

MINUTES

Cranberry Township Board of Supervisors Agenda Preparation Meeting Thursday, March 30, 2023

Supervisors:

Bruce Hezlep
Bruce Mazzoni
Karen Newpol
John Skorupan

Staff Present:

Kyle Beidler - Mgr, Strategic Planning & Economic Development
Lori Coon - Recording Secretary
Justin Grogan - IT Support Technician
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
Kevin Meyer - Police Chief
Michael Palombo - Township Solicitor
Daniel Santoro - Township Manager

Call to Order

1. Pledge of Allegiance

Vice Chairman Hezlep 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, the quorum consisted of Vice Chairman Hezlep, Supervisor Mazzoni, Supervisor Newpol, and Supervisor Skorupan. Supervisor Mazzoni participated virtually.

3. Oath of Office - Fire Police Officers

This evening, the Oath of Office for Fire Police Officers was administered to Brandon McKenzie, Kevin Williamson, and Jared Le Viere of the Cranberry Township Volunteer Fire Company.

Supervisor Hezlep welcomed the new Fire Police Officers and thanked them for their volunteer service. Supervisor Hezlep administered the Oath of Office to Brandon McKenzie, Kevin Williamson, and Jared Le Viere.

Chief Kevin Meyer presented each officer with a badge.

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

Both Terry Schultz and Maura Palumbi addressed the Board and meeting attendees about each of their candidacies for Butler County Court of Common Pleas Judge.

Frank Murcko commented about the desire to have signs in the roundabouts reminding drivers to use turn signals.

Public Hearings

5. PR #PRD-23-1 - Cranberry Ridge PRD - Tentative PRD (TLD to open public hearing 4/7/23)

Accept public comment on a Tentative Planned Residential Development approval for a one phase, fourteen (14) building, three hundred eight (308) apartment unit Multiple Family Dwelling Planned Residential Development located along Coolsprings Drive on approximately 13.9 acres in the C-3 zoning district.

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 Cranberry Ridge Tentative Planned Residential Development. Mr. Henshaw explained the plan is a division of Cranberry Springs and will consist of a fourteen (14) building multi-family dwelling plan. The plan will provide three hundred eight (308) apartments with surface parking.

Supervisor Newpol asked if the road and building will be constructed at the same time.

Ron Henshaw explained the road will be constructed first with a temporary turnaround for school buses. The Township has been working with Seneca Valley School District to address concerns with busing within the development.

Supervisor Skorupan inquired about the number of bedrooms in the apartments.

Mr. Henshaw said there will be one, two and three bedroom apartments available.

Motion to close the public hearing with consideration at the April 6, 2023 Regular meeting.

VOTING

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

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

Motion Carried

Planning & Development Services

6. PR #SUB-23-2 - Cranberry Ridge Preliminary and Final Subdivision (TLD 5/27/23)

At the April 6th Regular Meeting, the Board will be asked to consider Preliminary and Final Subdivision Approval for a 2 lot subdivision of approximately 44.73 acres located along Coolsprings Drive in the C-3 zoning district.

7. PR #LD-23-4 - Cranberry Springs - Revised Preliminary Land Development (TLD 5/27/23)

At the April 6th Regular Meeting, the Board will be asked to consider Revised Preliminary Land Development Approval to reflect revisions for the Cranberry Ridge Planned Residential Development plan.

8. Authorize Advertisement of Bill No. 2023-02 - Zoning Ordinance (Chapter 27) Amendment

At the April 6, 2023 Regular meeting, the Board will be asked to authorize advertisement of a public hearing and intention to adopt Bill No. 2023-02 - Ordinance Amendment for Chapter 27 (Zoning) revising Section 352 (Solar-Energy Facility as Accessory Use) requirements for the April 27th Agenda Prep Meeting and May 4th Regular Meeting.

Ron Henshaw explained the proposed amendment to the Zoning Ordinance (Chapter 27) would provide an update to the solar panel ordinance to reflect the International Residential Code.

Public Works and Engineering

Contract Payments

9. CAR #22-19-11 - Partial Payment - Sun Valley Utilities Upgrades

At the April 6, 2023 Regular meeting, the Board will be asked to consider CAR #22-19-11 - Partial Payment - Sun Valley Utilities Upgrades to J.S. Bova Excavating in the amount of \$142,013.15.

Mike Malak explained the crews would soon return to complete the utility work and move on to the restoration stage of the Sun Valley Utilities Upgrade. Mr. Malak expects completion of the utilities upgrade in late May.

Contract Awards

10. CAR #22-29-02 - Contract Award - Municipal Campus Admin Side Parking Lot

At the April 6, 2023 Regular meeting, the Board will be asked to consider CAR #22-29-02 - Contract Award - Municipal Campus Admin Side Parking Lot to Youngblood Paving, Inc. in the amount of \$767,053.50

Mike Malak explained the award of the Municipal Campus Admin Side Parking Lot will be the next phase for exterior building improvements.

