

MINUTES

Cranberry Township Board of Supervisors

Regular Meeting

Thursday, October 6, 2022

Supervisors:

Bruce Hezlep
Mike Manipole
Bruce Mazzoni
Karen Newpol
John Skorupan

Staff Present:

Lori Coon - Recording Secretary
Ron Henshaw - Director, Planning & Development Services
J.W. Johnson, Jr. - Content & Communications Specialist
Paul Lalley - Township Solicitor
Michael Malak - Director, Engineering & Environmental Services
Lucas Martsof - Assistant Township Manager
Kevin Meyer - Police Chief
Daniel Santoro - Township Manager

Call to Order - Vice-Chairman Manipole

1. Pledge of Allegiance/Roll Call

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

2. Announcement

Vice Chairman Manipole announced that prior to the start of this meeting, Magisterial District Judge, Kevin Flaherty, administered the oath of office to Karen Newpol to fill the Board of Supervisor vacant position.

3. Public Comment (Any item on or off the Agenda)

There was no public comment for this meeting.

Planning & Development Services - Supervisor Skorupan

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

Motion to adopt Ordinance No. 2022-509 for Bill No. 2202-08 amending Chapter 27 (Zoning) revising continuing care requirements and related provisions.

VOTING

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

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

Motion Carried

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

Motion to adopt Resolution No. 2022-76, granting 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.

VOTING

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

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

Motion Carried

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

Motion to adopt Resolution No. 2022-77, granting Lot Line Revision approval to create 5 units on Lot 8-12 along Caledonia Place within the Park Place, Phase 8 Development.

VOTING

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

Supervisor	YES	NO	ABSTAIN
Mike Manipole	X		
Bruce Hezlep	X		

Bruce Mazzone	X		
Karen Newpol	X		
John Skorupan	X		

Motion Carried

Public Works and Engineering - Supervisor Hezlep

Contract Change Order

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

Motion to approve CAR #22-17-03 - Change Order - Municipal Campus Rear Parking Lot - Parking Lot Improvements to Holbein, Inc. in the amount of \$11,832.00.

VOTING

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

Supervisor	YES	NO	ABSTAIN
Mike Manipole	X		
Bruce Hezlep	X		
Bruce Mazzone	X		
Karen Newpol	X		
John Skorupan	X		

Motion Carried

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

Motion to approve 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.

VOTING

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

Supervisor	YES	NO	ABSTAIN
Mike Manipole	X		
Bruce Hezlep	X		
Bruce Mazzone	X		
Karen Newpol	X		
John Skorupan	X		

Motion Carried

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

Motion to approve 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.

VOTING

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

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

Motion Carried

Contract Payments

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

Motion to approve CAR #22-16-04 - Partial Payment - Municipal Campus Rear Parking Lot - Stormwater Facility to Holbein, Inc. in the amount of \$189,352.65.

VOTING

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

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

Motion Carried

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

Motion to approve CAR #22-17-04 - Partial Payment - Municipal Campus Rear Parking Lot - Parking Lot Improvements to Holbein, Inc. in the amount of \$57,584.03.

VOTING

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

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

Motion Carried

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

Motion to approve CAR #22-19-03 - Partial Payment - Sun Valley Utilities Upgrades to J.S. Bova Excavating in the amount of \$58,950.00.

VOTING

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

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

Motion Carried

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

Motion to approve CAR #22-04-08 - Final Payment - Ehrman Road Right Turn Lane to Shields Asphalt Paving, Inc. in the amount of \$42,032.78.

VOTING

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

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

Motion Carried

Contract Awards

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

Motion to approve CAR #22-25-02 - Rejecting all bids received and authorizing a Rebid for BCWPCF Activated Carbon.

VOTING

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

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

Motion Carried

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

Motion to approve CAR #22-23-02 - Contract Award - Chadborne Culvert

Rehabilitation to Proshot Concrete, Inc. in the amount of \$74,600.00.

VOTING

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

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

Motion Carried

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

Motion to approve CAR #22-24-02 - Contract Award - Community Park Streambank Restoration Landscaping to MMC Land Management in the amount of \$21,131.51.

VOTING

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

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

Motion Carried

Authorizations to Bid

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

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

VOTING

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

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

Motion Carried

Purchase Awards

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

Motion to approve Purchase Approval #22377 - Signal Extender for the Emergency Operations Center, via State contract, to Motorola Inc. in the amount of \$26,441.50.

