

MINUTES

Cranberry Township Board of Supervisors Re-Organization Meeting Monday, January 4, 2021

Chairperson:

Richard Hadley

Supervisors:

Bruce Hezlep
Mike Manipole
Bruce Mazzoni
John Skorupan

Staff Present:

Jerry Andree - Township Manager
Bert Bertoncello - Assistant Township Manager
Lori Coon - Recording Secretary
Chad Julkowski - Manager, Information Systems
Michael Malak - Director, Engineering & Environmental Services
Lucas Martsof - Assistant Township Manager
Adam Osterrieder - Assistant Township Manager
Michael Palombo - Township Solicitor
Daniel Santoro - Deputy Township Manager

Guests Present:

The Andree Family

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:

Citizens wishing to be included in the public comment portion of this meeting should follow instructions provided on this weblink:

<https://www.cranberrytownship.org/boardmeeting>

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.

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

There was no public comment for this meeting.

Election of Officers

5. Board of Supervisors - Election of Officers

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

Mr. Mazzoni nominated and made a motion to elect Dick Hadley as Chairman of the Board of Supervisors for the Year 2021. Mr. Skorupan seconded the motion.

VOTING

Motion by: Mazzoni, 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

Mr. Mazzoni nominated and made a motion to elect Michael Manipole as Vice-Chairman of the Board of Supervisors for the Year 2021. Mr. Skorupan seconded.

VOTING

Motion by: Mazzoni, 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

Organizational Business

6. Appointment of Township Manager

Motion to appoint Daniel D. Santoro as the Township Manager effective 1/5/21 and to approve his Employment Agreement through the next Board organizational meeting following the next municipal election, pursuant to the Township Code.

Chairman Hadley expressed gratitude to Jerry Andree for the great accomplishments during Mr. Andree’s career. Chairman Hadley conveyed the Board’s support and confidence in Dan Santoro with regards to his new duties.

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

7. Recommend Treasurer's Bond

Motion to establish the Treasurer's Bond for the Year 2021 at \$500,000.00 through the Selective Insurance Company of America.

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

8. Appointment of Solicitor

Motion to reappoint the firm Campbell Durrant, P.C. as Township Solicitor.

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

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

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

10. Appointment of Real Estate Transfer Tax Collector

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

11. Establish 2021 Board of Supervisor's Meeting Schedule

Motion to approve the following meeting schedule for 2021.

In 2021, the Board of Supervisors will meet at 6:30 p.m. on the following Thursdays, except as noted below.

- Organization Meeting - January 4 - Monday
- January Agenda Prep. - January 28
- February Regular - February 4
- February Agenda Prep. - February 25
- March Regular - March 4
- March Agenda Prep. - March 25
- April Regular - April 1
- April Agenda Prep. - April 29
- May Regular - May 6
- May Agenda Prep. - May 27
- June Regular - June 3
- June Agenda Prep - June 24
- July Regular - July 1
- July Agenda Prep. - July 29
- August Regular - August 5
- August Agenda Prep. - August 26
- September Regular - September 2
- September Agenda Prep. - September 30
- October Regular - October 7
- October Agenda Prep. - October 28
- November Regular - November 4
- November Agenda Prep. - November 18
- December Final Meeting of the Year - December 9

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

12. Accept an Appointment of Sewage Enforcement Officer and Alternate

Motion to appoint Jeffrey D. Winkle as Sewage Enforcement Officer and Michael J. Groves as the Alternate Sewage Enforcement Officer.

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. Publication of Official Notices

Motion to designate the Butler Eagle for the publication of the Township’s legal notices.

VOTING

Motion by: Hezlep, Bruce
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

14. Appointments of Liaisons by the Chairman

1. Library and Parks & Recreation and Councils of Governments. (In 2020, Vice Chairman Manipole)
2. Planning & Development Services, including Code Administration, Planning Commission, and Zoning Hearing Board, and Building/Fire Codes Board of Appeals. (In 2020, Supervisor Skorupan)
3. Public Safety, including Police, Fire, and Emergency Management. (In 2020, Supervisor Mazzoni)
4. Public Works. (In 2020, Supervisor Hezlep)
5. Administration. (In 2020, Chairman Hadley)
6. Intergovernmental Relations. (In 2020, Supervisors Mazzoni and Skorupan)

Chairman Hadley suggested all Liaisons retain the same appointments as 2020. All

Supervisors agreed.

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

15. Re-appointments to Boards and Commissions:

Motion to re-appoint James Beck to the Building/Fire Codes Board of Appeals for a three-year term expiring December 31, 2023.

Motion to re-appoint Robert Watters to the Building/Fire Codes Board of Appeals for a three-year term expiring December 31, 2023.

Motion to re-appoint Allyson Mazzoni to the Library Board to a three-year term expiring December 31, 2023.

Motion to re-appoint Eric Vollmer to the Library Board to a three-year term expiring December 31, 2023.

Motion to re-appoint Sharon Beck to the Planning Advisory Commission to a four-year term expiring December 31, 2024.

Motion to re-appoint Susan Rusnak to the Planning Advisory Commission to a four-year term expiring December 31, 2024.

Motion to re-appoint Ed Sarver to the Vacancy Board to a one-year term expiring December 31, 2021.

Motion to re-appoint Vincent Plocido to the Zoning Hearing Board for a five-year term expiring December 31, 2025.

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. Appointment of Delegates to the Butler County Tax Collection Committee

Motion to adopt Resolution No. 2021-01, appointing Delegates to the Butler County Tax Committee.

