrete 2020 - Rebid

Motion to approve CAR #20-16-05 - Final Payment - North Boundary Park Concrete 2020 - Rebid - to Kishmo, Inc. in the amount of \$3,792.13.

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

19. CAR #20-15-06 - Final Payment - Pickleball Fencing

Motion to approve CAR #20-15-06 - Final Payment - Pickleball Fencing- to Abel Fencing LLC in the amount of \$48,618.00.

Mr. Zinkham said all of the Final Payment projects have been inspected and have been

completed in accordance with our specifications.

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

20. Contract Awards

21. CAR # 20-20-02 - Contract Award - Goehring Road Water Line Project - Rebid

Motion to approve CAR # 20-20-02 - Contract Award - Goehring Road Water Line Project - Rebid - to Stefaniks N.G.C.C. in the amount of \$173,831.00.

Mr. Zinkham stated we received nine bids for the Goehring Road Water Line Project Rebid and we are very pleased with the bids.

Chairman Hadley asked if we satisfied that we have a responsible bidder.

Mr. Zinkham responded we are familiar with the contract and subcontractor. Mr. Zinkham said we experienced positive results with these contractors in the past.

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

22. Authorizations to Bid

23. Purchase Awards

24. Bond Release Requests

25. Bond Release Requests

Motion to approve the following Bond Release Requests:

FINAL DENIED - PARTIAL RELEASED:

1. D0408-09-PH35 - Park Place Marketing, LLC

FINAL DENIED:

1. D0408-12-PH4 - Park Place Marketing, LLC

Mr. Zinkham explained both developments are missing some signage so we are holding back the final release of the bonding.

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

Township Manager

- 26.** Consideration of an Ordinance to vacating public Right-of-Way on Unionville Road

Motion to adopt Ordinance No. 2020-497 (Bill No. 2020-06), vacating public Right-of-Way between the intersections of Unionville Road and Ogle View Road to the intersection of Unionville Road and Main Street along Unionville Road (T-328).

VOTING

Motion by: Manipole, Mike
Second by: Mazzoni, Bruce

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

Motion Carried

- 27.** Consideration of the Minimum Municipal Obligation (MMO) for the Uniformed and Non-Uniformed Pension Plans for the Year 2021

Motion to adopt Resolution No. 2020-50, establishing the Township's Minimum Municipal Obligation for the Uniformed and Non-Uniformed Pension Plans for the year 2021.

Chairman Hadley noted the Pension Plans are in great shape in comparison to other Municipalities. Mr. Hadley stated he appreciates the diligence in managing these plans to ensure that our employees are protected.

VOTING

Motion by: Manipole, Mike
Second by: Mazzoni, Bruce

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

Motion Carried

28. Hamister Hospitality Cranberry II (Clarion Inn) Tax Assessment Appeal - 20003 Rt. 19

The Board is being asked to consider settlement of both 2020 and 2021 tax assessment appeals based on a fair market value of \$3,300,000 for both years.

Motion to approve settlement of the 2020 tax assessment appeal filed at Butler County Docket No. 2019-40409, based on a fair market value of \$3,300,000 and to approve settlement of the tax assessment appeal filed for the tax year 2021 for the same property, also based on a fair market value of \$3,300,000.

Supervisor Skorupan asked if the reassessment was due to COVID-19 and the lack of business.

Mr. Andree responded we will probably see more reassessments for the hotels in the future.

VOTING

Motion by: Manipole, Mike
Second by: Mazzoni, Bruce

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

Motion Carried

29. Consideration of the Appointment of the Environmental Advisory Committee Members

Motion to adopt Resolution No. 2020-51, Appointing the members of the Environmental Advisory Committee

Supervisor Manipole read Resolution 2020-51. The newly appointed members names were stated in the reading.

Chairman Hadley expressed his appreciation for the Committee and stated he looks forward to working with the Committee in the future.

VOTING

Motion by: Manipole, Mike
Second by: Mazzoni, Bruce

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

Motion Carried

30. Ordinance Repealing and Replacing Chapter 19 Wastewater Pretreatment (Ordinance 2006-373)

Motion to Adopt Ordinance No. 2020-498, Repealing and Replacing Chapter 19 of the Township Code of Ordinances pertaining to Wastewater Pretreatment to address Industrial Pretreatment, Fats, Oils, and Grease (FOG) and general sewer requirements and providing for severability and repeal of all prior inconsistent ordinances.

