

MINUTES

Cranberry Township Board of Supervisors Agenda Preparation Meeting Thursday, December 9, 2021

Supervisors:

Richard Hadley
Bruce Hezlep
Mike Manipole
Bruce Mazzoni
John Skorupan

Staff Present:

Bert Bertoncello - Assistant Township Manager
Lori Coon - Recording Secretary
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

Call to Order Chairman Hadley

1. Pledge of Allegiance

Chairman Hadley called the meeting to order at 6:30 p.m. in the Council Chambers of the Cranberry Township Municipal Center, 2525 Rochester Road, Cranberry Township, PA, and led the salute to the flag.

2. Roll Call

When the meeting was called to order, all Supervisors were present.

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

Dennis Davis, 320 Samuel Drive – Thanked the Board and Township staff for assistance resolving a noise issue.

Planning & Development Services

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

Motion to adopt Resolution No. 2021-54, granting 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.

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

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

Motion to adopt Resolution No. 2021-55, granting 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.

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

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

Motion to adopt Resolution No. 2021-56, granting a Revised Preliminary Land Development application for revisions to Phase 8 in the Park Place Land Development.

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

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

Motion to adopt Resolution No. 2021-57, granting 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.

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. Authorization to Advertise a Public Hearing on an Inter-Municipal Liquor License Transfer (Condado)

Motion to authorize the advertisement of a Public Hearing at the January 27, 2022 Board meeting for Inter-Municipal Liquor License Transfer (Liquor License #R-17921) from TRBB, LLC in Seven Fields, PA to Condado Tacos 38, LLC to be located at 20430 Route 19, Suite 100.

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

Contract Change Orders

9. CAR# 19-15-46 - Change Order - MSA Thruway - Construction

Motion to approve CAR# 19-15-46 - Change Order - MSA Thruway- Construction for a time extension allowing for the punch list items to be completed in the Spring of 2022.

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

Contract Payments

10. CAR# 21-08-04 - Final Payment for Harvest Drive Sanitary Sewer Extension

Motion to approve CAR# 21-08-04 - Final Payment for Harvest Drive Sanitary Sewer Extension to Metarko Excavating LLC in the amount of \$12,841.88.

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

Contract Awards

11. CAR #19-06-05 - Contract Award - Cranberry Township Municipal Building - Housekeeping Services, year four (4) of a five (5) year contract.

Motion to approve CAR #19-06-05 - Contract Award - Cranberry Township Municipal Building - Housekeeping Services, year four (4) of a five (5) year contract to - America's Cleaning Co. in the amount of \$92,983.16.

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

Authorizations to Bid

12. CAR #22-04-01 - Authorization to Bid - Ehrman Road Right Turn Lane

Requesting authorization to bid the Ehrman Road Right Turn Lane. The estimated cost is \$250,000.00, Performance Bond set at 100% and Payment Bond set at 100%. The recommendation of award is anticipated at the January/February 2022 meeting.

Motion to approve CAR #22-04-01 - Authorization to Bid - Ehrman Road Right Turn Lane.

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 #22-03-01 - Authorization to Bid - Community Park Dog Park Fence

Requesting authorization to bid the installation of a 6 ft. chain linked fence for proposed new Dog Park Facility located in Community Park. The estimated cost is \$65,000.00, Performance Bond set at 100% and Payment Bond set at 100%. The recommendation of award is anticipated at the January/February 2022 meeting.

Motion to approve CAR #22-03-01 - Authorization to Bid - Community Park Dog Park Fence.

Supervisor Skorupan inquired about the grading and site work at the Dog Park.

Mike Malak advised the grading and sitework will be performed by the Public Works staff and the fencing will be installed by a contractor.

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

Purchase Awards

14. Purchase Approval #00021505-00 - 2021 Ford F150 Truck - Police Department

Motion to approve Purchase Approval #00021505-00 - 2021 Ford F150 Truck - Police Department - to Shults Ford in the amount of \$45,064.00.

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

15. Purchase Approval #00000003-00 - Peters Road Waterline Replacement Design & Permitting

Motion to approve Purchase Approval #00000003-00 - Peters Road Waterline Replacement Design & Permitting to Partridge Venture Engineering P.C. in the amount of \$18,000.00.

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

16. Purchase Approval #00000004-00 - Greenwood Drive Waterline Relocation and Storm Sewer Replacement Project-Design and Permitting

Motion to approve Purchase Approval #00000004-00 - Greenwood Drive Waterline Relocation and Storm Sewer Replacement Project-Design and Permitting to Partridge Venture Engineering, P.C. in the amount of \$36,500.00.

