

# MINUTES

## Cranberry Township Board of Supervisors Agenda Preparation Meeting Thursday, November 17, 2022

### **Supervisors:**

Bruce Hezlep  
Mike Manipole  
Bruce Mazzoni  
Karen Newpol  
John Skorupan

### **Staff Present:**

Kyle Beidler - Strategic Planning Officer  
Lori Coon - Recording Secretary  
Ron Henshaw - Director, Planning & Development Services  
J.W. Johnson, Jr. - Content & Communications Specialist  
Michael Malak - Director, Engineering & Environmental Services  
Jeanne Manko - Legal Stenographer  
Lucas Martsolf - Assistant Township Manager  
Michael Palombo - Township Solicitor  
Daniel Santoro - Township Manager

### **Guests:**

Anthony Faranda-Diedrich – Charter Homes & Neighborhoods  
Mike Callahan – Univest Financial Corp.

### **Call to Order**

1. Pledge of Allegiance
2. Ms. Hester's students from Rowan Elementary Purpose program will lead the Pledge of Allegiance before this evening's meeting.

Approximately 50 students from Rowan Elementary led the Pledge of Allegiance. The students also sang a patriotic song for the group.

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)

Dan Cinzric – 107 Norman Drive – Mr Cinzric informed the Supervisor that he was the Judge of Election for West 2 on November 8, 2022 in Grange Hall. Mr. Cinzric thanked the Township staff for all their help in setting up for the election and for the volunteers who helped voters navigate the building.

**Public Hearings**

- 5. PR #PRD-22-5 - Laurel Pointe - Revised Tentative Planned Residential Dev (TLD to open public hearing 12/2/22)

Accept public comment on a Revised Tentative Planned Residential Development application for revisions to the housing types in Phase 2 which reduces the previously approved one hundred sixty-eight (168) single family residential lots to one hundred sixty-one (161) single family residential lots in the development located along Franklin Road in the PRD zoning district.

Motion to close the public hearing with consideration at the December 8, 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 Laurel Pointe Revised Tentative Planned Residential Development. Mr. Henshaw explained the revision is to change some villa housing units to estate housing units. This change will decrease the total number of housing units by seven.

There was no additional comment for the public hearing.

**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

- 6. PR #COND-22-9 - Univest Financial Corp. - Conditional Use (TLD to open public hearing 12/1/22)

Accept public comment on a Conditional Use application for a 3,000 square foot Financial Institution without drive-thru use within an existing building located at 51 Dutilh Road in the SU-1 zoning district.

Motion to close the public hearing with consideration for BOARD ACTION THIS EVENING under Planning and 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.

Ron Henshaw provided an overview of the Univest Financial Corp. Conditional Use

Application. Mr. Henshaw explained the only building change is for an ATM machine to be added to the exterior of the building.

Mike Callahan, Director of Facilities, Univest Financial Corp, provided a history of the company and expressed desire to expand to the Pittsburgh area.

Supervisor Skorupan inquired as to how many people will be employed at this facility.

Mr. Callahan explained approximately twelve (12) people will be employed at the facility.

There was no additional comment for this public hearing.

### **VOTING**

Motion by: Mazzone, 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

### **Planning & Development Services**

#### **7. FOR BOARD ACTION THIS EVENING**

Conditional Use Approval Extension (True Storage, ESI)

The Conditional Use Application (COND-21-71) - True Storage ESI was originally presented at a public hearing on November 18, 2021 and approved by the Board in conjunction with Land Development Application (LD-21-10) on December 9, 2021.

Motion to approve a request for a one year extension of the Conditional Use Application (COND-21-7) - True Storage, ESI.