VOTING

Motion by: Manipole, Mike
Second by: Mazzoni, Bruce

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

Motion Carried

31. CWH2 Associates LP Tax Assessment Appeals - 1401 Cranberry Woods Dr.

The Board is being asked to consider settlement of both 2020 and 2021 property tax assessment appeals.

Motion to approve the settlement of the tax assessment appeals filed by CWH2 Associates LP, (Home 2 Suites Hilton Hotel), Tax ID No. 130-4F44-36L, Butler County Docket Case No. 19-40424, in accordance with the terms of the Court's September 11, 2020 Order.

Chairman Hadley asked the solicitor to explain the process for the tax appeal assessments.

Mr. Palombo, the Township solicitor, explained when the assessment is filed, the Township cooperates with the County and the School District to obtain an appraisal to evaluate the request. Mr. Palumbo stated they then analyze the information with experts. If the issue is not resolved it will end up in a hearing before the court. In cooperation with the County and the school district, the Township tries and obtain the best information and the best settlement based on the expert information that is provided.

Mr. Skorupan asked if another assessment seeking an increase could be completed when the economy returns.

Mr. Palombo stated a reassessment can be filed seeking an increase. Mr. Palombo stated a reassessment for an increase is not common but coming out of COVID-19 that may change.

VOTING

Motion by: Manipole, Mike

Second by: Mazzoni, Bruce

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

Motion Carried

32. Personnel

One (1) recommendation motion attached.

Chairman Hadley noted the wide range of research that had been done to fill this position and the number of qualified candidates that interviewed. Chairman Hadley stated it is great to have a person of this caliber come onboard.

Supervisor Skorupan stated it is nice to have someone from outside the area with some different ideas.

VOTING

Motion by: Manipole, Mike

Second by: Mazzoni, Bruce

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

Motion Carried

33. Appointment to the Building and Fire code Board of Appeals

Motion to appoint Eric Green to the vacant position on the Building and Fire Code Board of Appeals, with his term to expire on December 31, 2021.

VOTING

Motion by: Manipole, Mike
Second by: Mazzoni, Bruce

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

Motion Carried

Additional Township Solicitor Business

Mr. Palombo stated there was no additional business for this meeting.

Minutes

34. Meeting Minutes:

Motion to approve the minutes of the following meetings:

Meeting minutes:

1. Minutes of the August 27, 2020 Agenda Preparation Meeting
2. Minutes of the September 8, 2020 Special Meeting

VOTING

Motion by: Hadley, Richard
Second by: Mazzoni, Bruce

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

Motion Carried

Remittance & Payroll Warrants

35. Remittance Proposals & Payroll Warrants - 9/24/20

Motion to approve the following Remittance Proposals & Payroll Warrants:

1. Remittance Proposal AUG20WIR dated 8/31/20
2. Remittance Proposal SEP20PP1 dated 9/01/20
3. Remittance Proposal SEP20MID dated 9/18/20
4. Remittance Proposal SEP20REF dated 9/21/20
5. Remittance Proposal OCT20BIG dated 10/04/20
6. Payroll Warrant 172020 dated 8/21/20
7. Payroll Warrant S1620 dated 8/31/20
8. Payroll Warrant 182020 dated 9/4/20
9. Payroll Warrant S1720 dated 9/15/20

VOTING

Motion by: Hadley, Richard
Second by: Mazzoni, Bruce

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

Motion Carried

Reports

36. Monthly Reports

1. Planning & Development Services - August 2020
2. Police Department Monthly Report - August 2020
3. Open Records Summary - August 2020
4. Property Tax Collections - August 2020
5. Budget and Balance Sheet Report - August 2020
6. Public Works Monthly Activity Report - September 2020
7. BCTP Compliance History Report - September 2020
8. BCTP Flow Data Report - September 2020
9. Cranberry Highlands Golf Report - September 2020
10. Fire Company Monthly Report - August 2020
11. EMS Monthly Report - September
12. Technology and Communications Report - September

Chairman Hadley acknowledged the construction value provided in the Planning and Development report is \$113 million with one quarter remaining in the year. Chairman Hadley stated with the Meeder Property and Westinghouse we could come very close to surpassing the highest value in the last five years.

Chairman Hadley inquired about the Flow Report from the Brush Creek Treatment Plant. Mr. Hadley stated the report indicated significant declines in the average daily flow. Mr. Hadley inquired if it was due to reduced rainfall or if there are other factors.

Mr. Andree said rainfall does have a significant impact. Mr. Andree stated he will obtain a more detailed explanation and get back to the Board.

Additional Business

There was no additional business for this meeting.

Adjournment

37. Motion to Adjourn

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,

Lori Coon, Recording Secretary