

MINUTES

Cranberry Township Board of Supervisors Agenda Preparation Meeting Thursday, March 25, 2021

Supervisors:

Richard Hadley
Bruce Hezlep
Mike Manipole
Bruce Mazzoni

Staff Present:

Bert Bertoncello - Assistant Township Manager
Sandy Burnside - Assistant Executive Secretary
Lori Coon - Recording Secretary
Ron Henshaw - Director, Planning & Development Services
Chad Julkowski - Director, Information Technology
Michael Malak - Director, Engineering & Environmental Services
Lucas Martsof - Assistant Township Manager
Michael Palombo - Township Solicitor
Daniel Santoro - Township Manager

Guests:

Michael Eisen, Representative of Frito-Lay
Peter Pavek, Representative of Frito-Lay

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, a quorum consisted of Chairman Hadley, Supervisor Hezlep, Supervisor Manipole and Supervisor Mazzoni.

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

There was no public comment at this time, however, the Township did receive written public comments prior to the meeting. The written comments were provided to the Board in advance of the meeting and are attached to these minutes.

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 if you are unable to connect on-line, please 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 are available for public view at this weblink: <https://www.cranberrytownship.org/87/Public-Notices>

5. Presentations for the April 1, 2021 meeting

Chairman Hadley announced the Cranberry EMS will present their annual update at the April 1, 2021 Regular meeting.

Public Hearings

6. Bill No. 2020-09 - Ordinance Amendment - Chapter 27 (Zoning)

Accept public comment on an Ordinance Amendment to Chapter 27 (Zoning) to provide for an additional overlay district. The Missing Middle Housing (MMH) Overlay District would provide an additional mix of housing opportunities throughout the community.

Prior to the start of the public hearing section of the meeting, Solicitor Michael Palumbo administered the Oath of Truth to those providing public testimony.

Ron Henshaw explained at the previous meeting it was established more time would be required to work through the residents concerns on the Missing Middle Housing Overlay Project (MMH Project). Mr. Henshaw recommended the withdrawal of Bill No. 2020-09 to continue to address residents concerns, receive input from residents and create a revised Bill within the next several months.

Chairman Hadley asked the Solicitor the options required to withdraw the Bill.

Solicitor Michael Palumbo explained that the Board has two (2) options. One option is to accept the withdraw, therefore there would be no basis to continue the public hearing. The second option is to not accept the withdraw and continue with the public hearing.

The Board thanked Township staff for engaging the community and thanked the community for their input.

Motion to withdraw Bill 2020-09 – Ordinance Amendment – Chapter 27 (Zoning) and to close the Public Hearing.

Chairman Hadley discussed the importance of the planning process to guide healthy sustainable growth within the Township. The Cranberry Comprehensive Plan, established in 1995 and updated thereafter, is the result of that planning and provides direction for the growth of infrastructure, recreation, public safety and long term elements of sustainability. Chairman Hadley thanked all who participated in providing their thoughts and concerns. We will work together to meet the needs of the community to continue to move forward.

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		

Motion Carried

- 7. PR #28151- Frito Lay Expansion - Conditional Use (TLD to open public hearing 4/2/21)

Accept public comment on a Conditional Use application for a two phase expansion to an existing warehouse use building consisting of a 2,634 square foot dock addition in Phase 1 and a 32,490 square foot expansion to an existing Distribution Warehouse in Phase 2 on approximately 10 acres within the Thomson Business Park in the SU-1 zoning district located at 1100 Thomson Park Drive.

Ron Henshaw provided an overview of the Frito-Lay expansion. Mr. Henshaw explained the expansion includes modifications to parking spaces, stormwater detention, and the building. The expansion will also include sidewalks and streetscape.

Peter Pavek, representative from Frito-Lay, confirmed he was sworn in. Mr. Pavek stated he is looking forward to expanding in the community and working with the Township to complete the expansion.

Motion to close the public hearing.