### **VOTING**

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

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

Motion Carried

#### **8. FOR BOARD ACTION THIS EVENING**

PR #COND-22-9 - Univest Financial Corp. - Conditional Use (TLD to open public hearing 12/1/22)

Motion to adopt Resolution No. 2022-82, granting Conditional Use approval for a 3,000 square foot Financial Institution without drive-thru use within an existing building located at 51 Dutilh Road in the SU-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

- 9. PR #PRD-22-6 - Laurel Pointe - Revised Final Phase 2 Planned Residential Development (TLD 12/12/22)

At the December 8, 2022 Regular meeting, the Board will be asked to consider a Revised Final Phase 2 Planned Residential Development application for revisions to the housing types in Phase 2 which reduces the previously approved fifty-nine (59) single family residential lots to fifty-two (52) single family residential lot development located along Franklin Road in the PRD zoning district.

- 10. PR #SUB-22-16 - Park Place Amendment No. 53 - Prelim/Final Subdivision (TLD 3/4/23)

At the December 8, 2022 Regular meeting, the Board will be asked to consider Lot Line Revision approval to create 5 units on Lot 8-11 along Caledonia Place within the Park Place, Phase 8 Development.

- 11. PR #LD-22-22 - Crescent Revised Preliminary Land Development (TLD 3/4/23)

At the December 8, 2022 Regular meeting, the Board will be asked to consider Revised Preliminary Land Development approval for revisions adjusting roads, infrastructure and units within the Crescent development located off Coolsprings Drive on approximately 114.4 acres in the CCD-2 zoning district.

Ron Henshaw provided an overview of the Crescent Revised Preliminary Land Development. Mr. Henshaw explained the changes consist of a re-work of the road system to provide better angular connectivity.

Anthony Faranda-Diedrich, Charter Homes, explained the proposed changes for Phase 1A will consist of road, trail, pond and grading improvements. Mr. Faranda-Diedrich stated the changes will provide for improved parking and a more direct traffic flow.

Supervisor Hezlep asked about on-street parking.

Mr. Faranda-Diedrich explained the road will be widened to accommodate on-street parking.

- 12. PR #LD-22-21 - Crescent Revised Final Phase 1 Land Development (TLD 3/4/23)

At the December 8, 2022 Regular meeting, the Board will be asked to consider Revised Final Phase 1 Land Development approval for revisions adjusting roads, infrastructure and units within Phase 1 of the Crescent development located off

Coolsprings Drive on approximately 114.4 acres in the CCD-2 zoning district.

## **Public Works and Engineering**

### **Contract Change Orders**

**13. CAR #22-20-05 - Change Order - Brandt Drive Extension**

At the December 8, 2022 Regular meeting, the Board will be asked to consider CAR #22-20-05 - Change Order - Brandt Drive Extension Tedesco Construction Inc. in the amount of \$22,491.42.

Mike Malak explained the change order for Brandt Drive Extension was the result of uncovering some unknown storm infrastructure and required additional work and connectivity.

**14. CAR #22-24-03 - Change Order - Community Park Streambank Restoration Landscaping**

At the December 8, 2022 Regular meeting, the Board will be asked to consider CAR #22-24-03 - Change Order - Community Park Streambank Restoration Landscaping to MMC Land Management in the amount of \$1,198.68.

Mr. Malak explained the change order for the Community Park Streambank Restoration project will provide for mulch to complete the project.

### **Contract Payments**

**15. CAR #22-16-07- Partial Payment - Municipal Campus Rear Parking Lot - Stormwater Facilities**

At the December 8, 2022 Regular meeting, the Board will be asked to consider CAR #22-16-07- Partial Payment - Municipal Campus Rear Parking Lot - Stormwater Facilities to Holbein, Inc. in the amount of \$97,243.75.

Mike Malak updated the Board on the Municipal Campus Rear Parking lot. Mr. Malak explained the binder course and temporary line striping have been completed. Mr. Malak said the cardboard compactor is anticipated to be operating next week.

**16. CAR #22-17-07 - Partial Payment - Municipal Campus Rear Parking Lot - Parking Lot Improvements**

At the December 8, 2022 Regular meeting, the Board will be asked to consider CAR #22-17-07 - Partial Payment - Municipal Campus Rear Parking Lot - Parking Lot Improvements to Holbein, Inc. in the amount of \$457,036.84.

