

# MINUTES

## Cranberry Township Board of Supervisors Agenda Preparation Meeting Thursday, November 18, 2021

### **Supervisors:**

Richard Hadley  
Bruce Hezlep  
Mike Manipole  
Bruce Mazzoni  
John Skorupan

### **Staff Present:**

Bert Bertoncello - Assistant Township Manager  
Lori Coon - Recording Secretary  
Jason Dailey - Director, Utilities  
Ron Henshaw - Director, Planning & Development Services  
J.W. Johnson, Jr. - Content & Communications Specialist  
Michael Malak - Director, Engineering & Environmental Services  
Lucas Martsolf - Assistant Township Manager  
Kevin Meyer - Police Chief  
Michael Palombo - Township Solicitor  
Daniel Santoro - Township Manager  
Kim Deitrick - Stenographer

### **Guests:**

Grant Craig – Representative of Henry's Meat Market  
Josh Sullivan – Representative of True Storage

### **Call to Order Chairman Hadley**

1. Pledge of Allegiance
2. Roll Call
3. Public Comment (Any item on or off the Agenda except for Public Hearing Items)

There was no public comment for this meeting.

## **MSA Thruway Video**

A short video about the MSA Thruway was played. The video began with a highlight of Route 228 in 1994 and progressed to current day with the video showing a time lapse of the construction and completion of the Thruway.

### **4. Award Presentation**

The CTVFC is presenting an award to four Cranberry Township Police Officers for their actions preserving lives and property on 7/11/21 at a kitchen fire on Cosette Drive.

Scott Garing, Chief of Fire and Emergency Services along with Mike Hanks, Division Chief and John Pristas, Assistant Chief presented recognition awards and challenge coins to four Police Officers for their swift actions to minimize the spread of a kitchen fire on Cosette Drive on July 11, 2021. The Officers recognized were Sergeant Steve Berg, Officer Jim Cipriani, Officer Chris Maloney, and Officer Tiffany Shaffer.

### **5. Improved Backflow Prevention Program Management Presentation**

Jason Dailey, Director of Utilities will provide a presentation of the Improved Backflow Prevention Program Management. There are approximately 1200 users that participate in this program. Later this evening Staff will recommend an agreement for the management of this program.

Jason Dailey, Director of Utilities provided an overview of the management of the Backflow Prevention Program. Mr. Dailey emphasized the need to update the current management program from a paper format to a digital format through the use of an app-based program.

## **Public Hearings**

### **6. PR #COND-21-7 - True Storage - Conditional Use (TLD to open public hearing 1/8/22)**

Accept public comment on a Conditional Use application for a three (3) story, 72,000 square foot Mini-Warehouse Facility to be located at 20745 Route 19 on 2.11 acres in the TLI zoning district.

(Following public comment and provided no additional testimony is needed, it is recommended that the public hearing be closed.)

Prior to the start of the public hearing section of the meeting, stenographer, Kim Deitrick, administered the Oath of Truth to those providing public testimony.

Ron Henshaw provided an overview of the True Storage Conditional Use application. Mr. Henshaw showed renderings of the project. Mr. Henshaw advised the Board of a waiver of the traffic study due to the low number of trips to the facility. All transportation impact fees apply to this project.

Josh Sullivan, representative of True Storage, express his excitement to bring the facility to Cranberry Township.

There was no public comment for this public hearing.

Motion to close the public hearing.

**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 #COND-21-8 - Henry's Meat Market - Conditional Use (TLD to open public hearing 12/3/21)

Accept public comment on a Conditional Use application for a one (1) story, 9,852 square foot Large Retail Facility to be located at 20865 Route 19 on 2.2 acres in the SU-1 zoning district.

(Following public comment and provided no additional testimony is needed, it is recommended that the public hearing be closed.)

Prior to the start of the public hearing section of the meeting, stenographer, Kim Deitrick, administered the Oath of Truth to those providing public testimony.

Ron Henshaw provided an overview of the Henry's Meat Market Conditional Use application. Mr. Henshaw showed renderings of the project. Mr. Henshaw advised the Board of a waiver of the traffic study due to the low number of trips to the facility. All transportation impact fees apply to this project.

Grant Craig, representative of Henry's Meat Market, provided an overview of the business and the plans for the Cranberry Township location.

There was no public testimony for this public hearing.

Motion to close the public hearing

**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 #LD-21-10/COND-21-7 - True Storage - Prelim and Final Land Development and Conditional Use (TLD 1/8/22)

At the December 9th Regular meeting, the Board will be asked to consider Preliminary and Final Land Development and Conditional Use approval for a three (3) story, 72,000 square foot Mini-Warehouse Facility to be located at 20745 Route 19 on 2.11 acres in the TLI zoning district.

9. PR #LD-21-11/COND-21-8 - Henry's Meat Market - Prelim and Final Land Development and Conditional Use (TLD 12/3/21)

At the December 9th Regular meeting, the Board will be asked to consider Preliminary and Final Land Development and Conditional Use approval for a one (1) story, 9,852 square foot Large Retail Facility to be located at 20865 Route 19 on 2.2 acres in the SU-1 zoning district.

10. PR #LD-21-13 - Park Place - Revised Preliminary Land Development (TLD 3/5/22)

At the December 9th Regular Meeting, the Board will be asked to consider a Revised Preliminary Land Development application for revisions to Phase 8 in the Park Place Land Development.

Mr. Henshaw explained the change in the Park Place Phase 8 is simply for financial reasons. Phase 8 will split into two phases, Phase 8A and Phase 8B. The number of units for the project will remain the same.