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		

Motion Carried

Planning & Development Services

- 8. PR #28150- Frito Lay Expansion - Preliminary and Final Land Development (TLD 5/22/21)

At the April 1st Regular Meeting, the Board will be asked to consider a Preliminary and Final Land Development application for a two phase expansion to an existing warehouse use building consisting of a 2,634 square foot dock addition in Phase 1 and a 32,490 square foot expansion to an existing Distribution Warehouse in Phase 2 on approximately 10 acres within the Thomson Business Park in the SU-1 zoning district located at 1100 Thomson Park Drive.

9. PR #28152 - Frito Lay Expansion Lot Line Revision - Preliminary and Final Subdivision (TLD 5/22/21)

At the April 1st Regular Meeting, the Board will be asked to consider a Preliminary and Final Subdivision application for the consolidation of two (2) lots consisting of 10.02 acres located at 1100 Thomson Park Drive in the SU-1 zoning district.

10. Bill No. 2021-02 - Zoning Ordinance, Signs

Authorization to proceed for Bill No. 2021-02 - Zoning Ordinance Amendment - Signs

At the April 1, 2021 Regular meeting, the Board will be asked to authorize advertisement of a zoning ordinance amendment to amend the sign section of the ordinance for some minor revisions and language clean up.

Ron Henshaw stated the revisions to the Zoning Ordinance Amendment are technical and typographical changes to the sign section of the Ordinance.

Public Works and Engineering

11. Contract Change Orders

12. CAR #19-15-23-TWPRD - Change Order - MSA Thruway - Construction - TWPRD

At the April 1, 2021 Regular meeting, the Board will be asked to consider CAR #19-15-23-TWPRD - Change Order - MSA Thruway - Construction - TWPRD - to Allegheny Excavating, Inc. in the amount of \$22,852.46

Mike Malak provided an overview of the changes to CAR #19-15-23-TWPRD which include a construction trailer, temporary construction fencing and modifications to the stone sub-base.

13. CAR #19-15-25-MTF - Change Order - MSA Thruway - Construction - MTF

At the April 1, 2021 Regular meeting, the Board will be asked to consider CAR #19-15-25-MTF - Change Order - MSA Thruway - Construction - MTF -to Allegheny Excavating, Inc. in the amount of \$2,488.30.

14. CAR #19-15-24 - Change Order - MSA Thruway- Construction

At the April 1, 2021 Regular meeting, the Board will be asked to consider CAR #19-15-24 - Change Order - MSA Thruway- Construction - To Allegheny Excavating, Inc. for a deduction in the amount of (\$1,216,000.00) for the removal of the A + BX penalty clause from the Contract.

Mike Malak explained the changes to CAR #19-15-25-MTF and CAR #19-15-24 provide for the removal of the established timelines in the contract.

Mike Malak stated the wing-wall on the north side was installed this week and back fill will be completed in the next few weeks. Expected completion is late June early July, 2021.

15. Contract Awards

16. CAR #21-06-02 - Contract Award - Line Painting & Traffic Markings

At the April 1, 2021 Regular meeting, the Board will be asked to consider CAR #21-06-02 - Contract Award - Line Painting & Traffic Markings - to CASMAC Line Striping, Inc. in the amount of \$64,474.24.

Mike Malak stated bids were opened on March 18, 2021 and CASMAC Line Striping Inc. submitted the lowest bid.

17. Purchase Awards

18. Purchase Approval #00021110-00 - Transportation Capital Improvement Plan Update Herbert Rowland & Grubic Inc.

Cranberry Township was one of the first municipalities in the state of Pennsylvania to adopt Transportation Impact Fees which are charged to the developers for road improvements. The Township updates the Transportation Capital Improvement Plan component of the Impact Fee program approximately every five (5) years. It is time again to update our Plan to reflect completed projects and future transportation priorities of the Township.

At the April 1, 2021 Regular meeting, the Board will be asked to consider Purchase Approval #00021110-00 - Transportation Capital Improvement Plan Update - to Herbert Rowland & Grubic Inc. in the amount of \$17,000.00.

Mike Malak stated the new update will be inline with previous updates.

19. Purchase Approval #00021132-00 - Community Park Stream Restoration Design & Permitting

The Township was successful in obtaining a DCNR grant in the amount of \$131,100. for the streambank restoration project in Community Park. We now need to advance the design of the improvements.

