

MINUTES

Cranberry Township Board of Supervisors Agenda Preparation Meeting Thursday, September 29, 2022

Supervisors:

Bruce Hezlep
Mike Manipole
Bruce Mazzoni
John Skorupan

Staff Present:

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

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. Roll Call

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

3. Announcement

Vice Chairman Manipole announced prior to the meeting the Cranberry Township Vacancy Board met to appoint Karen Newpol to fill the vacancy on the Board of Supervisors. Ms. Newpol will fill the vacancy left by the passing of Chairman Richard Hadley. Mr. Manipole stated twenty-two (22) applicants submitted a letter of interest to fill the vacant position. All applicants were then issued a set of questions. Once the responses to the questions were received the Vacancy Board reviewed all applicants' submissions. After reviewing all submissions, the Vacancy Board selected twelve (12) applicants for interviews. The interviews were conducted in three (3) separate meetings. The Vacancy Board then met in a fourth meeting to select an applicant to fill the position.

Vice Chairman Manipole stated Karen Newpol will be sworn in on October 6, 2022 at the Regular meeting. He also highlighted Ms. Newpol's resume noting several of her community leadership roles such as Sunrise Rotary, Park Place HOA, Elks Chaplin, and CTCC to mention a few. Ms. Newpol has been very active in the community since 1997.

Supervisor Mazzoni thanked all the many quality applicants but Karen Newpol's service to the community stood out above all.

Supervisor Skorupan commented on the number of outstanding people that showed an interest in the positions.

Supervisor Hezlep stated he was impressed by the people in the community to show an interest in the position.

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

There was no public comment for this meeting.

Public Hearings

5. Bill No. 2022-08 Ordinance Amendment for Chapter 27 (Zoning) revising continuing care requirements and related provisions.

Accept public comment on an Ordinance Amendment for Chapter 27 (Zoning) revising continuing care requirements and related provisions.

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 Ordinance Amendment for Chapter 27 revising continuing care requirements and related provisions. Mr. Henshaw explained the amendments consisted of technical terminology updates and the cleanup of language within the ordinance. The proposed ordinance will update and/or provide for the following land uses:

1. Adult Daily Living Center (new)
2. Continuing Care Facilities including;
 - Skilled or Intermediate Nursing Facilities (updated)
 - Assisted Living Residences (updated)
 - Personal Care Homes (updated)
3. Group Home (updated)
4. Rehabilitation Facility or Halfway House (new)
5. Senior Facilities (updated)

Supervisor Skorupan inquired if some facilities have more than one level of care.

Mr. Henshaw stated the proposed changes in the ordinance will allow facilities to select multiple levels of care.

Supervisor Manipole asked what Adult Daily Living was.

Mr. Henshaw explained Adult Daily Living is adult daycare.

Motion to close the Public Hearing with consideration at the October 6, 2022 Regular meeting.

VOTING

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

| Supervisor | YES | NO | ABSTAIN |
|---------------|-----|----|---------|
| Mike Manipole | X | | |
| Bruce Hezlep | X | | |
| Bruce Mazzone | X | | |
| John Skorupan | X | | |

Motion Carried

Planning & Development Services

- 6. PR #SUB-22-14 - Intracor LLC - Schmoll Plan #1 Lot Consolidation Plan - Preliminary & Final Subdivision (TLD 11/26/22)

At the October 6, 2022 Regular meeting, the Board will be asked to consider Preliminary and Final Subdivision approval for the consolidation of two lots totaling approximately 6.15 acres located at 1649 Garvin Road and 1659 Garvin Road in the R-1 zoning district.

Ron Henshaw explained the Intracor LLC-Schmoll Plan #1 Lot Consolidation is simply the adjoining of two lots

- 7. PR #SUB-22-15 - Park Place Amendment No. 52 - Prelim/Final Subdivision (TLD 11/26/22)

At the October 6, 2022 Regular meeting, the Board will be asked to consider Lot Line Revision approval to create 5 units on Lot 8-12 along Caledonia Place within the Park Place, Phase 8 Development.

