

MINUTES

Cranberry Township Board of Supervisors Agenda Preparation Meeting Thursday, December 10, 2020

Supervisors:

Richard Hadley
Bruce Hezlep
Mike Manipole
Bruce Mazzoni
John Skorupan

Staff Present:

Jerry Andree - Township Manager
Bert Bertoncello - Assistant Township Manager
Sandy Burnside - Assistant Executive Secretary
Lori Coon - Recording Secretary
Ron Henshaw - Director, Planning & Development Services
Chad Julkowski - Manager, Information Systems
Michael Malak - Director, Engineering & Environmental Services
Lucas Martsolf - Assistant Township Manager
Adam Osterrieder - Assistant Township Manager
Michael Palombo - Township Solicitor
Daniel Santoro - Deputy Township Manager

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. 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>.

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

William Shaner did attempt to make a public comment but the connection was lost. Chad Julkowski verified that the technical difficulty was not on the Township's network.

No public comment was received.

Prior to the start of the Public Hearing section of the meeting, Solicitor Mike Palumbo administered the Oath of Truth to those wishing to provide testimony.

Public Hearings

5. Bill No. 2020-07 - Ordinance Amendment - Chapter 27 (Zoning)

Accept public comment on an Ordinance Amendment to Chapter 27 (Zoning) to clarify accessory dwelling uses and micro-brewery regulations.

(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 Planning & Development Services.)

Ron Henshaw confirmed he was sworn in and provided an overview of the amendment to Chapter 27 clarifying accessory dwelling uses and micro-brewery regulations.

6. Bill No. 2020-08 - Ordinance Amendment - Chapter 27 (Zoning)

Accept public comment on an Ordinance Amendment to Chapter 27 (Zoning) to complete a comprehensive update to the zoning map.

(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 Planning & Development Services.)

Ron Henshaw provided an overview of Bill No. 2020-08 which amends Chapter 27 (Zoning) to update the zoning map. Mr. Henshaw stated the comprehensive zoning map change provides options to the commercial core with residential flexibility allowing developers to choose the appropriate overlay.

Motion to close the public hearing with consideration of this item this evening under Planning and Development Services.

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. Bill No. 2020-09 - Proposed MMH Overlay

Staff is continuing to review the existing zoning regulations for consistency with the Cranberry Plan. As part of this review, the Board is being asked to authorize staff to proceed with a potential zoning amendment that would provide for an additional overlay district. The intent of the proposed Missing Middle Housing (MMH) Overlay would be to provide for an additional mix of housing opportunities throughout the community.

Accordingly, the Board is being asked to consider the following motion:

Motion to authorize a public hearing and consideration of adoption of Bill No. 2020-09 at the January 28, 2021 meeting.

Ron Henshaw provided an overview of the Proposed MMH Overlay. Mr. Henshaw stated the overlay focuses on the missing middle housing option with the intent to focus on younger families to fill the current gap.

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

8. PR #27756 - Reserve at Eagle Hill Amendment No. 13 - Prelim/Final Subdivision (TLD 3/6/21)

Motion to adopt Resolution No. 2020-68, granting, Lot Line Revision application to create 6 units on Lot 110 within the Reserve at Eagle Hill development located along

Moyer Hill Drive.

Mr Henshaw stated the lot line revision, for Reserve at Eagle Hill, is a typical party wall revision.

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

9. Bill No. 2020-07 - Zoning Amendment

Motion to adopt Ordinance No. 2020-500 (Bill No. 2020-07 which amends Chapter 27, Zoning) to clarify accessory dwelling uses, micro-brewery, winery regulations and updating C-3 to permit an additional use.

VOTING

Motion by: Skorupan, John

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

10. Bill No. 2020-08 - Zoning Amendment

Motion to adopt Ordinance No. 2020- 501 (Bill No. 2020-08) which amends Chapter 27, Zoning, for a comprehensive zoning map update.

