

MINUTES

Cranberry Township Board of Supervisors Re-Organization Meeting Tuesday, January 3, 2023

Supervisors:

Bruce Hezlep
Mike Manipole
Bruce Mazzoni
Karen Newpol
John Skorupan

Staff Present:

Lori Coon - Recording Secretary
Pete Geis - Director, Parks & Recreation
Ron Henshaw - Director, Planning & Development Services
J.W. Johnson, Jr. - Content & Communications Specialist
Chad Julkowski - Director, Information Technology
Michael Malak - Director, Engineering & Environmental Services
Lucas Martsolf - Assistant Township Manager
Kevin Meyer - Police Chief
Michael Palombo - Township Solicitor
Daniel Santoro - Township Manager
Renu Subramaniam - Assistant Executive Secretary

Call to Order

1. Pledge of Allegiance

Vice Chairman Manipole called the meeting to order at 6:30 p.m.
Cub Scouts Pack 406 and Cub Master, Phillip Sbrolla, led the salute to the flag.

A moment of silence was observed honoring the life and service of Brackenridge Police Chief Justin McIntire who was killed in the line of duty.

2. Roll Call

When the meeting was called to order, all Supervisors were present. Supervisor Mazzoni participated virtually.

3. Public Comment (Any Item On or Off the Agenda)

There was no public comment for this meeting.

4. Cub Scout Pack 406 Recognition

This evening, we welcomed Cub Scout Pack 406 and Cub Master, Phillip Sbrolla, who were in attendance to observe the meeting in an effort to earn advancement. The Scouts led us in the Pledge of Allegiance.

4b. Video – 2022 Year in Review

A short video was played highlighting events in the Township in 2022.

Election of Officers

5. Board of Supervisors - Election of Officers

1. Selection of Chairman
2. Selection of Vice-Chairman

Supervisor Skorupan nominated and made a motion to elect Mike Manipole as Chairman of the Board of Supervisors for the Year 2023. Supervisor Newpol seconded the motion.

VOTING

Motion by: Skorupan, John

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

Supervisor Skorupan nominated and made a motion to elect Bruce Hezlep as Vice-Chairman of the Board of Supervisors for the Year 2023. Supervisor Newpol seconded the motion.

VOTING

Motion by: Skorupan, John

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

Organizational Business

6. Appointment of Township Manager

Motion to reappoint Daniel D. Santoro as the Township Manager.

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

7. Recommend Treasurer's Bond

Motion to establish the Treasurer's Bond for the Year 2023 at \$500,000.00 through the Selective Insurance Company of America.

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

8. Appointment of Solicitor

Motion to reappoint the firm Campbell Durrant, P.C. as Township Solicitor.

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

9. Appointment of the Collectors for the Local Services Tax and the Mercantile and Business Privilege Tax

Motion to reappoint H.A. Berkheimer Associates for the purpose of collecting current and delinquent Local Services Tax and current and delinquent Mercantile and Business Privilege Tax.

VOTING

Motion by: Manipole, Mike
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

10. Appointment of Real Estate Transfer Tax Collector

Motion to reappoint the Butler County Recorder of Deeds for the collection of the Real Estate Transfer Tax.

VOTING

Motion by: Manipole, Mike
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

11. Establish 2023 Board of Supervisor's Meeting Schedule

Motion to approve the following meeting schedule for 2023.

In 2023, the Board of Supervisors will meet at 6:30 p.m. on the following Thursdays:

January 26, 2023
February 2, 2023
February 23, 2023
March 2, 2023
March 30, 2023
April 6, 2023
April 27, 2023
May 4, 2023
May 25, 2023
June 1, 2023
June 29, 2023

July 6, 2023
July 27, 2023
August 3, 2023
August 31, 2023
September 7, 2023
September 28, 2023
October 5, 2023
October 26, 2023
November 2, 2023
November 16, 2023
December 7, 2023

VOTING

Motion by: Manipole, Mike
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

12.

Chairman Manipole appointed the following Liaisons for the Year 2023:

1. Supervisor Newpol appointed as liaison to the Library, Parks & Recreation and Councils of Government.
2. Supervisor Skorupan appointed as liaison to Community Development, including Code Administration, Planning Commission, Zoning Hearing Board, and Building/Fire Codes Board of Appeals.
3. Supervisor Mazzoni appointed as liaison to Public Safety, including Police, Fire, and Emergency Management.
4. Supervisor Hezlep appointed as liaison to Public Works
5. Supervisor Manipole appointed as liaison to Administration.
6. Supervisors Mazzoni and Skorupan appointed as liaisons to Intergovernmental Relations.