Public Works and Engineering

Contract Change Orders

- 8. CAR #22-17-03 - Change Order - Municipal Campus Rear Parking Lot - Parking Lot Improvements

At the October 6, 2022 Regular meeting, the Board will be asked to consider CAR #22-17-03 - Change Order - Municipal Campus Rear Parking Lot - Parking Lot Improvements to Holbein, Inc. in the amount of \$11,832.00.

Mike Malak explained the change order for the Municipal Campus Rear Parking Lot Improvement consists of extending the conduit within the lot for future needs.

- 9. CAR #22-18-03 - Change Order - Peters Road Water Line Replacement

At the October 6, 2022 Regular meeting, the Board will be asked to consider CAR #22-18-03 - Change Order - Peters Road Water Line Replacement authorizing a time extension of the contract completion date from October 20, 2022 to November 18, 2022.

Mike Malak stated the change order for the Peters Road Water Line Replacement extending the completion date is due to material and permitting delays.

10. CAR #22-20-03 - Change Order - Brandt Drive Extension

At the October 6, 2022 Regular meeting, the Board will be asked to consider CAR #22-20-03 - Change Order - Brandt Drive Extension authorizing a time extension of the contract completion date from October 1, 2022 to November 30, 2022.

Contract Payments

11. CAR #22-16-04 - Partial Payment - Municipal Campus Rear Parking Lot - Stormwater Facility

At the October 6, 2022 Regular meeting, the Board will be asked to consider CAR #22-16-04 - Partial Payment - Municipal Campus Rear Parking Lot - Stormwater Facility to Holbein, Inc. in the amount of \$189,352.65.

12. CAR #22-17-04 - Partial Payment - Municipal Campus Rear Parking Lot - Parking Lot Improvements

At the October 6, 2022 Regular meeting, the Board will be asked to consider CAR #22-17-04 - Partial Payment - Municipal Campus Rear Parking Lot - Parking Lot Improvements to Holbein, Inc. in the amount of \$57,584.03.

13. CAR #22-19-03 - Partial Payment - Sun Valley Utilities Upgrades

At the October 6, 2022 Regular meeting, the Board will be asked to consider CAR #22-19-03 - Partial Payment - Sun Valley Utilities Upgrades to J.S. Bova Excavating in the amount of \$58,950.00.

14. CAR #22-04-08 - Final Payment - Ehrman Road Right Turn Lane

At the October 6, 2022 Regular meeting, the Board will be asked to consider CAR #22-04-08 - Final Payment - Ehrman Road Right Turn Lane to Shields Asphalt Paving, Inc. in the amount of \$42,032.78.

Mike Malak stated the Ehrman Road Right Turn Lane project was completed prior to the start of the school year.

Contract Awards

15. CAR #22-23-02 - Contract Award - Chadborne Culvert Rehabilitation

At the October 6, 2022 Regular meeting, the Board will be asked to consider CAR #22-23-02 - Contract Award - Chadborne Culvert Rehabilitation to Proshot Concrete, Inc. in the amount of \$74,600.00.

Mike Malak stated many competitive bids were received and Proshot Concrete has completed work in the Township in the past.

16. CAR #22-24-02 - Contract Award - Community Park Streambank Restoration Landscaping

At the October 6, 2022 Regular meeting, the Board will be asked to consider CAR #22-24-02 - Contract Award - Community Park Streambank Restoration Landscaping to MMC Land Management in the amount of \$21,131.51.

Mike Malak explained the Public Works department had completed the streambank project and this award will finish the landscaping.

Authorizations to Bid

17. CAR #22-25-02 - Bid Rejection/Authorization to Rebid - BCWPCF Activated Carbon

At the October 6, 2022 Regular Meeting, the Board will be asked to consider CAR #22-25-02 - Bid Rejection/Authorization to Rebid - BCWPCF Activated Carbon.