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

Bond Release Requests

17. Bond Release Requests:

Motion to approve the following Bond Release Requests:

PARTIAL RELEASE:

D2912-05 - Meeder, Phase 4 (Apartments)

FINAL DENIED- PARTIAL RELEASE:

D2216-20 - Links of Cranberry, Davis PRD (Phase 1)

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. Bucktail Drive (partial) and Captain Lee Boss Way (Park Place Development) - Acceptance into the Township Public Road System

Motion to adopt Resolution No. 2021-58, accepting Bucktail Drive (partial) and Captain Lee Boss Way into the Township Public Road System.

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. Acceptance of Right-of-Way on Brandt Drive

Motion to adopt Resolution No. 2021-59 to accept the Deed of Dedication of the Right-of-Way on Brandt Drive.

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

Motion to authorize advertisement for the public hearing and consideration of 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).

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

21. Delta Development Group - Master Agreement Renewal

As our current agreement with Delta Development is expiring, we have worked with Delta focusing on transportation projects and capital projects and continuing the work on the administration of the Freedom Road Build I & II Grants. Accordingly, the Board is being asked to consider the following motion renewing the agreement with Delta Development:

Motion to approve the renewal an agreement with Delta Development Group, according to the amendments as stated in the November 17, 2021 letter, affecting the Master Agreement that focuses on public funding strategies and implementation, as well as administration of the Freedom Road Build I & II grants.

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. Personnel

Two (2) recommendations

Motion to ratify the hire Jessica Hoffman, MultiMedia Specialist, of the Communications department, at an hourly rate of \$22.50, effective December 6, 2021.

Motion to ratify the hire Douglas Hoffer, Utility I, of the Facilities Division of the Public Works department, at an hourly rate of \$26.33, effective January 3, 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

23. Final Budget Adoption for the Year 2022

Motion to adopt Resolution No. 2021-60, approving the proposed 2022 budget, which maintains the current real estate tax rates.

Supervisor Hezlep thanked the staff for their efforts in completing the budget in these trying times.

Mr. Santoro explained the long-term efforts of the Board's leadership have provided for fiscally sound choices.

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. Establishing the Property Tax Rates for the Year 2022

Motion to adopt Resolution No. 2021-61, establishing the Property Tax Rates for the Year 2022, which remain the same as 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

25. Crown Communications - Consent for Sublease

Motion to authorize the Township Manager to execute a consent to sublease letter to Crown Castle so as to allow DISH Network to install and operate its equipment on the existing Crown Castle communication tower located on the Township's 2525 Rochester Road property.

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. Green Light-Go Grant Submission Approval for three (3) Applications

As a part of Staff's continuing efforts to seek funding opportunities to implement the Township's Plans, the Board is being asked this evening to consider the following three (3) motions:

1. Motion to adopt Resolution No. 2021-62, granting authorization to submit an application to the Green Light-Go Program for the Contingency Plan Automation Project for the Cranberry Township Traffic Operations Center.
2. Motion to adopt Resolution No. 2021-63, granting authorization to submit an application to the Green Light-Go Program for the LED Replacement Project to update the existing signal bulbs on Route 19.
3. Motion to adopt Resolution No. 2021-64, granting authorization to submit an application to Green Light-Go Program for the Two Signal Cabinet Replacement Project. The cabinet locations include Route 228/Franklin Road and Unionville Road/Kensinger Drive.

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

27. Meeting Minutes

Motion to approve the minutes of the November 18, 2021 Agenda Preparation 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

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

1. Remittance Proposal NOV21MID dated 11-22-21
2. Remittance Proposal NOV21REF dated 11-23-21
3. Remittance Proposal NOV 21WIR dated 11-30-21
4. Remittance Proposal NOV 21PPD dated 11-30-21
5. Remittance Proposal DEC21FIN dated 12-10-21
6. Payroll Warrant 242021 dated 11-26-21
7. Payroll Warrant S2221 dated 11-30-21

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

- 29.
1. Planning & Development Services - November 2021
 2. Fire Company - November 2021
 3. Open Records Summary - November 2021
 4. Property Tax Collections - November 2021
 5. Budget & Balance Sheet Report - November 2021
 6. EMS Monthly Report - November 2021
 7. BCTP Compliance History Report - December 2021
 8. BCTP Flow Data - December 2021
 9. Utilities Department Report - December 2021
 10. Public Works Activity Report - December 2021
 11. Information Technology Report - December 2021
 12. Communications Report - December 2021
 13. Cranberry Highlands Golf Report - December 2021

Additional Business

There was no additional business for this meeting.

Adjournment

30. Motion to Adjourn

The meeting was adjourned at 6:53 p.m.

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

Respectfully submitted,

Lori Coon, Recording Secretary