

# MINUTES

## Cranberry Township Board of Supervisors Agenda Preparation Meeting Thursday, November 3, 2022

### **Supervisors:**

Mike Manipole  
Karen Newpol  
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  
Daniel Santoro - Township Manager  
Renu Subramaniam - Assistant Executive Secretary

### **Call to Order - Vice-Chairman Manipole**

#### **1. Pledge of Allegiance/Roll Call**

Vice Chairman Manipole called the meeting to order at 6:31 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, a quorum consisted of Vice Chairman Manipole, Supervisor Newpol, and Supervisor Skorupan.

#### **2. Announcement**

Vice Chairman Manipole announced with great sadness the loss of the Cranberry Highlands Golf Course Superintendent, Dave Barber. Dave passed away on October 27, 2022. A moment of silence was observed honoring Dave's life and his work at the golf course.

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

Randy Criss, 102 Robinhood Drive spoke concerning the erosion and flooding of Brush Creek near his property.

Dan Santoro explained he and Mr. Criss had spoken early in the week about the creek concerns. Mr. Santoro has asked the Engineering Department to check into the issues.

**Planning & Development Services - Supervisor Skorupan**

4. PR #LD-22-20 - Ichiban/Retail Center - Prelim and Final Land Development and Conditional Use (TLD 12/24/22)

Motion to adopt Resolution No. 2022-80, granting Preliminary and Final Land Development and Conditional Use approval for a land development consisting of 2 buildings (Building 1 - (9,621 square foot Retail Use) and Building 2 (7,088 square foot Restaurant and 3,392 square foot Retail Uses)) totaling approximately 20,001 square feet to be located at 20563 and 20575 Route 19 on 5.2 acres in the MU zoning district.

**VOTING**

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

Supervisor	YES	NO	ABSTAIN
Mike Manipole	X		
Karen Newpol	X		
John Skorupan	X		

Motion Carried

**Public Works and Engineering - Supervisor Hezlep**

5. Sewage Planning Module - Franklin Acres Pump Station

Motion to adopt Resolution No. 2022-81, approving the Sewage Facilities Planning Module for Franklin Acres Pump Station.

**VOTING**

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

Supervisor	YES	NO	ABSTAIN
Mike Manipole	X		
Karen Newpol	X		
John Skorupan	X		

Motion Carried

**Contract Change Order**

6. CAR #22-16-06 - Change Order - Municipal Campus Rear Parking Lot - Stormwater Facility

Motion to approve CAR #22-16-06 - Change Order - Municipal Campus Rear Parking Lot - Stormwater Facility authorizing an increase in the amount of \$13,858.00 and a time extension of the contract completion date from August 5, 2022 to November 30, 2022.

**VOTING**

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

Supervisor	YES	NO	ABSTAIN
Mike Manipole	X		
Karen Newpol	X		
John Skorupan	X		

Motion Carried

7. CAR #22-17-06 - Change Order - Municipal Campus Rear Parking Lot - Parking Lot Improvements

Motion to approve CAR #22-17-06 - Change Order - Municipal Campus Rear Parking Lot - Parking Lot Improvements in the amount of a deduct of (\$88,310.99) and an extension of the contract time from November 1, 2022 to May 31,2023.

**VOTING**

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

Supervisor	YES	NO	ABSTAIN
Mike Manipole	X		
Karen Newpol	X		
John Skorupan	X		

Motion Carried

8. CAR #22-18-05 - Change Order - Peters Road Waterline Replacement

Motion to approve CAR #22-18-05 - Change Order - Peters Road Waterline Replacement to Jet Jack, Inc. in the amount of \$32,422.00 for revisions to the waterline alignment due to utility conflicts.

**VOTING**

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

Supervisor	YES	NO	ABSTAIN
Mike Manipole	X		
Karen Newpol	X		
John Skorupan	X		

Motion Carried

9. CAR #22-19-05 - Change Order - Sun Valley Utilities Upgrades

Motion to approve CAR #22-19-05 - Change Order - Sun Valley Utilities Upgrades authorizing a time extension of the contract completion date from November 11, 2022 to December 20, 2022.

**VOTING**

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

Supervisor	YES	NO	ABSTAIN
Mike Manipole	X		
Karen Newpol	X		

John Skorupan	X		
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Motion Carried

**Contract Payments**

- 10.** CAR #22-16-05 - Partial Payment - Municipal Campus Rear Parking Lot - Stormwater Facilities

Motion to approve CAR #22-16-05 - Partial Payment - Municipal Campus Rear Parking Lot - Stormwater Facilities to Holbein, Inc. in the amount of \$140,711.35.

**VOTING**

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

Supervisor	YES	NO	ABSTAIN
Mike Manipole	X		
Karen Newpol	X		
John Skorupan	X		

Motion Carried

- 11.** CAR #22-17-05 - Partial Payment - Municipal Campus Rear Parking Lot - Parking Lot Improvements

Motion to approve CAR #22-17-05 - Partial Payment - Municipal Campus Rear Parking Lot - Parking Lot Improvements to Holbein, Inc. in the amount of \$287,404.94.

**VOTING**

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

Supervisor	YES	NO	ABSTAIN
Mike Manipole	X		
Karen Newpol	X		
John Skorupan	X		

Motion Carried

- 12.** CAR #22-18-04 - Partial Payment - Peters Road Waterline Replacement

Motion to approve CAR #22-18-04 - Partial Payment - Peters Road Waterline Replacement to Jet Jack, Inc. in the amount of \$119,646.00.

**VOTING**

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

Supervisor	YES	NO	ABSTAIN
Mike Manipole	X		
Karen Newpol	X		
John Skorupan	X		

Motion Carried

**13. CAR #22-19-04 - Partial Payment - Sun Valley Utilities Upgrade**

Motion to approve CAR #22-19-04 - Partial Payment - Sun Valley Utilities Upgrade to J.S. Bova Excavating in the amount of \$119,929.50.

