

# MINUTES

## Cranberry Township Board of Supervisors

### Agenda Preparation Meeting

### Thursday, April 28, 2022

#### **Supervisors:**

Richard Hadley  
Bruce Hezlep  
Mike Manipole  
Bruce Mazzoni  
John Skorupan

#### **Staff Present:**

Lori Coon - Recording Secretary  
Pete Geis - Director, Parks & Recreation  
Ron Henshaw - Director, Planning & Development Services  
Bob Howland - Manager, Streets & Properties  
J.W. Johnson, Jr. - Content & Communications Specialist  
Chad Julkowski - Director, Information Technology  
Michael Malak - Director, Engineering & Environmental Services  
Kelly Maurer - Director, Public Works  
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. Announcement**

Chairman Hadely announced the Regular Board of Supervisors meeting scheduled on Thursday, May 5, 2022 has been cancelled. Accordingly, the Board will consider action on all agenda items this evening.

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

There was no public comment for this meeting.

**5. Dog Park - Community Park Dog Park Update**

Pete Geis, Director of Parks and Recreation will present an update on the relocated dog park and dog friendly areas within Community Park.

Pete Geis, Director of Parks and Recreation provided an update on the relocation of the dog park and the dog friendly areas of the park. Mr. Geis explained Public Works has been working, weather permitting, to complete the relocation. Mr. Geis stated construction is expected to be completed in early May with the dog park opening in fall. Mr. Geis also explained that dogs on a leash will soon be permitted at Community Park. The Parks & Recreation department has been coordinating with the Canine Ambassadors to expand volunteers to assist with the transition. Mr. Geis explained the Park & Rec. department and Public Works are working together to add signage and waste stations in the proper areas.

Chairman Hadley asked if dogs will be permitted in all of Community Park.

Mr. Geis explained dogs will be permitted in all areas of the park with the exception of the athletic fields and playground areas.

Dan Santoro explained the dog friendly areas of the park are part of the long-term Master Plan.

**6. "Bring your Child to Work Day" at Cranberry Township**

A member of the Communications Department will brief the Board about today's "Bring your Child to Work Day".

J.W. Johnson presented a brief video outlining the activities for Bring Your Child to Work Day. Mr Johnson explained sixty plus children had attended the day and all departments had been represented. It was a very active and successful day.

**7. Awards - Presented at the 2022 PSATS Conference**

1. Freshcorn Road Project - Pennsylvania Highway Information Association and PennDOT
2. Outstanding Citizen Communication Award for Township with a population over 5,000 - PSATS

Pennsylvania Highway Information Association and PennDOT have selected the Freshcorn Road Project for the 2022 Road Safety Improvement Award and PSATS has selected the Communication Department for the Outstanding

## Citizen Communication Award (over 5,000 Population)

The awards were presented to Township officials during the 2022 PSATS Conference in Hershey, PA on April 25, 2022. The Board would like to recognize the Director of Public Works, Kelly Maurer, Manager of Streets & Fleet, Bob Howland, and Director of Engineering, Mike Malak for a job well done on the Freshcorn Road Project. The Board would also like to recognize Tina Fedko, Director of Communications, and the Communication Department for their outstanding efforts. Congratulations!

Chairman Hadley thanked the staff for their outstanding efforts to obtain the Safety Improvement award presented by PennDot at the 2022 PSATS conference.

Kelly Maurer, Director of Public Works, explained the crews used innovated technics for paving and completed the project one year in advance. The project was completed \$250,000 under budget by using in-house crews. Ms. Maurer thanked Bob Howland, Manager of Streets & Fleet and Jeff Richmond and Frank Murcko of the Public Works crew for their work on the project.

Chairman Hadley stated the Public Works department has a great reputation and he congratulated the department for their outstanding efforts.