13. Appointment of Sewage Enforcement Officer and Alternate

Motion to appoint Jeffrey D. Winkle as Sewage Enforcement Officer and Michael J. Groves as the Alternate Sewage Enforcement Officer.

VOTING

Motion by: Manipole, Mike
Second by: Newpol, Karen

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

Motion Carried

14. Publication of Official Notices

Motion to designate the Butler Eagle for the publication of the Township's legal notices.

VOTING

Motion by: Manipole, Mike
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

15. Appointment of Delegates to the Butler County Tax Collection Committee

Motion to adopt Resolution No. 2023-01, appointing delegates to the Butler County Tax Committee.

Mr. Santoro explained the requirement to appoint a delegate and alternate delegates to represent the interests of the Township by collaborating with the other delegates on the Butler County Tax Collection Committee to ensure the Butler County Tax Collection District is operated professionally and is efficient and responsive in serving the tax collection needs of its members.

Mr. Santoro explained the Township works collectively with the Seneca Valley School District on this committee.

VOTING

Motion by: Manipole, Mike
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

16. Appointments & Re-appointments to Boards and Commissions:

Motion to appoint Corrine Satriano to the Library Board to a three-year term expiring

December 31, 2025

Motion to re-appoint Tom Parkinson to the Library Board to a three-year term expiring December 31, 2025.

Motion to re-appoint James Colella to the Planning Advisory Commission to a four-year term expiring December 31, 2026.

Motion to re-appoint John Morgan to the Planning Advisory Commission to a four-year term expiring December 31, 2026.

Motion to re-appoint Jerry Andree to the Vacancy Board to a one-year term expiring December 31, 2023.

VOTING

Motion by: Manipole, Mike
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

17. General Authority Board Appointment

Motion to approve the appointment of Anthony Bertolino to fill a vacancy on the General Authority Board with a term expiring on June 30, 2025.

VOTING

Motion by: Manipole, Mike
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

18. Appointment of Certified Public Accountants for the Year 2023

Motion to adopt Resolution No. 2023-02, appointing the firm of Maher Duessel to provide audit services to the Township for the Year 2023.

VOTING

Motion by: Manipole, Mike

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

19. Designation of Depositories

Motion to approve the continued use of PNC Bank, PLGIT (Pennsylvania Local Government Investment Trust) and FNB (First National Bank) as Township depositories.

VOTING

Motion by: Manipole, Mike
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

20. Appointment of Authorized Representatives to Berkheimer Associates

Motion to adopt Resolution No. 2023-03, appointing Authorized Representatives to Berkheimer Associates.

Mr. Santoro explained Act 511 Taxes are protected by state law and can only be accessed by the authorized individuals appointed via this resolution.

VOTING

Motion by: Manipole, Mike
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

21. Employee Benefits for Non-Uniform, Non-Bargaining Unit Employees

Motion to adopt Resolution No. 2023-04, establishing Employee Benefits for Non-Uniform, Non-Bargaining Unit Employees for 2023.

VOTING

Motion by: Manipole, Mike
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

22. Minutes - December 8, 2022

Motion to approve the minutes from the December 8, 2022 Regular meeting.

VOTING

Motion by: Manipole, Mike
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

Other Business Pertinent to the Township

23. Personnel

Motion to ratify the hiring of Kaylee Eyth, Special Projects Coordinator, within the Public Works department at an hourly rate of \$24.00 effective January 3, 2023.

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

24. CAR #22-28-02 - Bid Rejection - Pickleball Expansion Project

Motion to approve CAR #22-28-02 - Bid Rejection - Pickleball Expansion Project.

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

25. CAR# 23-02-01 - Authorization to Rebid - Pickleball Expansion Project

Motion to approve CAR# 23-02-01 - Authorization to Rebid - Pickleball Expansion Project.

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

Adjournment

26. Accept a motion to Adjourn

Prior to adjournment, each Supervisor explained their role on the Board of Supervisor for the Cub Scout Pack.

Supervisor Skorupan highlighted his role to oversee planning and development within the Township and to ensure all requirements are met and we follow Township codes.

Supervisor Hezlep explained one aspect of his position is to collaborate with Engineering to oversee projects within the community and ensure the projects go out to bid according to state law giving equal opportunity for business to do work for the Township.

Chairman Manipole mentioned as liaison of Parks & Recreation one part of his job is to oversee the fun things in the Township such as the programming that provides quality of life to our residents.

Supervisor Mazzoni explained his position as liaison to Public Safety is to ensure the protection of our community through professional police, fire, and emergency personal.

Supervisor Skorupan explained the goal is to have a community where people want to live, work and play.

The meeting was adjourned at 6:58 p.m.

VOTING

Motion by: Skorupan, John

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

Respectfully submitted,

Lori Coon
Recording Secretary