

# MINUTES

## Cranberry Township Board of Supervisors

### Agenda Preparation Meeting

### Thursday, May 27, 2021

#### **Supervisors:**

Richard Hadley  
Bruce Hezlep  
Mike Manipole  
Bruce Mazzoni  
John Skorupan

#### **Staff Present:**

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

#### **Guests:**

Luke Doyle, Applicant/Owner of Dogtopia  
Mike Balog, Director of Development – Sunbelt Rentals  
Brian Moll, Applicant – Sunbelt Rentals

#### **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 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>

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. Announcement**

Chairman Hadley announced the Regular Board of Supervisors meeting scheduled on Thursday, June 3, 2021 has been cancelled. Accordingly, the Board will consider action on all agenda items this evening. Also the June 24, 2021 Agenda Preparation meeting and all subsequent meetings will be in person unless announced otherwise.

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

**Public Hearings**

**6. PR #28657 - Dogtopia - Conditional Use (TLD to open public hearing 6/3/21)**

Accept public comment on a Conditional Use application for an approximate 5,300 square foot Kennel on approximately 1.1 acres in the SU-1 zoning district located at 802 Thomson Park Drive.

Ron Henshaw provided an overview for the conditional use of Dogtopia. Mr. Henshaw stated no developments are needed and there will be two outdoor exercise areas for the dogs.

Mr. Luke Doyle was available for questions but none were posed.

Motion to close the public hearing with consideration of the Dogtopia under the Planning and Development section of the meeting.

**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

**7. PR #28654 - Thorn Hill Sunbelt Rentals - Conditional Use (TLD to open public hearing 6/3/21)**

Accept public comment on a Conditional Use application for an approximate 8,847 square foot Heavy Equipment Sales, Rental and Service establishment on approximately 4.7 acres in the SP-1 zoning district located at 215 Thorn Hill Road.

Ron Henshaw provided an overview for Thorn Hill Sunbelts Rentals. Mr. Henshaw stated this is the last parcel available for development on Thorn Hill Road. Sunbelts Rentals is a heavy equipment rental, sales and service business on a gravel surface. Mr. Henshaw advised there was no traffic study needed and that underground storm water tanks exist under the gravel surface.

Supervisor Skorupan asked if storm water tanks under gravel surface are acceptable.

Mr. Henshaw replied this is acceptable.

Brian Moll, the applicant and Mike Balog, Director of Development for Sunbelt Rentals were available for questions or comments. No comments were posed.

Motion to close the public hearing with consideration of the Thorn Hill Sunbelt Rentals under the Planning and Development section of the meeting.

**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**

**8. PR #28657 - Dogtopia - Conditional Use (TLD to open public hearing 6/3/21)**

Motion to adopt Resolution No. 2021-21, granting Conditional Use approval for an approximate 5,300 square foot Kennel on approximately 1.1 acres in the SU-1 zoning district located at 802 Thomson Park Drive.

**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		
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Motion Carried

9. PR #28653 - Thorn Hill Sunbelt Rentals - Preliminary and Final Land Dev and Conditional Use (TLD to open public hearing 6/3/21)

Motion to adopt Resolution No. 2021-22, granting Preliminary and Final Land Development and Conditional Use approval for an approximate 8,847 square foot Heavy Equipment Sales, Rental and Service establishment on approximately 4.7 acres in the SP-1 zoning district located at 215 Thorn Hill Road.

### **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

10. PR #28861 - Park Place Amendment No. 41 - Prelim/Final Subdivision (TLD 8/29/2021)

Motion to adopt Resolution No. 2021-23, granting Lot Line Revision approval to create 3 units on Lot 7-1 within the Park Place, Phase 7 development located along Sample Lane.

### **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

11. Cranberry Springs rezoning - Bill No. 2021-04

Authorization to proceed on a request by an applicant to rezone parcel #'s 130.4F44.16E and 130.4F44.16E4 from BPK to C-3.

Ron Henshaw explained the rezoning will bring this area in line for potential use.

