

# MINUTES

## Cranberry Township Board of Supervisors Agenda Preparation Meeting Thursday, August 25, 2022

### **Supervisors:**

Bruce Hezlep  
Mike Manipole  
Bruce Mazzoni  
John Skorupan

### **Staff Present:**

Bert Bertoncello - Assistant Township Manager  
Lori Coon - Recording Secretary  
J.W. Johnson, Jr. - Content & Communications Specialist  
Michael Malak - Director, Engineering & Environmental Services  
Jeanne Manko - Legal Stenographer  
Lucas Martsolf - Assistant Township Manager  
Kevin Meyer - Police Chief  
Michael Palombo - Township Solicitor  
Daniel Santoro - Township Manager

### **Guests:**

Krissy Altman, Manager-Cracker Barrel  
Ken McDermott, Saxton & Stump – Representing Cracker Barrel

### **Call to Order**

#### **1. Pledge of Allegiance**

Vice Chairman Manipole 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. Moment of Silence - Richard M. Hadley**

Please stand silently for a moment of reflection and respect for the loss of our Cranberry Township Board of Supervisors Chairman, Richard M. Hadley. Words cannot express the tremendous grief our community is experiencing over the loss of this great leader.

Vice Chairman Manipole announced with great sadness the loss of the Board of Supervisor

Chairman, Dick Hadley. Vice Chairman Manipole stated it is a very sad time for the Hadley family and the community. Vice Chairman Manipole said Dick was a man of great character, compassionate and a good listener.

Bill Shaner stated Dick Hadley was a selfless and kind person. Mr. Shaner highlighted some the boards and associations that he and Dick had served on together such as the Parks and Recreation Board and the Athletic Association. Mr. Shaner expressed the honor it had been to work with Dick on these committees.

**3. Roll Call**

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

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

There was no public comment for this meeting.

**5. Announcement**

Vice Chairman Manipole announced the Regular Board of Supervisors meeting scheduled on Thursday, September 1, 2022 has been cancelled. Accordingly the Board will consider action on all agenda items this evening.

**Public Hearings**

**6. Inter-Municipal Liquor License Transfer (1740 Route 228)**

Accept public comment on the inter-municipal transfer of liquor license #R-17797 (to be located at 1740 Route 228 (Cracker Barrel) pursuant to act 47 P.S. 461.

(Following public comment and provided no additional testimony is needed, it is the recommendation to close the public hearing with consideration of the Liquor License later this evening under Planning & Development Services.)

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.

Dan Santoro explained the Old Cracker Barrel Country Store has applied for a liquor license transfer.

Ken McDermott with Saxton & Stump, attorney for Cracker Barrel, along with Cracker Barrel Manager, Krissy Altman summarized the limited alcohol menu that will be offered at the Cranberry location.

There was no public comment for the public hearing.

Motion to close the public hearing with consideration later this evening under the Planning & Development Service portion of the meeting.

**VOTING**

Motion by: Mazzoni, Bruce  
Second by: Skorupan, John

Supervisor	YES	NO	ABSTAIN
Mike Manipole	X		
Bruce Hezlep	X		
Bruce Mazzoni	X		

John Skorupan	X		
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Motion Carried

### **Planning & Development Services**

#### **7. Inter-Municipal Liquor License Transfer (1740 Route 228)**

Motion to adopt Resolution No. 2022-67, for the inter-municipal transfer of liquor license #R-17797 to be located at 1740 Route 228, Suite 100 (Cracker Barrel) pursuant to act 47 P.S. 461.

### **VOTING**

Motion by: Skorupan, John  
Second by: Mazzoni, Bruce

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

Motion Carried

#### **8. PR #LD-22-18 - Breckenridge - Revised Preliminary Land Development (TLD 10/22/22)**

Motion to adopt Resolution No. 2022-68, granting Revised Preliminary Land Development application for 117 townhouse units to be located along Freedom Road on approximately 18 acres in the CCD Freedom B Overlay zoning district subject to final review and comments by the Township Engineer.

Mike Malak provided an overview of revision to the Breckenridge development. Mr. Malak explained the changes were due to permit issues with the DEP. Mr. Malak stated the plans for a wet pond have been replaced with an underground stormwater detention facility. Mr. Malak also stated the number of apartments has changed from 112 units to 117 units.

### **VOTING**

Motion by: Skorupan, John  
Second by: Mazzoni, Bruce

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

Motion Carried

#### **9. PR #LD-22-19 - Breckenridge - Final Land Development (TLD 10/22/22)**

Motion to adopt Resolution No. 2022-69, granting Final Land Development application for 117 townhouse units to be located along Freedom Road on approximately 18 acres in the CCD Freedom B Overlay zoning district subject to final review and comments by the Township Engineer.