11. CAR #23-04-02 - Contract Award - Superpave Street Resurfacing 2023

At the April 6, 2023 Regular meeting, the Board will be asked to consider CAR #23-04-02 - Contract Award - Superpave Street Resurfacing 2023 to Youngblood Paving, Inc. in the amount of \$1,164,772.90 which includes awarding Alternate 1, Alternate 2

,and Alternate 3.

12. CAR #23-05-02 - Contract Award - Seal Coating 2023

At the April 6, 2023 Regular meeting, the Board will be asked to consider CAR #23-05-02 - Contract Award - Seal Coating 2023 to Russell Standard Corporation in the amount of \$199,256.65.

13. CAR #23-06-02 - Contract Award - Crack Sealing 2023

At the April 6, 2023 Regular meeting, the Board will be asked to consider CAR #23-06-02 - Contract Award - Crack Sealing 2023 to Russell Standard Corporation in the amount of \$59,500.00.

Mr. Malak stated these are the annual awards for paving, seal coating and sealing.

Authorizations to Bid

14. CAR# 23-08-01 - Authorization to Bid - Route 19 & Progress Avenue Signal Project

At the April 6, 2023 Regular meeting, the Board will be asked to consider CAR# 23-08-01 - Authorization to Bid - Route 19 & Progress Avenue Signal Project.

Mike Malak said the Highway Occupancy Permit is anticipated to be obtained within the next month.

Purchase Awards

15. Purchase Approval #23231 - 2022 Ford F350 4X4 Super Cab Truck

At the April 6, 2023 Regular meeting, the Board will be asked to consider Purchase Approval #23231 - 2022 Ford F350 4X4 Super Cab Truck to Laurel Motors, Inc., via cooperative State contract, in the amount of \$50,585.00 (inclusive of a \$6,000 trade-in) for use by our Street Division within Public Works.

Dan Santoro explained the purchase of the new 2022 F350 will replace an older truck.

16. Purchase Approval #23236 - Freedom Road - Build 2 Construction Services

At the April 6, 2023 Regular meeting, the Board will be asked to consider Purchase Approval #23236 - Freedom Road - Build 2 Construction Services to KCI Technologies, Inc. in the amount of \$79,396.11.

17. Purchase Approval #23239 - Valerie Drive Culvert Rehabilitation - Design

At the April 6, 2023 Regular meeting, the Board will be asked to consider Purchase Approval #23239 - Valerie Drive Culvert Rehabilitation - Design to Penn Environmental & Remediation, Inc. in the amount of \$15,900.00.

Dan Santoro explained the design phase of the Valerie Drive Culvert Rehabilitation project is anticipated to be completed in the summer of 2023. Bidding is expected to begin in late summer.

18. Purchase Approval #23240 - Pinehurst Drive Culvert Rehabilitation - Design

At the April 6, 2023 Regular meeting, the Board will be asked to consider Purchase Approval #23240 - Pinehurst Drive Culvert Rehabilitation - Design to HRG/Herbert Rowland & Grubic, Inc. in the amount of \$28,395.00.

Dan Santoro stated a grant has been received for fifty percent of the Pinehurst Drive Culvert Rehabilitation.

Bond Release Requests

19. Bond Release Request:

At the April 6, 2023 Regular meeting, the Board will be asked to consider approval of the following Bond Release Requests:

PARTIAL RELEASE:

1. BAR D9912-07 - Foxmoor PH 1
2. BAR D2223-03-PH 2B - Cenci's Pizza
3. BAR D2305-05-PH 1A - Village of Cranberry Woods PH 1A Infrastructure
4. BAR D2614-01-PS – Laurel Pointe Pump Station

FINAL RELEASE:

1. BAR-D9912-08 - Foxmoor PH. 2

20. Sewage Planning Module - Cranberry Ridge

At the April 6, 2023 Regular meeting, the Board will be asked to consider adopting Resolution No. 2023-XX, approving the Sewage Facilities Planning Module for Cranberry Ridge within the Cranberry Springs development.

Township Manager

21. FOR BOARD ACTION THIS EVENING

DCNR Grant Application - Community Park North - Multipurpose Field

Motion to adopt Resolution 2023-18, authorizing submission of a grant application to the Pennsylvania Department of Conservation and Natural Resources (DCNR) for funding towards the construction of multipurpose field improvement at Community Park North.

VOTING

Motion by: Hezlep, Bruce

Second by: Skorupan, John

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

Motion Carried

22. FOR BOARD ACTION THIS EVENING

Personnel

Three (3) Recommendations (Motions attached)

Motion to ratify the hire of Joseph Musher, Utility Worker I, within the Streets division of the Public Works department, at an hourly rate of \$27.24, effective March 27, 2023.