11. PR #LD-21-14 - Park Place - Revised Final Phase 8 Land Development (TLD 3/5/22)

At the December 9th Regular Meeting, the Board will be asked to consider a Revised Final Land Development application which is solely for sub-phasing the existing Phase 8 by adding Phase 8A consisting of 91 townhouse units and Phase 8B consisting of 60 townhouse units totaling the originally approved Phase 8 151 townhouse units within the existing Park Place Land Development in the CCD-2 zoning district.

## **Public Works and Engineering**

### **Contract Payments**

12. CAR# 19-15-42-TIFF - Partial Payment - MSA Thruway - Construction - TIIF

Motion to approve CAR# 19-15-42-TIFF - Partial Payment - MSA Thruway - Construction - TIIF to Allegheny Excavating, Inc. in the amount of \$407,967.27.

Mike Malak stated temporary lighting has been installed in the MSA Thruway and the tunnel is open to traffic. Mr. Malak said there are still some punch list items to be completed.

Supervisor Hezlep indicated there have been several favorable reviews about the MSA Thruway.

**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

**13. CAR# 19-15-43-RNABT - Partial Payment - MSA Thruway - Construction - RNABT**

Motion to approve CAR# 19-15-43-RNABT - Partial Payment - MSA Thruway - Construction - RNABT to Allegheny Excavating, Inc. in the amount of \$69,699.01.

**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# 19-15-44-MTF - Partial Payment - MSA Thruway - Construction - MTF**

Motion to approve CAR# 19-15-44-MTF - Partial Payment - MSA Thruway - Construction - MTF to Allegheny Excavating, Inc. in the amount of \$132,566.30.

**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# 19-15-45-TWPRD - Partial Payment - MSA Thruway - Construction - TWPRD**

Motion to approve CAR# 19-15-45-TWPRD - Partial Payment - MSA Thruway - Construction - TWPRD to Allegheny Excavating, Inc. in the amount of \$265,280.62.

**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# 21-06-04 - Final Payment - Line Painting & Traffic Markings**

Motion to approve CAR# 21-06-04 - Final Payment - Line Painting & Traffic Markings to CASMAC Line Striping, Inc. in the amount of \$11,399.00.

**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

**Authorizations to Bid****17. CAR 22-02-01 – Authorization to Bid - Electronic & Household Hazardous Waste Collection**

The Township provides Electronic and Household Hazardous Waste Disposal services as part of our Collection Connection program for residents. The program provides opportunities for residents to properly disposal of electronics and household hazardous waste at a fixed cost.

Motion to approve CAR 22-02-01 – Authorization to Bid - Electronic & Household Hazardous Waste Collection.

**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**

#### **18. Cranberry Woods Drive - Acceptance into Township Public Road System**

Motion to adopt Resolution No. 2021-52, accepting a portion of Cranberry Woods Drive into the Township Public Road System and to accept and execute the Deed of Dedication of Right-of-Way.

### **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

#### **19. Ehrman Road Traffic Signal Maintenance Agreement**

Motion to adopt Resolution No. 2021-53, accepting and executing the Ehrman Road Traffic Signal Maintenance Agreement as part of the Ehrman Road Turn Lane Project.

Dan Santoro explained the Ehrman Road Traffic Signal Agreement coincides with the anticipation of the new school on Ehrman Road.

### **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

#### **20. Acceptance of Right-of-Way on Brandt Drive**

At the December 9th Regular meeting, the Board will be asked to consider the authorization of the Acceptance of Right-of-Way on Brandt Drive.

#### **21. Backflow Program Management Agreement**

Motion to authorize execution of an agreement with Vepo CrossConnex for the management of the Commercial Property Backflow Program.

**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

**22. Tentative Adoption of the Proposed 2022 Budget**

The Board has previously reviewed the proposed 2022 budget. Accordingly, the Board is being asked to consider the following motion:

Motion to approve the Tentative 2022 budget that maintains current tax rates and will be considered by the Board for final adoption at the Board's final scheduled meeting of the year on Thursday, December 9, 2021.

**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. Bill No. 2021-07 - Authorization to advertise the public hearing and adoption of an amendment to Chapter 17 - Public and Private Improvements Code**

At the December 9, 2021 Regular meeting, the Board will be asked to authorize advertisement for the public hearing and adoption of an amendment to Chapter 17 (Public & Private Improvements Code) in accordance with the Pennsylvania Department of Environmental Protection (DEP) requirements under the Township Stormwater Permit (MS4).

**Additional Township Solicitor Business**

The Solicitor had no additional business for this meeting.

**Minutes**



**24. Meeting Minutes**

Motion to approve the following Meeting Minutes:

1. Agenda Preparation Meeting of October 28, 2021
2. Special Meeting of November 10, 2021

**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**

**25. Motion to approve the following Remittance Proposals and Payroll Warrants:**

1. Remittance Proposal OCT21PPD dated 10-31-21
2. Remittance Proposal OCT21WIR dated 10-31-21
3. Remittance Proposal DEC21BIG dated 12-3-21
4. Payroll Warrant #S2021 dated 10/29/21
5. Payroll Warrant #222021 dated 10/29/21
6. Payroll Warrant #232021 dated 11/12/21
7. Payroll Warrant #S2121 dated 11/15/21

**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**

- 26.**
1. Planning & Development Services - October 2021
  2. Police Department - October 2021
  3. Fire Company - October 2021
  4. Open Records Summary - October 2021
  5. Property Tax Collections - October 2021
  6. Budget & Balance Sheet Report - October 2021
  7. EMS Monthly Report - October 2021

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

Chairman Hadley mentioned the Golf course has hit a record number of rounds this year and the course is in fantastic shape.

### **Additional Business**

There was no additional business for this meeting.

### **Adjournment**

27. Motion to Adjourn

The meeting adjourned at 7:24 p.m.

### **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		
John Skorupan	X		

Motion Carried

Respectfully submitted,

Lori Coon, Recording Secretary