Chairman Hadley then announced the receipt of the highly competitive Outstanding Citizen Communication Award. Chairman Hadley stated our goal is to communicate in an open, transparent and effective manner to our community. This award presented at the 2022 PSATS conference solidifies those efforts. Chairman Hadley thanked the Communications Department for doing an outstanding job.

Dan Santoro stated these awards speak volumes to the team we have here at Cranberry.

### **Planning & Development Services**

8. PR #PRD-22-2 - Boundary Lofts PRD - Final Planned Residential Development (TLD to render decision 5/11/22)

Motion to adopt Resolution No. 2022-41, granting Final Planned Residential Development approval for a one phase, two (2) building, sixty-eight (68) apartment unit Multiple Family Dwelling Planned Residential Development located at 1009 N. Boundary Road on approximately 7.36 acres in the C-1 and SU-1 zoning districts.

Ron Henshaw provided an overview of the final planned residential development of Boundary Lofts. Mr. Henshaw explained this development is located at 1009 North Boundary Road and will consist of two buildings with sixty-eight (68) apartments.

### **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

**9. PR #LD-22-10 - Jerry's Car Wash - Preliminary and Final Land Development (TLD 6/25/22)**

Motion to adopt Resolution No. 2022-42, granting Preliminary and Final Land Development approval for site revisions to an existing Automobile Wash located at 20320 Route 19 on approximately 1.3 acres in the SU-1 zoning district.

Ron Henshaw provided an overview of the preliminary and final land development of Jerry's Car Wash. Mr. Henshaw explained this site is now under new ownership and the revisions consist of a few simple changes including a vacuuming area along with some streetscaping.

**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 #LD-22-9 - S & T Bank - Final Phase 1C Land Development (TLD 6/25/22)**

Motion to adopt Resolution No. 2022-43, granting Final Phase 1C Land Development approval for a 2,545 square foot Financial Institute with Drive-thru to be located at 2060 Garden View Lane in the Village of Cranberry Woods, Phase 1 development on .8 acres in the CCD-2 zoning district.

Ron Henshaw provided an overview of the S & T Bank located at 2060 Garden View Lane. The site will consist of a drive-thru and will be pedestrian oriented. The stormwater for the site will be into the over all system.

**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.** PR #LD-22-11 - Sunbelt Rentals - Revised Preliminary and Final Land Development (TLD 6/25/22)

Motion to adopt Resolution No. 2022-44, granting Revised Preliminary and Final Land Development approval for a 10,098 square foot Heavy Equipment, Sales, Service and Rental use building located at 215 Thorn Hill Road in the SP-1 zoning district.

Ron Henshaw provided an overview of the Sunbelt Rentals development. Mr. Henshaw explained changes were needed once construction had started. The changes consisted of added charging stations.

### **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.** PR #SUB-22-9 - Park Place Amendment No. 50 - Prelim/Final Subdivision (TLD 7/30/22)

Motion to adopt Resolution No. 2022-45, granting Lot Line Revision approval to create 7 units on Lot 7-13 along Caledonia Place within the Park Place, Phase 7 Development.

Ron Henshaw explained the Park Place Amendment No. 50 is a simple lot line revision.

### **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

**13. Assignment & Assumption Agreement (MR1422)**

Motion to approve an Assignment and Assumption Agreement between Park Place Marketing, LLC ("Assignor") and MR1422 ("Assignee") for Phase 8 of the Park Place Development consisting of a Revised Phase 8A (91 townhouse units) and Revised Phase 8B (60 townhouse units) totaling the originally approved 151 townhouse units, subject to final review and approval by the 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

**Public Works and Engineering**

**Contract Payments**

**14. CAR #22-04-03 - Partial Payment - Ehrman Road Right Turn Lane**

Motion to approve CAR #22-04-03 - Partial Payment - Ehrman Road Right Turn Lane to Shields Asphalt Paving, Inc. in the amount of \$28,023.43.