**VOTING**

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

Supervisor	YES	NO	ABSTAIN
Mike Manipole	X		
Karen Newpol	X		
John Skorupan	X		

Motion Carried

**14. CAR #22-20-03 - Partial Payment - Brandt Drive Extension**

Motion to approve CAR #22-20-03 - Partial Payment - Brandt Drive Extension to Tedesco Construction, Inc. in the amount of \$101,637.00.

**VOTING**

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

Supervisor	YES	NO	ABSTAIN
Mike Manipole	X		
Karen Newpol	X		
John Skorupan	X		

Motion Carried

**15. CAR #22-10-05 - Final Payment - Crack Sealing 2022**

Motion to approve CAR #22-10-05 - Final Payment - Crack Sealing 2022 to Russell Standard Corp. in the amount of \$25,452.32.

**VOTING**

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

Supervisor	YES	NO	ABSTAIN
Mike Manipole	X		
Karen Newpol	X		
John Skorupan	X		

Motion Carried

**Contract Awards**

**16. CAR #22-25-02 - Contract Award - BCWPCF Activated Carbon**

Motion to approve CAR #22-25-02 - Contract Award - BCWPCF Activated Carbon to CarbUSA LLC in the amount of \$28,998.00.

**VOTING**

Motion by: Skorupan, John

Second by: Newpol, Karen

Supervisor	YES	NO	ABSTAIN
Mike Manipole	X		
Karen Newpol	X		
John Skorupan	X		

Motion Carried

**17. CAR #22-27-01 - Contract Awards - Cranberry Township Newsletter Printing Services**

Motion to approve CAR #22-27-01 - Contract Awards - Cranberry Township Newsletter Printing Services awarding year one (1) to Courier Printing Corp. in the amount of \$55,912.00.

**VOTING**

Motion by: Skorupan, John

Second by: Newpol, Karen

Supervisor	YES	NO	ABSTAIN
Mike Manipole	X		
Karen Newpol	X		
John Skorupan	X		

Motion Carried

**Authorizations to Bid**

**18. CAR #22-26-01 - Authorization to Bid - Municipal Campus Rear Canopy Replacement**

Motion to approve CAR #22-26-01 - Authorization to Bid - Municipal Campus Rear Canopy Replacement.

**VOTING**

Motion by: Skorupan, John

Second by: Newpol, Karen

Supervisor	YES	NO	ABSTAIN
Mike Manipole	X		
Karen Newpol	X		
John Skorupan	X		

Motion Carried

**Purchase Awards**

**19. Purchase Approval #22033 - Two (2) John Deere 1585 Mowers**

This Purchase Approval was previously approved at the March 3, 2022 Regular meeting.

Motion to approve the increase of Purchase Approval #22033 - Two (2) John Deere

1585 Mowers to \$95,574.66 to West Central Equipment LLC., via Co-Star Contract, for use by the Ground Maintenance Division of Public Works.

Vice Chairman Manipole reminded all that the price may seem high, but we are purchasing two mowers. Each of these mowers has a life expectancy of 20 to 25 years.

**VOTING**

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

Supervisor	YES	NO	ABSTAIN
Mike Manipole	X		
Karen Newpol	X		
John Skorupan	X		

Motion Carried

**Bonds Release**

20. Bond Release Requests:

Motion to approve the following Bond Release Requests:

PARTIAL RELEASE:

1. D0408-04- – Park Place, Phase 8A
2. D2305-02 - Village of Cranberry Woods Phase 1A

**VOTING**

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

Supervisor	YES	NO	ABSTAIN
Mike Manipole	X		
Karen Newpol	X		
John Skorupan	X		

Motion Carried

**Administration - Vice-Chairman Manipole**

21. Minutes - September 29, 2022 and October 6, 2022

Motion to approve the following meeting minutes:

1. September 29, 2022 - Agenda Preparation Meeting
2. October 6, 2022 - Regular Meeting

**VOTING**

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

Supervisor	YES	NO	ABSTAIN
Mike Manipole	X		

Karen Newpol	X		
John Skorupan	X		

Motion Carried

**22. Remittance Proposals & Payroll Warrants**

Motion to approve the following Remittance Proposals and Payroll Warrants:

1. Remittance Proposal SEP22PPD dated September 30, 2022
2. Remittance Proposal SEP22WIR dated September 30, 2022
3. Remittance Proposal OCT22MID dated October 19, 2022
4. Remittance Proposal OCT22REF dated October 21, 2022
5. Remittance Proposal NOV22BIG dated November 4, 2022
6. Payroll Warrant 192022 dated September 16, 2022
7. Payroll Warrant S1822 dated September 30, 2022
8. Payroll Warrant 202022 dated September 30, 2022
9. Payroll Warrant S1922 dated October 14, 2022
10. Payroll Warrant 212022 dated October 14, 2022

**VOTING**

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

Supervisor	YES	NO	ABSTAIN
Mike Manipole	X		
Karen Newpol	X		
John Skorupan	X		

Motion Carried

**Reports**

**24. Monthly Reports**

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

**Additional Business**

**25. Additional Business**

There was no additional business for this meeting.

**Adjournment**

**26. Motion to adjourn**



The meeting was adjourned at 6:51 p.m.

**VOTING**

Motion by: Skorupan, John

Second by: Newpol, Karen

Supervisor	YES	NO	ABSTAIN
Mike Manipole	X		
Karen Newpol	X		
John Skorupan	X		

Motion Carried

Respectfully submitted,



Lori Coon  
Recording Secretary