**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****12. Contract Payments****13. CAR# 19-57-27-RNABT - Partial Payment - MSA Thruway - Construction - RNABT**

Motion to approve CAR# 19-57-27-RNABT - Partial Payment - MSA Thruway - Construction - RNABT- to Allegheny Excavation, Inc. in the amount of \$32,618.64.

**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 #19-15-28 - Partial Payment - MSA Thruway -Construction - MTF**

Motion to approve CAR #19-15-28 - Partial Payment - MSA Thruway -Construction - MTF to Allegheny Excavating, Inc. in the amount of \$19,268.51.

**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 #19-15-29-TWPRD - Partial Payment - MSA Thruway - Construction - TWPRD**

Motion to approve CAR #19-15-29-TWPRD - Partial Payment - MSA Thruway - Construction - TWPRD to Allegheny Excavating, Inc. in the amount of \$268,717.98.

Mike Malak explained the MSA Thruway is 70% complete with half the base layer already completed and the other half will be completed by mid June weather dependent. The entire project is expected to be completed by mid summer.

**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 #21-05-03 - Final Payment - Crack Sealing 2021**

Motion to approve CAR #21-05-03 - Final Payment - Crack Sealing 2021 to Russell Standard Corp. in the amount of \$45,186.64.

**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. Contract Awards**

**18. CAR# 21-07-02 - Contract Award - BCWPCF - Headworks Building Roof**

Motion to approve CAR# 21-07-02 - Contract Award - BCWPCF - Headworks Building Roof - including the Base Bid and Alternates 1 and 2 to Allegheny Restoration, Inc. in the total amount of \$114,778.50.

Mike Malak stated the contract award included the addition of a sidewalk upgrade and hand rails and came in under budget. Mr. Malak has worked with Allegheny Restoration, Inc. in the past with positive results.

**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. Purchase Awards**

**20. Purchase Approval #00021228-00 - Two (2) 2021 Ford Escape AWD SUV's**

Motion to approve Purchase Approval #00021228-00 - Two (2) 2021 Ford Escape AWD SUV's from Laurel Auto Group (COSTARS #026-021) in the amount of \$39,200.00 (with trades).

**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

**21. Purchase Approval #00021229 -00 - 2021 Ford Edge AWD**

Motion to approve Purchase Approval #00021229 -00 - 2021 Ford Edge AWD from Laurel Auto Group (COSTARS #026-021) in the amount of \$23,500.00 (with trade).

**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. Bond Release Requests**

Motion to approve the following Bond Release Requests:

## PARTIAL RELEASE

1. D2614-2-PH1 - Laurel Pointe, Phase 1
2. D2711-01 - Village of Cranberry Woods, Phase 2A - Senior Living

## FINAL RELEASE

1. D2810-3 - Drakes Car Wash (formerly Premier Car Wash)

### **VOTING**

Motion by: Hezlep, Bruce  
Second by:

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

Motion Carried

### **Township Manager**

#### **23. Transportation Impact Fee Advisory Committee & Capital Improvements Plan Update**

It is time again to update the Township's Transportation Capital Improvements plan as part of our Transportation Impact Fee Program. The Capital Improvements Plan update requires reconstituting the Impact Fee Advisory Committee who will be responsible for developing and recommending a new Transportation Capital Improvements Plan to the Board of Supervisors. Accordingly, the Board is being requested to approve a resolution re-establishing the Transportation Impact Fee Advisory Committee.

Motion to approve Resolution No. 2021-24, re-establishing the Impact Fee Advisory Committee with the charge to develop an updated Transportation Capital Improvements program for consideration of adoption by the Board of Supervisors.

Dan Santoro provided a synopsis of the Transportation Impact Fee Advisory Committee & Capital Improvements Plan over the last 30 years. Mr. Santoro stated an update was currently needed.