## **VOTING**

Motion by: Skorupan, John  
Second by: Mazzoni, Bruce

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

Motion Carried

## **Public Works and Engineering**

### **Contract Payments**

10. CAR #22-16-03 - Partial Payment - Municipal Campus Rear Parking Lot - Stormwater Facilities

Motion to approve CAR #22-16-03 - Partial Payment - Municipal Campus Rear Parking Lot - Stormwater Facilities to Holbein, Inc. in the amount of \$84,707.97.

Mike Malak explained there had been a delay with the stormwater facility in the Municipal Center rear parking lot due to material supplies issues. The supply issues have been addressed and work will continue.

## **VOTING**

Motion by: Hezlep, Bruce  
Second by: Skorupan, John

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

Motion Carried

11. CAR #22-01-03 - Final Payment - BCWPCF - Acoustic Air Inlet Silencers for Blower Intakes

Motion to approve CAR #22-01-03 - Final Payment - BCWPCF - Acoustic Air Inlet Silencers for Blower Intakes to JP Environmental, LLC in the amount of \$112,300.00.

Mike Malak stated the installation of the Acoustic Air Inlet Silencers for Blower Intakes for the Brush Creek Treatment plant has been completed.

Supervisor Skorupan inquired about the testing of the noise levels for the silencers.

Mr. Malak stated the testing of the noise levels will be in the fall after the trees have dropped their leaves.

## **VOTING**

Motion by: Hezlep, Bruce  
Second by: Skorupan, John

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

Motion Carried

### **12. CAR #22-09-04 - Final Payment - Seal Coating 2022**

Motion to approve CAR #22-09-04 - Final Payment - Seal Coating 2022 to Russell Standard Corp. in the amount of \$41,534.29.

## **VOTING**

Motion by: Hezlep, Bruce  
Second by: Skorupan, John

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

Motion Carried

### **13. CAR #22-13-03 - Final Payment - BCWPCF - Diesel Tank & Structural Steel Coating**

Motion to approve CAR #22-13-03 - Final Payment - BCWPFC - Diesel Tank & Structural Steel Coating to Worldwide Industries Corp. in the amount of \$24,932.00.

## **VOTING**

Motion by: Hezlep, Bruce  
Second by: Skorupan, John

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

Motion Carried

## **Authorizations to Bid**

### **14. CAR #22-25-01 - Authorization to Bid - BCWPCF - Activated Carbon**

Motion to approve CAR #22-25-01 - Authorization to Bid - BCWPCF - Activated Carbon.

Mike Malak explained the cost of the material for odor control has now exceeded the bidding cost threshold and requires bids to be obtained.

## **VOTING**

Motion by: Hezlep, Bruce  
Second by: Skorupan, John

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

Motion Carried

## **Purchase Awards**

### **15. Purchase Approval #22316 - Master Sewer Plan - Engineering Services**

Motion to approve Purchase Approval #22316 - Master Sewer Plan - Engineering Services to Herbert, Rowland & Grubic, Inc. in the amount of \$31,500.00.

## **VOTING**

Motion by: Hezlep, Bruce  
Second by: Skorupan, John

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

Motion Carried

### **16. Purchase Approval #22362 - Fox Run By-Pass Sanitary Sewer Design**

Motion to approve Purchase Approval #22362 - Fox Run By-Pass Sanitary Sewer Design to Hatch Chester Inc. in the amount of \$34,500.00.

Mike Malak explained the Fox Run by-pass sanitary sewer design will address several issues within the development.

Supervisor Hezlep asked if the design would include increased capacity.

Mr. Malak explained the design will include increased capacity.

Supervisor Manipole thanked the staff for working with residents through the process.

## **VOTING**

Motion by: Hezlep, Bruce  
Second by: Skorupan, John

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

Motion Carried

### **Bond Release Requests**

#### **17. Bond Release Request**

Motion to approve the following Bond Release Requests:

PARTIAL RELEASE:

1. D0408-02- Park Place Phase 8A
2. D2512-04 - Forest Edge, Phase 3

FINAL RELEASE:

1. D2912-07 - Meeder, Phase 4 - Apartments

### **VOTING**

Motion by: Hezlep, Bruce

Second by: Skorupan, John

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

Motion Carried

#### **18. Grant of Storm Sewer Line Easement - 125 East Kensinger Drive - New Dog Park Improvements**

Motion to accept and execute the Grant of Storm Sewer Line Easement - 125 East Kensinger Drive as part of the New Dog Park Improvements.

Mike Malak explained the easement is needed for improvements to the storm sewer line to eliminate discharge.

