

# MINUTES

## Cranberry Township Board of Supervisors Agenda Preparation Meeting Thursday, July 28, 2022

### **Supervisors:**

Richard Hadley  
Bruce Hezlep  
Mike Manipole  
Bruce Mazzoni  
John Skorupan

### **Staff Present:**

Kyle Beidler - Manager Strategic Planning & Economic Dev.  
Bert Bertoncello - Assistant Township Manager  
Lori Coon - Recording Secretary  
Amie Courtney - Director, Human Resources  
Tina Fedko - Communications Manager  
Justin Grogan - IT Support Technician  
Ron Henshaw - Director, Planning & Development Services  
Holly Hopkins - Human Resources Admin. Asst.  
Chad Julkowski - Director, Information Technology  
Jeanne Manko - Legal Stenographer  
Lucas Martsof - Assistant Township Manager  
Kevin Meyer - Police Chief  
Michael Palombo - Township Solicitor  
Daniel Santoro - Township Manager

### **Internship Participants**

Teresa Bosco, Human Resources  
Hannah Genovese, Planning & Development Services  
Jake Habets, Public Works  
Nate Hezlep, Fire & Emergency Services  
Kyle Kaczmarek, Police Department  
Ethan Shodi, Engineering  
Trent Smith, Fire & Emergency Services  
Ben Sullivan, Administration  
Aidan Upton, Fire & Emergency Services  
Andrew Wharton, Communications

## **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)**

There was no public comment for this meeting.

### **4. Cranberry CUP (Community Uniting People) 2022 Update**

Anthony Bertolino, President of the Cranberry CUP, will update the Board this evening on the CUP's plans for 2022.

Anthony Bertolino, Cranberry Cup President provided an update on the 2022 Cranberry CUP event plans. Mr. Bertolino said this is the 23<sup>rd</sup> year for the event. The event will host 34 softball teams, a sold-out golf tournament, and 60 cornhole teams for the new cornhole tournament. The new cornhole event is in memory of Michelle Moore, a former CUP Board member. Mr Bertolino explained the organization has raised over 2.5 million dollars since its inception in 2005. Mr. Bertolino was please to announce the Mike Shultz family as the inspiration family for 2022.

### **5. 2022 Community Days Highlights Video**

Staff will present a video with highlights from the 2022 Community Days.

The Communications Department provided a short video highlighting the 2022 Cranberry Community Days.

Chairman Hadley stated this year's event was the largest ever and thanked CTCC for their sponsorship.

Supervisor Mazzoni stated the event went very well and thanked Audrey Rattay and the Communications Department for coordinating and promoting the event.

### **6. Internship Program - 2022**

Staff will take a few minutes to update the Board on the 2022 Internship program. The interns are attending this evening's Board meeting.

Dan Santoro stated the Township had a very robust internship program this year with ten participants across many departments. The interns had the opportunity to see other departments to get an overall experience about local government.

Amie Courtney, Director of Human Resources introduced each intern stating their major and school they are attending.

## **Public Hearings**

### **7. PR #COND-22-7 - South College - Conditional Use (TLD to open public hearing**

8/15/22)

Accept public comment on a Conditional Use application to permit a 23,327 square foot Nonpublic Educational Institution Use within an existing building located at 3000 Westinghouse Drive in the SP-1 zoning district.

(Following public comment and provided no additional testimony is needed, it is the recommendation to close the public hearing with consideration at the August 4, 2022 Regular meeting.)

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

Ron Henshaw provided an overview of the South College Conditional Use application. Mr. Henshaw explained South College is requesting use of the building for healthcare related education. Mr. Henshaw stated the institute will have approximately 100 students.

There was no public comment for the public hearing.

Motion to close the public hearing with consideration at the August 4, 2022 Regular 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 #LD-22-17 - Cranberry Court - Final Phase 1A Land Development (TLD 9/25/22)**

At the August 4, 2022 Regular meeting, the Board will be asked to consider a Final Land Development application for Phase 1A in a Community Character Development consisting of a 4,162 square foot Restaurant with drive thru and infrastructure located at 20660 Route 19 on 2.4 acres in the CCD Corridor zoning district.

Ron Henshaw provided an overview of the Cranberry Court Final Phase 1A Land Development. Mr. Henshaw explained this is the site of the existing Dairy Queen. Phase 1A will consist of the new Dairy Queen and infrastructure. Mr. Henshaw explained the property owner, Chris Camp received a grant and the Township received a grant for the traffic signal. Supervisor Hezlep inquired if there will be a right turn lane on Progress Avenue. Mr. Henshaw stated there will be a right turn lane on Progress Avenue.

**9. PR #SUB-22-12 - Hull-Miller Plan of Lots Subdivision Plan - Preliminary & Final Subdivision (TLD 10/22/22)**

At the August 4, 2022 Regular meeting, the Board will be asked to consider a Preliminary and Final Subdivision Approval for a lot line revision for two lots totaling

approximately .222 acres located at 210 Glen Rape Road and 5761 Freshcorn Road in the R-1 zoning district.