### **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. Municibid Auction Results**

At the March 25, 2021 Agenda Preparation Meeting the Board authorized the sale of surplus Township equipment via electronic sale using the online Municibid program. As required, we must report the disposition of items to the Board of Supervisors. Attached to this Agenda item is a memo with the results of the last sale that ended on April 29, 2021.

Dan Santoro explained the Municibid process. Mr. Santoro stated numerous bids were over the anticipated price.

**25. Fee Resolution Update**

Motion to adopt Resolution 2021-25 providing for the updated schedule of rates for Subdivision and Land Development (Chapter 22) Application Deposits (pgs. 14, 15 and 18).

Dan Santoro stated the changes are due to the implementation of the new software OpenGov.

**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. Slow Down Campaign Presentation and Update**

Staff will provide a presentation to the Board highlighting the success of the annual Slow Down campaign and its impact on Township Residents.

Kelly Maurer provided an overview of the Slow Down Campaign. Ms. Maurer stated the campaign calms the traffic. Five thousand homes participant twice a year in the campaign. Ms. Maurer highlighted that fact there are no fees associated with the campaign due to community partnerships with CTCC and HOA management companies.

Chairman Hadley congratulated Ms. Maurer on the success of the program.

**27. Agreement with Delta Development**

Our current agreements with Delta Development focus on traditional federal, state and local funding opportunities and grant compliance. New federal funding opportunities are now available to local governments through the federal appropriations process and are not currently covered by our existing agreements. Accordingly, we are requesting authorization to enter into a new agreement to focus on the federal appropriations funding process for priority projects in the Township.

Motion to approve execution of a new twelve (12) month agreement with Delta Development Group to focus on federal funding and appropriations for priority infrastructure projects in Cranberry Township.

Dan Santoro stated the new agreement with Delta Development will encompass the new federal funding opportunities.

**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. Cranberry Highlands Golf Course Master Plan Update**

Motion to Approve execution of a proposal from Fry Straka to update the Cranberry Highlands Golf Course Master plan.

Dan Santoro stated the original Cranberry Highlands Golf Course Master Plan was prepared last year but due to COVID-19 it was tabled. This plan will cover the next ten to fifteen years at the golf course.

**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**

The Solicitor had no additional business for this meeting.

**Minutes**

**29. Meeting Minutes**

Motion to approve the minutes of the April 29, 2021 Agenda Preparation Meeting.

**VOTING**

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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**

#### **30. Remittance Proposals & Payroll Warrants**

Motion to approve the following Remittance Proposals & Payroll Warrants:

1. Remittance Proposal APR21WIR dated 4-30-21
2. Remittance Proposal APR21PPD dated 4-30-21
3. Remittance Proposal MAY21MID dated 5-20-21
4. Remittance Proposal MAY21REF dated 5-24-21
5. Remittance Proposal JUN21BIG dated 6-04-21
6. Payroll Warrant 082021 dated 4-16-21
7. Payroll Warrant 092021 dated 4-30-21
8. Payroll Warrant S0821 dated 4-30-21
9. Payroll Warrant 102021 dated 5-14-21
10. Payroll Warrant S0921 dated 5-14-21

### **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**

#### **31. Monthly Reports**

1. Planning & Development Services - April 2021
2. Police Department - April 2021
3. Fire Company - April 2021
4. Open Records Summary - April 2021
5. Property Tax Collections - April 2021
6. Budget & Balance Sheet Report – April 2021
7. EMS Monthly Report - April 2021
8. BCTP Compliance History Report - May 2021

9. BCTP Flow Data - May 2021
10. Utilities Department Report – May 2021
11. Public Works Activity Report - May 2021
12. Information Technology Report - May 2021
13. Communications Report - May 2021
14. Cranberry Highlands Golf Report - May 2021

### **Additional Business**

There was no additional business for this meeting.

### **Adjournment**

**32.** Motion to Adjourn

The meeting was adjourned at 7:29 p.m.

### **VOTING**

Motion by: Skorupan, John

Second by: Hezlep, Bruce

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

Motion Carried

Respectfully submitted,

Sandy Burnside, Recording Secretary