At the April 1, 2021 Regular meeting, the Board will be asked to consider Purchase Approval #00021132-00 - Community Park Stream Restoration Design & Permitting in the amount of \$45,945.00 to HRG.

Mike Malak stated this is a three (3) phase project. A field view was conducted with DCNR and the grant funding offers up to 50% of the project costs. Construction costs are estimated to be in the range of \$262,000. In November of 2020, Cranberry Township was awarded \$131,000 for the construction and permitting to be implemented this year. The entire project will be completed in 2022. This project when completed will be credited to the MS4 project.

20. Bond Release Requests:

At the April 1, 2021 Regular meeting, the Board will be asked to consider the following Bond Release Requests:

Full Release - Denied:

1. D0307-14-PH2 - Carriage Manor, Phase II

Partial Release - Denied:

1. D0307-18-PH3 - Carriage Manor, Phase III

Full Release:

1. D2702-09 - Franklin Square, 1656 Rt. 228

Mr. Malak stated that the Carriage Manor Releases were denied due to incomplete construction.

Township Manager

- 21.** Resolution No. 2021-13 - Butler County Parks Renovation Grant

Motion to ratify Resolution No. 2021-13, authorizing the Butler County Parks and Recreation Commission to provide grant funds to renovate the tennis court surfacing at Graham Park. The estimated cost of the project is \$15,250.00 and the grant will provide \$7,500.00 reimbursement to the Township.

Dan Santoro stated the Grant will provide 50% of the cost to repair/replace the tennis court surfaces in Graham Park.

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		

Motion Carried

- 22.** Authorize advertisement of items for sale through Municibid Auctions.

Motion to approve the sale of miscellaneous surplus tools, equipment and miscellaneous items through the Municibid Auction site as identified in the attached memo.

Dan Santoro explained this is the annual gathering of surplus items from the Township to be advertised on Municibid.

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		

Motion Carried

23. Purchase Approval #00021123-00 - 2020 F250 Supercab

Motion to approve Purchase Approval #00021123-00 - New 2020 F250 Supercab - Parks Maintenance Service Truck from Laurel Auto Group in the amount of \$40,680 (includes \$1,000 trade) through COSTARS# 025-043.

Dan Santoro stated that this vehicle will be replacing a 1996 truck. Mr. Santoro commended Fleet personnel for keeping this truck in running order for 25 years.

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		

Motion Carried

24. Southwest Butler County Regional Stormwater Initiative Support

The Board adopted Resolution No. 2020-13 to support working with the ten municipalities in the southwestern corner of Butler County on a regional stormwater and flood mitigation effort for the Connoquenessing Creek Watershed. The effort over the last 15 months has resulted in a draft report that will be submitted to the Butler County Commissioners for consideration of adoption. The report recommends certain projects and initiatives be undertaken by the municipalities after adoption by the County including the adoption of stormwater release rates for all of the municipalities.

At the April 1, 2021 Regular meeting, the Board will be asked to consider adoption of a resolution requesting the Butler County Board of Commissioners adopt the report and begin the process to update the County's Act 167 Plan to incorporate the recommendations of the study.

Dan Santoro explained the Southwest Butler County Regional Stormwater Initiative will provide improvements downstream to ease flooding issues.

Chairman Hadley stated this initiative is a great example of regional cooperation.

25. CTCC Project of the Year Sponsorship Agreement with Armstrong

Through the efforts of CTCC and the Communications Department, we have secured

a sponsorship commitment from Armstrong for the 2021 CTCC Project of the Year, the Rotary Amphitheater enhancement project. The Board is being asked to execute the tri-party sponsorship agreement between CTCC, Armstrong and the Township.

Motion to approve the execution of the tri-party sponsorship agreement with Armstrong for a commitment to the 2021 CTCC Project of the Year, Rotary Amphitheater.

Dan Santoro offered a note of thanks to Armstrong for their sponsorship to the CTCC Project of the Year, Rotary Amphitheatre.

Chairman Hadley also offered thanks to Armstrong and CTCC for the continued support to the community.

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		

Motion Carried

26. Authorization to submit DCNR Grant Request for Community Park North

The Township has been advancing elements of the Community Park North Master Plan since 2019. We would like to make an application for DCNR Grant funding for the next phase of the improvements including additional multipurpose field development and stream enhancements.