Ron Henshaw provided an overview of the Hull-Miller Plan of Lots Subdivision Plan. Mr. Henshaw explained this is a simple lot line revision between the property owners.

10. Authorize Advertisement of Bill No. 2022-08 - Comprehensive Update of Zoning Provisions related to Continuing Care Facilities

At the August 4, 2022 Regular meeting, the Board will be asked to consider authorization of the advertisement of the public hearing and intention to adopt Bill No. 2022-08 Ordinance Amendment for Chapter 27 (Zoning) revising continuing care requirements and related provisions.

Ron Henshaw provided an overview of the Comprehensive Update of Zoning Provisions. Mr. Henshaw explained the update will consist of standardizing language and assigning appropriate zoning districts.

## **Public Works and Engineering**

### **Contract Change Orders**

11. CAR #22-16-03 - Change Order - Municipal Campus Rear Parking Lot - Stormwater Facilities

The change order is being requested to load & haul borrowed material from Cranberry Township's borrow site to the Municipal Campus Site.

At the August 4, 2022 Regular meeting, the Board will be asked to consider CAR #22-16-03 - Change Order - Municipal Campus Rear Parking Lot - Stormwater Facilities to Holbein, Inc. in the amount of \$58,520.00.

Supervisor Hezlep explained the hauling of the borrow materials is being contracted out due to time restrictions and permitting.

### **Contract Payments**

12. CAR #22-09-03 - Partial Payment - Seal Coating 2022

At the August 4, 2022 Regular meeting, the Board will be asked to consider CAR #22-09-03 - Partial Payment - Seal Coating 2022 to Russell Standard Corp. in the amount of \$176,200.28.

13. CAR #22-04-07 - Partial Payment - Ehrman Road Right Turn Lane

At the August 4, 2022 Regular meeting, the Board will be asked to consider CAR #22-04-07 - Partial Payment - Ehrman Road Right Turn Lane to Shields Asphalt Paving, Inc. in the amount of \$52,032.34.

Supervisor Hezlep explained the right turn lane is operational in time for the start of the school year and the entrance to Sheetz is now open.

### **Contract Awards**

**14. CAR #22-17-02 - Contract Award - Municipal Campus Rear Parking Lot Improvements**

At the August 4, 2022 Board meeting, the Board will be asked to consider CAR #22-17-02 - Contract Award - Municipal Campus Rear Parking Lot Improvements to Holbein, Inc., in the amount of \$1,390,599.12.

Supervisor Hezlep stated the Municipal Campus Rear Parking Lot Improvements will consist of the removal of the skatepark and realignment of the lot.

**Purchase Awards**

**15. Purchase Approval #22298 - Ford Escape- Information Technology Department**

At the August 4, 2022 Regular meeting, the Board will be asked to consider Purchase Approval #22298 - Ford Escape- Information Technology Department to Laurel Motors Inc., via Co-Stars contract in the amount of \$19,720.00 (inclusive of a \$6,000 trade-in) for use by the Information Technology Department.

**16. Purchase Approval #22299 - Ford Escape- Planning/Administration Departments**

At the August 4, 2022 Regular meeting, the Board will be asked to consider Purchase Approval #22299 - Ford Escape- Planning/Administration Departments to Laurel Motors Inc. via Co-Stars contract in the amount of \$13,720.00 (inclusive of a \$12,000 trade-in) for use by the Planning and Administration Departments.

Dan Santoro explained the purchase of the Planning/Administration Ford Escape will reduce the fleet. The Township will trade-in two administration vehicles and only purchase one new replacement vehicle; therefore reducing the fleet and consolidating vehicle usage.

**Bond Release Requests**

**17. Bond Release Request**

At the August 4, 2022 Regular meeting, the Board will be asked to consider approval of the following Bond Release Requests:

PARTIAL RELEASE:

1. D0408-01 - Park Place Phase 8A
2. D0213-04 - Shadow Creek
3. D2512-03 - Forest Edge Phase 3
4. D0212-03 - Forest Knoll Estates
5. D0027-05 - The Preserve

**Township Manager**

**18. ACTION REQUESTED THIS EVENING**

2022 CFA Multimodal Transportation Fund Grant Application

The Township is requesting a Multimodal Transportation Fund grant of \$392,749.00 from the Commonwealth Financing Authority to be used for the Brandt Drive and Executive Drive Multimodal Intersection Improvements Project.

Motion to adopt Resolution No. 2022-60, authorizing the submission of a 2022 CFA Multimodal Transportation Fund grant application for the future Brandt Drive and Executive Drive signal including a 20% match of Township funds.

**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. ACTION REQUESTED THIS EVENING**

Rock Salt - 2022-2023 SHACOG Bid Consideration

Motion to authorize the acceptance of the SHACOG 2022-2023 Rock Salt Bid of \$88.96 per ton from Cargill, Inc. inclusive of the alternate bids listed and authorize the execution of the agreement with Cargill, Inc. as presented.