**17. CAR #22-18-06 - Partial Payment - Peters Road Waterline Replacement**

At the December 8, 2022 Regular meeting, the Board will be asked to consider CAR #22-18-06 - Partial Payment - Peters Road Waterline Replacement to Jet Jack, Inc. in the amount of \$139,169.15.

Mike Malak explained the Peters Road Waterline Replacement is scheduled to be completed next week.

**18. CAR #22-19-06 - Partial Payment - Sun Valley Utilities Upgrades**

At the December 8, 2022 Regular meeting, the Board will be asked to consider CAR #22-19-06 - Partial Payment - Sun Valley Utilities Upgrades to J.S. Bova Excavating in

the amount of \$99,157.50.

Mike Malak explained the sewer portion of the Sun Valley project is slated to begin next week.

**19. CAR #22-20-06 - Partial Payment - Brandt Drive Extension**

At the December 8, 2022 Regular meeting, the Board will be asked to consider CAR #22-20-06 - Partial Payment - Brandt Drive Extension to Tedesco Construction, Inc. in the amount of \$78,215.80.

Mike Malak explained the Brandt Drive Extension project road portion will be on hold awaiting warmer temperatures.

**20. CAR #22-23-03 - Final Payment - Chadborne Culvert Rehabilitation**

At the December 8, 2022 Regular meeting, the Board will be asked to consider CAR #22-23-03 - Final Payment - Chadborne Culvert Rehabilitation to Proshot Concrete, Inc. in the amount of \$74,600.00.

**Contract Awards**

**21. CAR #19-06-06 - Contract Award - Cranberry Township Municipal Building - Housekeeping Services**

At the December 8, 2022 Regular meeting, the Board will be asked to consider CAR #19-06-06 - Contract Award - Cranberry Township Municipal Building - Housekeeping Services, year five (5) of a five (5) year contract to America's Cleaning Co. in the amount of \$92,983.16.

**22. CAR #22-28-02 - Contract Award - Pickleball Expansion Project**

At the December 8, 2022 Regular meeting, the Board will be asked to consider CAR #22-28-02 - Contract Award - Pickleball Expansion Project. The bid is being held on December 1, 2022.

**Authorizations to Bid**

**23. CAR #22-29-01 - Authorization to Bid - Municipal Campus Administration Side Parking Lot**

At the December 8, 2022 Regular meeting, the Board will be asked to consider CAR #22-29-01 - Authorization to Bid - Municipal Campus Administration Side Parking Lot.

**24. CAR #22-30-01 - Authorization to Bid - Fox Run Sewer Bypass & Storm Repair**

At the December 8, 2022 Regular meeting, the Board will be asked to consider CAR #22-30-01 - Authorization to Bid - Fox Run Sewer Bypass & Storm Repair.

**Bond Release Requests**

**25. Bond Release Requests:**

At the December 8, 2022 Regular meeting, the Board will be asked to consider the following Bond Release Requests:

PARTIAL RELEASE:

1. D2805-03 - Meeder Phase 1

2. D2305-03-PH 1A - Village of Cranberry Woods PH 1A
3. D2614-03-PH1 - Laurel Pointe, Phase 1

FINAL RELEASE:

1. D2117-01 - Sunbelt Rental

**Township Manager**

**26. FOR BOARD ACTION THIS EVENING**

Tentative Adoption of the Proposed 2023 Budget

The Board has previously reviewed the proposed 2023 budget. Accordingly, the Board is being asked to consider the following motion:

Motion to approve the Tentative 2023 budget that maintains current tax rates will be considered by the Board for final adoption at the Board's final scheduled meeting of the year on Thursday, December 8, 2022.

Dan Santoro explained the Proposed 2023 budget provides for no tax increases and continues the strong financial practices leading to the Township Aaa bond rating.

Vice Chairman Manipole thanked staff for the time and effort put into the budget.