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

11. Contract Action Requests (CAR's)
12. Contract Change Orders
13. Contract Payments
14. CAR #19-15-20-RNABT - Partial Payment - MSA Thruway - Construction - RNABT

Motion to approve CAR #19-15-20-RNABT - Partial Payment - MSA Thruway - Construction - RNABT - to Allegheny Excavating, Inc. in the amount of \$6,641.58.

Mike Malak stated the MSA Thruway Project is 50% complete and the conspan bridge is anticipated to be delivered at the beginning of 2021.

Supervisor Hezlep asked when the MSA Thruway Project is scheduled to be completed.

Mr. Malak replied completion is expected in summer of 2021.

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# 19-15-21-TIIF - Partial Payment - MSA Thruway - Construction - TIIF

Motion to approve CAR# 19-15-21-TIIF - Partial Payment - MSA Thruway - Construction - TIIF - to Allegheny Excavating, Inc. in the amount of \$31,114.16.

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 #20-17-09 - Partial Payment - Rotary Amphitheater Expansion Rebid - General Construction

Motion to approve CAR #20-17-09 - Partial Payment - Rotary Amphitheater Expansion Rebid - General Construction - to Freedom Enterprises & Associates in the amount of \$41,515.27.

Mike Malak stated the Rotary Amphitheater Expansion is 60% complete and the completion of the project is expected to be in the spring of 2021. Mr. Malak reported the receipt of a \$30,000 grant to provide handicap access to the Amphitheater.

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

17. CAR #20-20-04 - Final Payment - Goehring Road Water Line Project - Rebid

Motion to approve CAR #20-20-04 - Final Payment - Goehring Road Water Line Project - Rebid -to Stefanik's Next Generation Contracting Co. in the amount of \$11,999.80.

Mike Malak reported the Geohring Water Line Project is complete and the waterline is in service.

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. Contract Awards

19. CAR # 19-06-04 - Contract Award - Cranberry Township Municipal Building - Housekeeping Services

Motion to Approve CAR # 19-06-04 - Contract Award - Cranberry Township Municipal Building - Housekeeping Services to - America's Cleaning Co. in the amount of \$89,956.92 (Year 3).

Mr. Malak explain the Housekeeping Services contract is typically bid on a one-year basis with the option to renew. Mr. Malak said the contract is at the end of year two. Positive feedback has been obtained from the Township Facilities department in regards to our current provider, therefore the Township is recommending a contract for year three.

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. Authorizations to Bid

21. CAR #21-01-01 - Authorization to Bid - Printing Services - Cranberry Township Newsletter

Motion to approve CAR #21-01-01 - Authorization to Bid - Printing Services - Cranberry Township Newsletter

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. Purchase Awards

23. Bond Release Requests

24. Bond Release Requests:

Motion to approve the following Bond Release Requests:

PARTIAL RELEASE

1. D0408-01-PH7 - Park Place, Phase 7

FULL RELEASE

1. D2908-03 - Ron Lewis Vehicle Display, 21191 Route 19
2. D0408-11-PH35 - Park Place, Phases 3 & 5
3. D0408-14-PH4 - Park Place, Phase 4

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

25. Resolution to Adopt Final Budget for the Year 2021

Motion to adopt Resolution No. 2020-69, approving the proposed 2021 budget, which maintains the current real estate tax rates.

Mr. Andree stated the 2021 budget was created with one million dollars less in revenue and still provides all the current programs.

Chairman Hadley noted the 2021 budget presented is a very good budget considering the current economic situation.

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

26. Resolution to Establish the Property Tax Rates for the Year 2021

Motion to adopt Resolution No. 2020-70, establishing the Property Tax Rates for the

Year 2021, which will remain the same as 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

- 27.** Purchase Approval #00021001-00 - RT 228 Gateway, Freedom Rd Ph. 2 Preliminary Design, Work Order #3-BUILD 2 Grant

Motion to approve Purchase Approval #00021001-00 - RT 228 Gateway, Freedom Rd Ph. 2 Preliminary Design, Work Order #3-BUILD 2 Grant - to KCI Technologies Inc. in the amount of \$391,725.51.