Supervisor Skorupan asked how the bid compares to last year's pricing and if we currently have a good supply of material.  
 Bettelou Bertoncetto responded the prices are higher than last year and we currently have a good supply of materials.

**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. ACTION REQUESTED THIS EVENING**

Breakneck Regional Authority Agreement

The Board authorized the execution of inter-municipal sewer service and sewer connection agreements with the Breakneck Creek Regional Authority in 2019-2020. The agreements anticipated a gravity connection between the Cranberry and Breakneck systems in order to eliminate the existing Franklin Acres lift station. The staff has continued to evaluate the costs and benefits of this proposal and is recommending withdrawal from the agreements based on changing circumstances and anticipated cost factors.

Motion to terminate the October 3, 2019 Intermunicipal sewage treatment agreement between Cranberry Township and the Breakneck Creek Regional Authority, pursuant to Section 11.09 of said agreement; and to terminate March 5, 2020 Sewer Connection Line Agreement between Cranberry Township and the Breakneck Creek Regional Authority, pursuant to paragraph 2 of said agreement; and to authorize the Township Manager to provide written notice to the Breakneck Creek Regional Authority thereof, and to take such necessary actions with respect to termination of the agreements.

Dan Santoro explained the agreements with Breakneck Creek Regional Authority have been re-evaluated and it has been determined that terminating the agreement will be in the Township's best interest.

**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. Purchase Approval #22284 - Engineering Services for Franklin Acres Lift Station Upgrade**

At the August 4, 2022 Regular meeting, the Board will be asked to consider Purchase Approval #22284 - Engineering Services for Franklin Acres Lift Station Upgrade to Herbert, Rowland & Grubic Inc. in the amount of \$129,300.00.

**22. Armstrong Franchise Agreement**

The Township's cable franchise agreement with Armstrong Utilities, Inc. expires in 2022.

At the August 4, 2022 Regular meeting, the Board will be asked to consider the renewal of a non-exclusive Franchise Agreement with Armstrong Utilities, Inc.

Dan Santoro explained the Township engaged with Cohen & Associates to negotiate the non-exclusive agreement with Armstrong.

Chairman Hadley inquired if there were any significant changes to the agreement.

Mr. Santoro responded the new agreement is similar to the past agreement with some changes.

**23. Municibid Auction Results**

At the June 2, 2022 Regular meeting, the Board authorized the sale of surplus Township equipment via electronic sale using the online Municibid program. The results of the auction, which ended on July 11, 2022, are provided in the meeting materials.

**24. Southwest Butler County Joint Stormwater Planning Group**

At the August 4, 2022 Regular meeting, the Board will be asked to consider approving a Resolution to support grant applications to the Butler County Municipal Infrastructure Program from all municipalities that are participants in the Southwest Butler County Joint Stormwater Planning Group.

Dan Santoro explained the Township has been involved with the Southwest Butler County Joint Stormwater Group for several years. The Butler County Commissioner are providing grant funding via the county ARP funds for stormwater infrastructure. The resolution will support grant applications for all municipalities participating in the group.

**Additional Township Solicitor Business**

The Solicitor had no additional business for this meeting.

**Minutes**

**25. Minutes -June 30, 2022**

At the August 4, 2022 Regular meeting the Board will be asked to consider approving the minutes from the June 30, 2022 Agenda Preparation meeting.

**Remittance & Payroll Warrants**

**26. Remittance Proposals & Payroll Warrants**

At the August 4, 2022 Regular meeting, the Board will be asked to consider approving the following Remittance Proposals and Payroll Warrants:

1. Remittance Proposal JUN22PPD dated June 30, 2022
2. Remittance Proposal JUN22WIR dated June 30, 2022
3. Remittance Proposal JUL22MID dated June 20, 2022
4. Remittance Proposal JUL22 REF dated June 22, 2022
5. Remittance Proposal AUG22BIG dated August 5, 2022
6. Payroll Warrant 132022 dated June 24, 2022
7. Payroll Warrant S1222 dated June 30, 2022
8. Payroll Warrant 142022 dated July 8, 2022
9. Payroll Warrant S1322 dated July 15, 2022

**Reports**

- 27.**
1. Planning & Development Services - June 2022
  2. Police Department - June 2022
  3. Fire Company - June 2022
  4. EMS Monthly Report - June 2022
  5. Open Records Summary - June 2022
  6. Budget Report - June 2022
  7. Property Tax Collections - June 2022
  8. Utilities Department Report - July 2022
  9. Public Works Activity Report - July 2022
  10. Information Technology Report - July 2022
  11. Communications Report - July 2022



12, Cranberry Highlands Golf Report - July 2022

**Additional Business**

There was no additional business for this meeting.

**Adjournment**

28. Motion to Adjourn

The meeting was adjourned at 7:07 p.m.

**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		
John Skorupan	X		

Motion Carried

Respectfully submitted,

Lori Coon, Recording Secretary