Mike Malak explained the partial payment for Ehrman Road Right Turn Lane is a 10% progress payment. Mr. Malak stated milling had started on April 28, 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 Awards**

- 15.** CAR #22-13-02 - Contract Award - BCWPCF - Diesel Tank & Structural Steel Coating

Motion to approve CAR #22-13-02 - Contract Award - BCWPCF - Diesel Tank & Structural Steel Coating to WorldWide Industries Corp., in the amount of \$24,932.00.

Mike Malak stated the bids for the Diesel Tank & Structural Steel Coating were good bids and came in under budget.

### **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 #22-16-02 - Contract Award - Municipal Campus Rear Parking Lot - Stormwater Facilities

Motion to approve CAR #22-16-02 - Contract Award - Municipal Campus Rear Parking Lot - Stormwater Facilities to Holbein Inc., in the amount of \$458,569.95.

Mike Malak stated the bids for the Municipal Campus Rear Parking Lot were good bids and came in under budget.

### **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. CAR #22-07-02 - Bid Rejection - Pickleball Court Building - General Construction**

Motion to approve CAR #22-07-02 - Bid Rejection - Pickleball Court Building - General Construction.

Mike Malak explained the Pickleball construction bids were over budget.

**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

**18. CAR #22-14-02 - Bid Rejection - Pickleball Court Building - Electrical Construction**

Motion to approve CAR #22-14-02 - Bid Rejection - Pickleball Court Building - Electrical Construction.

**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. CAR #22-15-02 - Bid Rejection - Pickleball Court Building - Mechanical/Plumbing Construction**

Motion to approve CAR #22-15-02 - Bid Rejection - Pickleball Court Building - Mechanical/Plumbing Construction.

**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**

#### **20. CAR #22-20-01 - Authorization to Bid - Brandt Drive Extension**

Motion to approve CAR #22-20-01 - Authorization to Bid - Brandt Drive Extension intersection improvements.

Mike Malak explained the Authorization to Bid for the Brandt Drive extension consists of replacing the originally designed mini roundabout with a traditional intersection.

### **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**

#### **21. Purchase Approval #00022129-00 - Community Park North Master Plan & Schematic Design**

Motion to approve Purchase Approval #00022129-00 - Community Park North Master Plan & Schematic Design to Herbert, Rowland & Grubic, Inc. in the amount of \$34,200.00.

Mike Malak explained the Community Park North Master Plan & Schematic Design will help to move forward with the plan for the northern end of Community Park. Mr. Malak explained it will take a year plus to obtain permitting. The schematic design will also aid in pursuing grant funding.

### **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. Purchase Approval #00022133-00 - Police Department Body Worn Camera Project**

The Police Department is advancing the implementation of the Body Worn Camera Program that was included as part of the 2022 budget. The program costs include thirty-one (31) body worn cameras. The Police Department has obtained a matching grant from PCCD (PA Commission on Crime & Delinquency) in the amount of \$33,600.00 to assist with funding the project.

Motion to approve Purchase Approval #00022133-00 - Police Department Body Worn Camera Project to WatchGuard Inc., in the amount of \$83,700.00.

Kevin Meyer, Chief of Police, provided an overview of the purchase approval for the Police Department Body Worn Camera Project. Chief Meyer explained a two-year grant was obtained and a camera for each officer will be available. Chief Meyer stated the body cameras will work in conjunction with the in-car cameras.

**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

**23. Purchase Approval #00022160-00 - BCWPCF Solids Handling Preliminary Design**

Motion to approve Purchase Approval #00022160-00 - BCWPCF Solids Handling Preliminary Design to GHD in the amount of \$177,700.