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

Administration

17. Appointment of a Certified Public Accounting Firm to perform the Financial Audit for the Year 2021

Motion to adopt Resolution No. 2021-02, appointing the firm of Maher Duessel to provide audit services to the Township for the Year 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

18. Designation of Depositories

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

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

19. Resolution for the Appointment of Authorized Representatives to Berkheimer Associates

Motion to adopt Resolution No. 2021-03, appointing Authorized Representatives to Berkheimer Associates.

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

20. Meeting Minutes 12-10-20 & 12-18-20

Motion to approve the following meeting minutes:

1. Minutes of the December 10, 2020 Agenda Preparation Meeting
2. Minutes of the December 18, 2020 Special 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

Other Business Pertinent to the Township

21. Sun Valley Stormwater Property Acquisition - Lease Agreement

At the August 27, 2020 meeting, the Board approved an agreement to acquire the

property at 1172 Freedom Road for the Sun Valley Stormwater project. The Township and property owner are prepared to move forward with the property closing. The Township does not plan to begin the Stormwater project until later in 2021. The existing property owner has requested approval to lease the property back from the Township after the closing through June 30, 2021.

Motion to approve execution of a lease agreement with Michael and Jeanne Safreed effective at the time of property closing through June 30, 2021 for the property located at 1172 Freedom Road, subject to review of the Township Solicitor.

Mr. Andree provided an overview of the execution of a lease agreement with Michael and Jeanne Safreed for the property at 1172 Freedom Road subject to review with the Township Solicitor.

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

22. Ratify renewal of ICMA-RC Administrative Services Agreement

The Board is being asked this evening to consider the following motion to ratify a new ICMA-RC Administrative Services Agreement that incorporates updates to the Township 457 and 401 Retirement Program

Motion to ratify the Administrative Services Agreement with ICMA-RC incorporating updates to the 401 and 457 Retirement Programs, effective December 28, 2020 thru December 27, 2025, as previously authorized by Resolution 2012-53.

Mr. Andree provided an overview of the updates to the Administrative Services agreement with ICMA-RC effective December 28, 2020 through December 27, 2025.

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. Resolution Establishing Employee Benefits for Non-Uniformed, Non-bargaining Unit

Employees

Motion to adopt Resolution No. 2021-04, Establishing Employee Benefits for Non-Uniformed, Non-bargaining Unit Employees

Mr. Andree stated employee benefits will remain the same as 2020 benefits and continue thereafter unless changes are necessary.

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. Personnel

Three (3) recommended motions attached.

Motion to ratify the hire of Derek Oswald, Utility IV, Labor Grade 1, Utilities Department, at an hourly rate of \$22.38, effective January 11, 2021.

VOTING

Motion by: Hezlep, Bruce
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

Motion to ratify the hire of William Enciso, Utility IV, Labor Grade 1, Utilities Department, at an hourly rate of \$22.38, effective January 18, 2021.

VOTING

Motion by: Hezlep, Bruce
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

Motion to approve the change in employment status of David Reynolds, Safety Coordinator, in the Manager’s Office, from part-time to full-time regular at a semi-monthly rate of \$2,708 effective January 5, 2021.

VOTING

Motion by: Hezlep, Bruce
 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

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

25. Farewell to Jerry Andree

The Township Supervisors, employees and the Andree Family presented a celebration of Jerry Andree’s career. Ms. Jennifer Andree provided a special message about her father’s career and the family’s involvement in growing up Cranberry and congratulated her father on behalf of the Andree Family.

Mr. Dan Santoro read a letter from the Township employees expressing gratitude for Mr. Andree’s thirty plus year of service to the community. Mr. Santoro presented Mr. Andree with a photo book with highlights from Mr. Andree’s career.

Mr. Mike Manipole expressed words of appreciation to Mr. Andree and presented Mr. Andree with a memory book which contained personal notes from the Supervisors and employees.

Mr. Bruce Hezlep offered appreciation to Mr. Andree and presented him with a street sign stating “Jerry Andree Way” which is possibly slated to be placed at the Municipal Center entrance.

Mr. Bruce Mazzoni expressed gratitude for Mr. Andree’s community service and outstanding career. Mr. Mazzoni presented a bench and plaque to be placed in a Township park of Mr. Andree’s choosing.

Chairman Hadley expressed sincere gratitude for Mr. Andree’s accomplishment during his thirty plus year career. Chairman Hadley presented Mr. & Mrs. Andree with a gift certificate to

Bedford Springs from the Board of Supervisors.

Supervisor Skorupan expressed gratitude to Mr. Andree for a successful career and for his service to the community. A video was created by the Communications Team highlighting Mr. Andree's career. The video was played this evening.

Chairman Hadley presented Mr. Andree with the Jerry Andree Endowment Fund which will be administered by the Cranberry Township Community Chest. The fund will continue to provide for the beautiful park system in the Township. Chairman Hadley stated as of Monday, January 4, 2021 contributions had been made by 155 people with a current balance of \$98,680.

Chairman Hadley opened the floor to public comment. Many people spoke to thank Mr. Andree and wish him all the best in his retirement.

Mr. Jerry Andree thanked the Board for the recognition and the opportunity to serve the Township for thirty plus years. Mr. Andree also acknowledged the Board for practicing good government and always having a vision of the future.

Adjournment

26. Motion to Adjourn

The meeting adjourned at 7:46 pm.

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		

Respectfully submitted,

Lori Coon, Recording Secretary