Mike Malak stated the bids for the activated carbon were high and the paperwork was incomplete; therefore requiring the authorization to rebid.

18. CAR #22-27-01 - Authorization to Bid - Printing Services - Cranberry Township Newsletter

At the October 6, 2022 Regular meeting, the Board will be asked to consider CAR #22-27-01 - Authorization to Bid - Printing Services - Cranberry Township Newsletter.

Supervisor Hezlep inquired if the bid for the printing services was for one year. Dan Santoro stated the bid is for one year with the option for additional years. Mr. Santoro also explained this service was bid in the past and we did not receive any bids due to the pricing issue with paper.

Purchase Awards

19. Purchase Approval #22377 - Signal Extender for the Emergency Operations Center

At the October 6, 2022 Regular meeting, the Board will be asked to consider Purchase Approval #22377 - Signal Extender for the Emergency Operations Center, via State contract, to Motorola Inc. in the amount of \$26,441.50.

Mr. Santoro explained the purchase approval for the signal extender will enhance the radio system at the Emergency Operation Center.

20. Purchase Approval #22396 - Valve Maintenance Equipment Trailer - Utilities Department

At the October 6, 2022 Regular meeting, the Board will be asked to consider Purchase Approval #22396 - Valve Maintenance Equipment Trailer to Bain Enterprises via Co-Stars in the amount of \$81,375.00 for use by the Utilities Department.

Mr. Santoro explained the current Valve Maintenance Trailer is eleven (11) years old and only functions fifty percent of the time.

21. Purchase Approval #22407 - Forcemain Design - Franklin Acres Pump Station

At the October 6, 2022 Regular meeting, the Board will be asked to consider Purchase Approval #22407 - Forcemain Design - Franklin Acres Pump Station to Herbert, Rowland & Grubic, Inc. in the amount of \$77,800.00.

Mr. Santoro stated the forcemain design is a supplement to the Franklin Acres Pump Station and will upgrade the existing cast iron piping.

Bond Release Requests

22. Bond Release Request:

At the October 6, 2022 Regular meeting, the Board will be asked to consider the following Bond Release Requests:

PARTIAL RELEASE:

1. D0408-03 - Park Place Phase 8A
2. D2305-01 - Village of Cranberry Woods Phase 1A Infrastructure

Township Manager

23. FOR ACTION THIS EVENING

Proclamation Recognizing the Cranberry Area Lions Club for 40 Years of Service

Motion to adopt Resolution No. 2022-71 recognizing the Cranberry Area Lions Club for forty (40) years of community service.

Mr. Santoro stated the Cranberry Area Lions Club has been very active in the community for forty (40) years and has done great work in our community.

VOTING

Motion by: Manipole, Mike
Second by: Hezlep, Bruce

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

Motion Carried

24. FOR ACTION THIS EVENING

PennDot Traffic Signal Technology Grant Application

Motion to adopt Resolution No. 2022-72, approving the submission of the PennDot Traffic Signal Technology Grant Application for the Route 19 corridor Cobalt Controller Upgrade. This project includes the upgrade of 6 intersections on Route 19 to the new Cobalt Controllers. The total grant is \$34,650.00 with a 0% Township match.

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

25. FOR ACTION THIS EVENING:

Regional Traffic Signal Program Grant Applications (Signals in Coordination "SINC" Projects):

Motion to adopt the following Resolutions approving the submission of three (3) Regional Traffic Signal Program Grant Applications (Signals in Coordination "SINC" Projects)

1. Resolution No. 2022-73, granting authorization to submit an application to the Southwestern Pennsylvania Commission's Regional Traffic Signal Program (5th cycle) for the Route 19 Retiming Project .
2. Resolution No. 2022-74, granting authorization to submit an application to the Southwestern Pennsylvania Commission's Regional Traffic Signal Program (5th cycle) Route 228/Freedom Road Retiming Project.
3. Resolution No. 2022-75, granting authorization to submit an application to the Southwestern Pennsylvania Commission's Regional Traffic Signal Program (5th cycle) for the Rochester Road Retiming Project.