Dan Santoro provided an overview of the BUILD 2 Grant and noted the partnership with the Commonwealth of PA to complete the vision of the project. Mr. Santoro stated the project includes Phase 1 from Commonwealth Drive to Haine School Road and Phase 2 from Haine School Road to the county line. Mr. Santoro noted the project will provide pedestrian and bike routes along the Freedom Road Corridor.

Chairman Hadely praised all involved in putting this project in motion.

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

- 28.** Purchase Approval #00021002-00 - Rt. 228 Gateway, Freedom Rd. Phase 1 Construction Consultant - Work Order #4 - BUILD 1 Grant

Motion to approve -Purchase Approval #00021002-00 - Rt. 228 Gateway, Freedom Rd. Phase 1 Construction Consultant - Work Order #4 -BUILD 1 Grant - to KCI Technologies in the amount of \$36,831.61.

Mike Malak stated the PennDot bids for the BUILD 1 Grant are due on January 7, 2021 and slated to be awarded in March, 2021 with utility relocation in 2021 and road construction in 2022.

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

29. Purchase Approval #00021003-00 - MSA Thruway Supplement for Construction Phase Services

Motion to approve Purchase Approval #00021003-00 - MSA Thruway Supplement for Construction Phase Services - to HRG in the amount of \$40,000.00.

Mike Malak provided an overview of the supplement construction for the MSA Thruway. Mr. Malak said additional services are needed to move forward.

Supervisor Skorupan asked the amount of the original bid.

Mr. Malak stated the original bid was \$80,000.

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

30. Purchase Approval #00021004-00 - Municipal Campus Master Plan Site Improvements

The 2021 capital projects list anticipates reconstruction of the rear parking lot of Municipal Center to correct drainage issues as well as reconfiguring the parking lot layout to optimize the number of parking spaces. The Board has also discussed advancing enhancements to the front area of the Municipal Center to provide for an enhanced public space and to reinforce the connection to the soon to be completed signalized intersection at Rochester Road and Municipal Center Drive and associated parking needs at the Municipal Center.

Motion to approve Purchase Approval #00021004-00 - Municipal Campus Master Plan Site Improvements - to HRG in the amount of \$74,225.00.

Dan Santoro provided an overview of the Municipal Campus Master Plan Site Improvements.

Chairman Hadley inquired as to when the improvements will move ahead.

Mr. Santoro stated the improvements will be a phased approach starting with potential for construction in the rear of Municipal Center in late 2021 and moving into the other phases through 2022.

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

Additional Township Solicitor Business

Mr. Andree requested a brief executive session with the Board of Supervisors on December 11, 2020 at 9:30 am to discuss personnel.

The Board approved the executive session.

The solicitor did not have any additional business to discuss at this meeting.

Minutes

31. Meeting Minutes 11-19-20

Motion to approve the Minutes from the 11-19-20 agenda prep meeting.

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

Remittance & Payroll Warrants

32. Remittance Proposals & Payroll Warrants

Motion to approve the following Remittance Proposals & Payroll Warrants

1. Remittance Proposal NOV20REF dated 11-20-20
2. Remittance Proposal NOV20PP1 dated 11-23-20
3. Remittance Proposal NOV20PPD dated 11-30-20
4. Remittance Proposal NOV20WIR dated 11-30-20
5. Payroll Warrant S2120 dated 11-16-20
6. Payroll Warrant 242020 dated 11-27-20
7. Payroll Warrant S2220 dated 11-30-20

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

Reports

33. Monthly Reports

Monthly Reports

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

Additional Business

There was no additional business for the meeting.

Adjournment

The meeting was adjourned at 7:20 p.m.

34. Motion to Adjourn

VOTING

Motion by: Skorupan, John

Second by: Manipole, Mike

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

Respectfully submitted,

Lori Coon, Recording Secretary