**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**

#### **24. Bond Release Request**

Motion to approve the following Bond Release Requests:

##### **FULL RELEASE:**

1. D2201-06-P1D1 - Cranberry Springs Phase 1-D-1
2. D2201-11-P1D2 - Cranberry Springs Phase 1 D-2
3. D2201-07-PH1B - Cranberry Springs Phase 1-B
4. D2201-06-MTP - Cranberry Springs, Marriott Towne Place

##### **PARTIAL RELEASE:**

1. D2805-01-PH56- Meeder Phase 5 & 6
2. D2805-01-7101 - Meeder Phase 7, 10 & 11
3. D2805-01-ROCH - Meeder Farm - Rochester Road

### **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**

#### **25. Street Acceptance - Links of Cranberry**

Motion to adopt Resolution No. 2022-46, accepting Birdie Drive and Eagle Drive in Links of Cranberry 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

**26. Termination of Memorandum of Purchase Option of Right of Way**

Motion to authorize the execution of the Termination of Memorandum of Purchase Option of Right of Way for The Mary Louise Graham Estate, Tax Parcel 130-4F-121-15.

Dan Santoro explained the Memorandum of Purchase Option for a right of way near Unionville and Glen Eden has expired. Mr. Santoro explained the right of way was originally considered for the purpose of constructing a trail under the turnpike near Graham Park.

Chairman Hadley emphasized the need to find a connection for future use.

Dan Santoro noted a possible option for a connection could be near the Powell Road bridge.

**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

**27. Oakview Estates - Update on Emergency Storm Sewer Repair**

Staff will provide an update on the emergency storm sewer repair in Oakview Estates.

Dan Santoro informed the Board of an emergency repair of a large sink hole in Oakview Estates. Mr. Santoro stated the sink hole was approximately thirty (30) feet deep and created a very dangerous situation. Mr. Santoro said the cost of the repairs is approximately \$50,000.

Mike Malak explained the repairs will be completed by the end of the week.

## **Additional Township Solicitor Business**

### **28. Tax Assessment Appeal - Hyatt Place Hotel Pittsburgh Cranberry**

Motion to approve the settlement of the tax assessment appeal filed at Butler County Docket No. 2020-40238, to set the assessed value of the subject property at \$619,200 for tax year 2021, and at \$568,800 for tax year 2022, and to adjust the tax bill for the subject property accordingly.

Solicitor Mike Palombo explained the tax assessment appeal for Hyatt Place Hotel. Mr. Palombo estimates a loss of approximately \$1,000 at the county level.

### **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

### **Minutes**

### **29. Minutes - March 31, 2022**

Motion to approve the minutes from the March 31, 2022 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**

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

Motion to approve the following Remittance Proposals and Payroll Warrants:

1. Remittance Proposal MAR22PPD dated 3-31-22
2. Remittance Proposal MAR22WIR dated 3-31-22
3. Remittance Proposal APR22MID dated 4-19-22
4. Remittance Proposal APR22REF dated 4-21-22
5. Remittance Proposal MAY22BIG dated 5-6-22
6. Payroll Warrant #062022 dated 3-18-22
7. Payroll Warrant #S0622 dated 3-31-22
8. Payroll Warrant #072022 dated 4-1-22
9. Payroll Warrant #S0722 dated 4-15-22
10. Payroll Warrant #082022 dated 4-15-22

## **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 - March 2022
2. Police Department - March 2022
3. Fire Company - March 2022
4. EMS Monthly Report - March 2022
5. Open Records Summary - March 2022
6. Budget Report - March 2022
7. Property Tax Collections - March 2022
8. BCTP Compliance History Report - March 2022
9. BCTP Flow Data - March 2022
10. Utilities Department Report - April 2022
11. Public Works Activity Report - April 2022
12. Information Technology Report - April 2022
13. Communications Report - April 2022
14. Cranberry Highlands Golf Report - April 2022

Dan Santoro pointed out the budget report now has a new format. Mr. Santoro said the Supervisor Mazzoni, the finance director and the Information Technology department worked together to create a report that is more informative.

Supervisor Mazzoni thanked the staff for their efforts in creating the new format and hopes all find it useful.

### **Additional Business**

There was no additional business for this meeting.

### **Adjournment**

**32.** Motion to Adjourn

The meeting was adjourned at 7:25 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,

Lori Coon  
Recording Secretary