VOTING

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

YES	NO	ABSTAIN
X		
X		
X		
X		

Motion Carried

Motion to ratify the hire of Steven Frederick, Utility Worker I, within the Streets division of the Public Works department, at an hourly rate of \$27.24, effective April 3, 2023.

VOTING

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

YES	NO	ABSTAIN
X		
X		
X		
X		

Motion Carried

Motion to ratify the transfer of Jacob Habets to the Utilities Analyst position, within the Utilities department, at an hour rate of \$28.80, effective April 3, 2023. Upon completion of his degree in May, his position will become full-time at a semi-monthly rate of \$2,500.00

VOTING

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

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

Motion Carried

23. Intermunicipal Traffic Signal Maintenance Agreements

At the April 6, 2023 Regular meeting, the Board will be asked to consider approval of the Intermunicipal Traffic Signal Maintenance Agreements with Adams Township, Marshall Township, and Seven Fields Borough.

Dan Santoro explained the Intermunicipal Traffic Signal Agreements provide for financial support from the neighboring municipalities to provide for the maintenance of the signals.

24. Police Hiring Manual Update

At the April 6, 2023 Regular meeting, the Board will be asked to consider approving Resolution 2023-XX providing for updates to the Police Hiring Manual.

Dan Santoro advised the Board of the need to update the Police Hiring Manual which had been adopted in 2014. Mr. Santoro explained the Police Department currently has the need to fill a vacant position.

25. Redevelopment Assistance Capital Program (RACP) – Submission for Funding

The Pennsylvania State Office of the Budget has awarded Cranberry Township \$1,250,000 from the Redevelopment Assistance Capital Program (RACP) for the Municipal Center Expansion and Modernization Project. As the next step in securing these funds, the Township must submit a formal application and designate matching funds.

At the April 6, 2023 Regular meeting, the Board will be asked to consider adopting Resolution 2023-XX, authorizing submission to the Office of the Budget for funding towards the Municipal Center Expansion and Modernization Project from the Redevelopment Assistance Capital Program (RACP).

26. Redevelopment Assistance Capital Program (RACP) – Matching Funds

At the April 6, 2023 Regular meeting, the Board will be asked to consider adopting Resolution 2023-XX, providing for designation of the funds that will be used to complete the Municipal Center Expansion and Modernization Project.

27. Fee Resolution Update

At the April 6, 2023 Regular meeting, the Board will be asked to consider the adoption of Resolution No. 2023-XX, amending the fee schedule to update the following:

1. Room Rental Fees
2. Municipal No-Lien Letter Fees
3. Tax Certification Fees
4. Removal of outdated Fees

Dan Santoro explained the update to the Fees Resolution will bring the room rental fees in alignment with the Library room rental fees.

28. SHACOG 2023 Spring Commodities Bids

At the April 6, 2023 Regular meeting, the Board will be asked to consider accepting the SHACOG 2023 Spring Commodities Bids as per the attached listing.

29. Disposition of Records

At the April 6, 2023 Regular meeting, the Board will be asked to consider adopting Resolution No. 2023-XX, authorizing the disposition of Township records.

Dan Santoro explained the Township follows the State guidelines for the yearly disposition of records.

Additional Township Solicitor Business

The Solicitor had no additional business for this meeting.

Minutes

30. Minutes - February 23, 2023 and March 2, 2023

At the April 6, 2023 Regular meeting, the Board will be asked to consider approval of the following meeting minutes:

1. February 23, 2023 - Agenda Preparation Meeting
2. March 2, 2023 - Regular Meeting

Remittance & Payroll Warrants

31. Remittance Proposals and Payroll Warrants

At the April 6, 2023 Regular meeting, the Board will be asked to consider the following Remittance Proposals and Payroll Warrants:

1. Remittance Proposal FEB23WIR dated February 28, 2023
2. Remittance Proposal MAR23 MID dated March 21, 2023
3. Remittance Proposal MAR23REF dated March 23, 2023
4. Remittance Proposal APR23BIG dated April 7, 2023
5. Payroll Warrant 042023 dated February 17, 2023
6. Payroll Warrant 052023 dated March 3, 2023
7. Payroll Warrant S0423 dated February 28, 2023
8. Payroll Warrant S0523 dated March 15, 2023

Reports

32. Monthly Reports

1. Planning & Development Services -February 2023
2. Police Department – February 2023
3. Fire Company – February 2023
4. EMS Monthly Report – February 2023
5. Open Records Summary – February 2023
6. Budget Report – February 2023
7. Utilities Department Report - February 2023
8. Public Works Activity Report - March 2023
9. Information Technology Report - March 2023
10. Communications Report - March 2023
11. Cranberry Highlands Golf Report - March 2023

Additional Business

There was no additional business for this meeting.

Adjournment

33. Motion to Adjourn

The meeting was adjourned at 7:11 p.m.

VOTING

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

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

Motion Carried

Respectfully submitted,

Lori Coon
Recording Secretary