At the April 1, 2021 Regular meeting, the Board will be asked to consider a resolution authorizing submission of a grant application for funding for construction of multipurpose field improvements and stream enhancements at Community Park North to the Pennsylvania Department of Conservation and Natural Resources (DCNR).

27. Authorization to submit DCNR Grant Request for Comprehensive Park and Recreation Master Plan

The Township's Comprehensive Parks and Recreation Master Plan was last updated in 2010. An updated plan is required by DCNR in order to be eligible for grant funding for projects included in the plan. Many of the recommendations of the 2010 plan have been accomplished and it is time to consider an update to the plan. Staff is requesting authorization to seek grant funding for completion of the plan.

At the April 1, 2021 Regular meeting, the Board will be asked to consider a resolution authorizing an application for grant funds from the Pennsylvania Department of Conservation and Natural Resources for the completion of a Comprehensive Parks and Recreation Master Plan.

Dan Santoro stated the DCNR requires the Master Plan be updated every ten (10) years to continue to be eligible for grant funding.

28. Agreement with New Sewickley Township Municipal Authority regarding implementation of a Pretreatment Program

After the completion of the upgrades at the wastewater treatment plant in 2020, the Board of Supervisors adopted ordinance 2020-498 on September 24, 2020 implementing a new Wastewater Pretreatment ordinance as required by the Environmental Protection Agency (EPA) and per the requirements of the Brush Creek Wastewater Treatment Facility NPDES Permit. The EPA and our NPDES permit also require our intermunicipal sewer service agreement customers adopt the same wastewater pretreatment standards.

At the April 1, 2021 Regular meeting, the Board will be asked to authorize execution of an agreement between Cranberry Township and the New Sewickley Township Municipal Authority implementing the provisions of the Wastewater Pretreatment Program to system users in New Sewickley Township that are subject to the agreement.

29. SHACOG 2021 Spring Commodities Bids

Motion to accept the SHACOG 2021 Spring Commodities Bids as per the attached listing.

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		

Motion Carried

30. Personnel

Motion to ratify the hire of Nathan Schultheis, Streets Division, in the Public Works Department, at an hourly rate of \$27.22, effective March 29, 2021 and Joseph Pinkerton in the IT Department, at an hourly rate of \$36.00, effective April 12, 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		

Motion Carried

Additional Township Solicitor Business

The Solicitor had no additional business for this meeting.

Minutes

31. Meeting Minutes 2-25-21

At the April 1, 2021 Regular meeting, the Board will be asked to consider approving the meeting minutes for the February 25, 2021 agenda preparation meeting.

Remittance & Payroll Warrants

32. Remittance Proposals & Payroll Warrants

The following Remittance Proposals & Payroll Warrants will be considered at the April 1, 2021 Regular Board of Supervisors Meeting.

1. Remittance Proposal FEB21WIR dated 2-28-21
2. Remittance Proposal FEB21PPD dated 2-28-21
3. Remittance Proposal MAR21MID dated 3-18-21
4. Remittance Proposal MAR21REF dated 3-22-21
5. Remittance Proposal APR21BIG dated 4-2-21
6. Payroll Warrant 042021 dated 2-19-21
7. Payroll Warrant S0421 dated 2-26-21
8. Payroll Warrant 052021 dated 3-5-21
9. Payroll Warrant S0521 dated 3-15-21

Reports

33. Monthly Reports

1. Planning & Development Services - February 2021
2. Police Department - February 2021
3. Fire Company - February 2021
4. BCTP Compliance History Report - March 2021
5. BCTP Flow Data - March 2021
6. Utilities Department Report – March 2021
7. Public Works Activity Report - March 2021
8. Budget & Balance Sheet Report – February 2021
9. Information Technology Report - March 2021
10. Communications Report - March 2021
11. Open Records Summary - February 2021
12. Cranberry Highlands Golf Report - March 2021
13. EMS Monthly Report - February 2021

Additional Business

There was no additional business for this meeting.

Adjournment

34. Motion to Adjourn

VOTING

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

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

Motion Carried

Respectfully submitted,

Lori Coon, Recording Secretary