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

26. Sale of 2014 Police Department Dodge Charger

At the October 6, 2022 Regular meeting, the Board will be asked to consider the sale of a 2014 Police Department Dodge Charger to Jackson Township in the amount of \$5,500.00.

Mr. Santoro explained the vehicle has been out of service for some time. Mr. Santoro stated Bob Howland, Manager of Streets, assisted in establishing the value of the vehicle and Chief Meyer negotiated the price with Jackson Township.

27. Appointment to fill a vacancy on the General Authority Board

The Board will be asked to consider appointing John Skorupan to fill the vacancy left by Jim Lopresti on the General Authority Board with a term expiring June 30, 2027.

Mr. Santoro explained the appointment of Mr. Skorupan will fill one of two empty seats on the General Authority Board.

Additional Township Solicitor Business

28. Tax Assessment Appeal - Cranberry Inn, LP (Best Western)

At the October 6, 2022 Regular meeting, the Board will be asked to consider approval of the settlement of the tax assessment appeal filed at Butler County Case No. 20-40236, to set the assessed values for the 2021, 2022 and 2023 tax years at \$482,675, \$443,388 and \$398,488 respectively, and to adjust the tax bills accordingly.

29. Tax Assessment Appeal - Pittsburgh Marriott North

At the October 6, 2022 Regular meeting, the Board will be asked to consider approval of the settlement of the tax assessment appeal filed at Butler County Case No. 2020-40276, to set the assessed value for the subject property at \$1,735,050 for tax year 2021; and at \$1,593,825 for tax years 2022 and 2023, and to revise the tax bills accordingly

30. Tax Assessment Appeal - Courtyard Marriott

At the October 6, 2022 Regular meeting, the Board will be asked to consider approval of the settlement of the tax assessment appeal filed at Butler County Case No. 2020-40275, to set the assessed values for tax year 2021 at \$593,400, and for tax years 2022 and 2023 at \$545,100; and to adjust the tax bills accordingly.

Solicitor Mike Palombo explained the County and School District are in agreement with the settlement of all three tax assessment appeals.

Minutes

31. Minutes -August 25, 2022

At the October 6, 2022 Regular meeting, the Board will be asked to consider approval of the minutes from the August 25, 2022 Agenda Preparation meeting.

Remittance & Payroll Warrants

32. Remittance Proposals & Payroll Warrants

At the October 6, 2022 Regular meeting, the Board will be asked to consider the following Remittance Proposals and Payroll Warrants:

1. Remittance Proposal AUG22PPD dated August 31, 2022
2. Remittance Proposal AUGWIR dated August 31, 2022
3. Remittance Proposal SEPT22MID dated September 20, 2022
4. Remittance Proposal SEP22REF dated September 22, 2022
5. Remittance Proposal OCT22BIG dated October 7, 2022
6. Payroll Warrant 172022 dated August 19, 2022
7. Payroll Warrant S1622 dated August 31, 2022
8. Payroll Warrant SP1822 dated September 2, 2022
9. Payroll Warrant 182022 dated September 2, 2022
10. Payroll Warrant S1722 dated September 15, 2022

Reports

33. Monthly Reports

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

Additional Business

Vice Chairman Manipole stated the Dog Park Opening was a wonderful event and the hard work of the staff was very apparent.

Adjournment

34. Motion to Adjourn

The meeting was adjourned at 7:02 p.m.

VOTING

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

| Supervisor | YES | NO | ABSTAIN |
|---------------|-----|----|---------|
| Mike Manipole | X | | |
| Bruce Hezlep | X | | |
| Bruce Mazzone | X | | |
| John Skorupan | X | | |

Motion Carried

Respectfully submitted,

Lori Coon
Recording Secretary