### **VOTING**

Motion by: Hezlep, Bruce

Second by: Skorupan, John

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

Motion Carried

### **Township Manager**

#### **19. Fire Apparatus Plan Update**

The fire apparatus capital plan calls for the replacement of the existing 1989 FMC engine in 2024. CTVFC and Chief Garing have been working for the last eight months

on specifications for a replacement of Engine 21-3. Backlogs for fire truck orders are currently running 24 months. CTVFC and Chief Garing are recommending advancing the purchase of a new engine consistent with the replacement plan. Additionally, a request has been made from the BC3 Fire Training Academy to donate the existing 1989 engine for training purposes.

Motion to authorize the purchase of a 2024 Pierce Engine through the COSTARS contract in the amount of \$750,742 and to approve the donation of the existing 1989 Engine to the BC3 Fire Training Academy once the new engine arrives.

Dan Santoro explained the need to move forward with the request for the new fire engine because the lead time for the trucks is approximately twenty-four months. Mr. Santoro noted the Township will work with the Relief Association to secure funding.

Supervisor Manipole acknowledged the research the Fire Company does to build the vehicles in the most cost-effective manner.

### **VOTING**

Motion by: Hezlep, Bruce  
Second by: Skorupan, John

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

Motion Carried

### **20. Minimum Municipal Obligation (MMO) for the Uniformed and Non-Uniformed Pension Plans for the Year 2023**

Motion to approve adopting Resolution No. 2022-70, establishing the Township's Minimum Municipal Obligation (MMO) for the Uniformed and Non-Uniformed Pension Plans for the Year 2023.

Dan Santoro stated the MMO is a yearly resolution required by state law to fulfill pension obligations.

### **VOTING**

Motion by: Hezlep, Bruce  
Second by: Skorupan, John

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

Motion Carried

### **21. Purchase Approval #22348 - Municipal Center Renovations- Architectural Design Services**

Motion to approve Purchase Approval #22348 - Municipal Center Renovations- Architectural Design Services to DesignStream, LLC in the amount of \$359,300.00



which includes the buildings interior and exterior renovations.

Dan Santoro explained the Municipal Center renovations will provide for the refresh of the interior and exterior of the Municipal Center.

Supervisor Manipole stated the Municipal Center is the hub of the community.

### **VOTING**

Motion by: Hezlep, Bruce  
Second by: Skorupan, John

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

Motion Carried

### **Additional Township Solicitor Business**

#### **22. Tax Assessment Appeal - Lowes Home Centers, Inc.**

Motion to approve the settlement of the Lowes Home Centers, Inc. tax assessment appeal filed at Butler County Court of Common Pleas No. 2020-40321, to set the assessed value for the appealed property for 2021 at \$868,600 and for 2022 at \$797,900.

Solicitor Mike Palombo explained the tax settlement of the Lowes Home Center will adjust the assessed value for tax years 2021 and 2022.

### **VOTING**

Motion by: Manipole, Mike  
Second by: Skorupan, John

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

Motion Carried

### **Minutes**

#### **23. Minutes - July 28, 2022 and August 4, 2022**

Motion to approve the following meeting minutes:

1. July 28, 2022 - Agenda Preparation Meeting
2. August 4, 2022 - Regular Meeting

### **VOTING**

Motion by: Manipole, Mike  
Second by: Skorupan, John

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

Motion Carried

### **Remittance & Payroll Warrants**

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

Motion to approve the following Remittance Proposals and Payroll Warrants:

1. Remittance Proposal JUL22PPD dated July 31, 2022
2. Remittance Proposal JUL22WIR dated July 31, 2022
3. Remittance Proposal AUG22MID dated August 18, 2022
4. Remittance Proposal AUG22REF dated August 19, 2022
5. Remittance Proposal SEP22BIG dated September 2, 2022
6. Payroll Warrant 152022 dated July 22, 2022
7. Payroll Warrant S1422 dated July 29, 2022
8. Payroll Warrant 162022 dated August 5, 2022
9. Payroll Warrant S1522 dated August 15, 2022

### **VOTING**

Motion by: Manipole, Mike  
Second by: Skorupan, John

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

Motion Carried

### **Reports**

- 25.**
1. Planning & Development Services - July 2022
  2. Police Department - July 2022
  3. Fire Company - July 2022
  4. EMS Monthly Report - July 2022
  5. Open Records Summary - July 2022
  6. Property Tax Collections - July 2022
  7. Budget Report - July 2022
  8. Utilities Department Report - August 2022
  9. Public Works Activity Report - August 2022
  10. Information Technology Report - August 2022
  11. Communications Report - August 2022
  12. Cranberry Highlands Golf Report - August 2022

### **Additional Business**

There was no additional business for this meeting.

## **Adjournment**

**26.** Motion to Adjourn

The meeting was adjourned at 7:14 p.m.

## **VOTING**

Motion by: Skorupan, John  
Second by: Mazzoni, Bruce

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

Motion Carried

Respectfully submitted,

Lori Coon  
Recording Secretary