**VOTING**

Motion by: Mazzoni, 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

**27. Brush Creek Water Pollution Control Facility Solids Handling Design**

At the December 8, 2022 Regular meeting, staff will present the next phase of the BCWPCF Solids Handling Design and request authorization to approve the design contract to GHD.

**28.- a FOR BOARD ACTION THIS EVENING**

Personnel

Motion to ratify the hire of Liam Darr, Planning & Development Specialist I, within the Planning & Development department, at an hourly rate of \$24.00, effective December 5, 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

**28.- b FOR BOARD ACTION THIS EVENING**

Personnel

Motion to ratify the hire of Jonathan Gurule, Utility Worker I, within the Streets Division of the Public Works department, at an hourly rate of \$27.24, effective December 5, 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

**28.- c FOR BOARD ACTION THIS EVENING**

Personnel

Motion to ratify the hire of David Scherrer, Shop Technician, within Cranberry Highlands Golf Course, at an hourly rate of \$23.75, effective on or about December 1, 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

**Additional Township Solicitor Business**

**29. FOR BOARD ACTION THIS EVENING**



Tax Assessment Appeal - Garden View Lane, LLC (Hilton Hotel)

Motion to approve the settlement of the tax assessment appeal filed at Butler County Case No. 2020-40323, and to set the tax assessment for the affected property at \$746,910 for the 2021 tax year, at \$730,750 for the 2022 tax year, and at \$745,500 for the 2023 tax year, and to adjust the tax bills accordingly.

**VOTING**

Motion by: Skorupan, John

Second by: Hezlep, Bruce

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

Motion Carried

**Minutes**

**30. Minutes - October 27, 2022 and November 3, 2022**

At the December 8, 2022 Regular meeting, the Board will be asked to consider the following meeting minutes:

1. October 27, 2022 - Agenda Preparation Meeting
2. November 3, 2022 - Regular Meeting

**Remittance & Payroll Warrants**

**31. Remittance Proposals & Payroll Warrants**

At the December 8, 2022 Regular meeting, the Board will be asked to consider the following Remittance Proposals and Payroll Warrants:

1. Remittance Proposal OCT22PPD dated October 31, 2022
2. Remittance Proposal OCT22WIR dated October 31, 2022
3. Remittance Proposal NOVREF dated November 21, 2022
4. Remittance Proposal NOVREF dated November 22, 2022
5. Remittance Proposal DEC22BIG dated December 9, 2022
6. Payroll Warrant 222022 dated October 28, 2022
7. Payroll Warrant S2022 dated October 31, 2022
8. Payroll Warrant 232022 dated November 10, 2022
9. Payroll Warrant S2122 dated November 15, 2022

**Reports**

**32. Monthly Reports**

1. Planning & Development Services - October 2022
2. Police Department - October 2022
3. Fire Company - October 2022
4. Open Records Summary - October 2022
5. Property Tax Collections - October 2022
6. Budget Report - October 2022

- 7. Utilities Department Report - November 2022
- 8. Public Works Activity Report - November 2022
- 9. Information Technology Report - November 2022
- 10. Communications Report - November 2022
- 11. Cranberry Highlands Golf Report - November 2022

**Additional Business**

Vice Chairman Manipole informed the Board we had received an email from a gentleman in Vermont explaining his brother’s love for cranberry sauce. The gentleman asked if the Township would send a letter to his brother for Thanksgiving.

Mr. Santoro explained the staff had completed a humorous proclamation making the brother Chairman for Thanksgiving Day.

Vice Chairman Manipole also stated the Girls Tennis team created a poster to thank the Township for assistance with a float in the homecoming parade.

Vice Chairman Manipole thanked Public Works for their hard work repairing a retention pond during a heavy rain event.

**Adjournment**

33. Motion to Adjourn

The meeting was adjourned at 7:24 pm.

**VOTING**

Motion by: Mazzoni, Bruce  
 Second by: Hezlep, 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