VOTING

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

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

Motion Carried

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

Motion to approve Purchase Approval #22396 - Valve Maintenance Equipment Trailer to Bain Enterprises, via Co-Stars contract, in the amount of \$81,375.00 for use by the Utilities Department.

VOTING

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

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

Motion Carried

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

Motion to approve Purchase Approval #22407 - Forcemain Design - Franklin Acres Pump Station to Herbert, Rowland & Grubic, Inc. in the amount of \$77,800.00.

VOTING

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

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

Motion Carried

Bonds Release

21. Bond Release Request:

Motion to approve the following Bond Release Requests:

PARTIAL RELEASE:

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

VOTING

Motion by: Hezlep, Bruce
Second by: Newpol, Karen

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

Motion Carried

Public Safety - Supervisor Mazzoni

22. Sale of 2014 Police Department Dodge Charger

Motion to approve the sale of a 2014 Police Department Dodge Charger to Jackson Township in the amount of \$5,500.00.

VOTING

Motion by: Mazzoni, Bruce
Second by: Newpol, Karen

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

Motion Carried

Administration - Vice-Chairman Manipole

23. Act 57 of 2022 - Resolution Amending the Local Tax Collection Law

Motion to adopt Resolution No. 2022-78, amending the Local Tax Collection Law to authorize the waiver of certain additional charges ordinarily assessed against taxpayers who fail to timely pay their real estate taxes due to the failure to receive notice.

Solicitor Paul Lalley explained Act 57 of 2022 amends the local tax collection law to waive additional fees if the taxpayer provides a waiver of additional charges to the tax collector within 12 months of a qualifying event and attests that a notice was not received. The taxpayer must also provide a copy of the deed or title showing the date of the transaction and pay the face value of the tax notice with the waiver request.

VOTING

Motion by: Newpol, Karen
 Second by: Skorupan, John

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

Motion Carried

24. Remittance Proposals & Payroll Warrants

Motion to approve 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

VOTING

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

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

Motion Carried

25. Minutes -August 25, 2022

Motion to approve the minutes from the August 25, 2022 Agenda Preparation meeting.

VOTING

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

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

Motion Carried

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

Motion to appoint John Skorupan to fill the vacancy left by Jim Lopresti on the General Authority Board with a term expiring June 30, 2027.

VOTING

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

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

Motion Carried

27. Personnel

Motion to ratify the hire of Chad Miller, Utility Worker I, within the Streets Division of the Public Works department, at an hourly rate of \$27.24, effective September 26, 2022.

VOTING

Motion by: Hezlep, Bruce
Second by: Mazzoni, Bruce

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

Motion Carried

27. a Personnel

Motion to ratify the hire of Marcell Jones, Utility Worker I, within the Streets Division of the Public Works department, at an hourly rate of \$27.24, effective October 24, 2022.

VOTING

Motion by: Hezlep, Bruce
Second by: Mazzoni, Bruce

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

Motion Carried

Solicitor

28. Additional Solicitor Business

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

Motion to approve 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.

VOTING

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

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

Motion Carried

30. Tax Assessment Appeal - Pittsburgh Marriott North

Motion to approve 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.

VOTING

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

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

Motion Carried

31. Tax Assessment Appeal - Courtyard Marriott

Motion to approve 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.

Supervisor Skorupan inquired about how the 2022 tax assessment were evaluated.

Mr. Lalley explained the solicitor's office consults with appraisers to evaluate fair market value.

Supervisor Skorupan asked if the values were based on profit and loss or the value of the hotel.

Mr. Lalley responded the value is based on occupancy.

Supervisor Newpol asked how 2023 value is determined.

Mr. Lalley explained the 2023 value is determined by trends supplied through the appraisers.

VOTING

Motion by: Manipole, Mike

Second by: Mazzoni, Bruce

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

Motion Carried

Reports

32. 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

33. Additional Business

Supervisor Manipole mentioned the newspaper article highlighting Police Officers Robin Winters and Chris Zevola in the Seneca Valley schools. Mr. Manipole stated the Officers are good proponents of education with the schools.

Adjournment

34. Motion to adjourn

The meeting adjourned at 6:54 p.m.

VOTING

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

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

Motion Carried

Respectfully submitted,

Lori Coon
Recording Secretary