

MINUTES

Cranberry Township Board of Supervisors

Agenda Preparation Meeting

Thursday, June 29, 2023

Supervisors:

Bruce Hezlep
Mike Manipole
Bruce Mazzoni
Karen Newpol
John Skorupan

Township Manager:

Daniel Santoro - Township Manager

Staff Present:

Kyle Beidler - Mgr, Strategic Planning & Economic Development
Bert Bertoncetto - Assistant Township Manager
Lori Coon - Recording Secretary
J.W. Johnson, Jr. - Content & Communications Specialist
Michael Malak - Director, Engineering & Environmental Services
Lucas Martsof - Assistant Township Manager
Kevin Meyer - Police Chief
Michael Palombo - Township Solicitor
Gary Shreve - IT Support Tech
Mary Soroka - Assistant Township Manager

Call to Order

1. Pledge of Allegiance

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.

2. Roll Call

All supervisors were present for this meeting.

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

John Markun, 412 Canterbury Trail, requested the Police Department provide coverage at the intersection of Peters Road, Rowan Road and Canterbury Trail to examine traffic issues.

Jen Gilliland Vanasdale introduced herself to the Board of Supervisors.

Sam Jerry expressed concerns over issue with Charter Development.

4. Announcement

Chairman Manipole announced the Regular Board of Supervisors meeting scheduled on Thursday, July 6, 2023 has been cancelled. Accordingly, the Board will consider action on all agenda items this evening.

Public Hearings

Planning & Development Services

5. PR #SUB-23-6 - Park Place Amendment No. 57 - Preliminary and Final Subdivision (TLD 9/23/23)

Motion to adopt Resolution No. 2023-38, granting Lot Line Revision Approval to create 4 lots on Lot 8-2 along Nolan Circle within the Park Place, Phase 8A Development.

Dan Santoro explained the revision on Nolan Circle is a simple lot line revision.

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. Authorize Advertisement of Bill No. 2023-04 - Update of Chapter 27 (Zoning)

Motion to authorize the advertisement of a public hearing and intention to adopt Bill No. 2023-04 (Zoning Ordinance) revising landscape requirements and related provisions.

Dan Santoro explained staff will work with Planning Advisory Commission to provide landscape revisions to update the Chapter 27 zoning ordinance.

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

7. Authorize Advertisement of Bill No. 2023-05 - Update of Chapter 22 (Subdivision and Land Development Ordinance)

Motion to authorize the advertisement of a public hearing and intention to adopt Bill No. 2023-05 (Subdivision and Land Development Ordinance) revising landscape requirements and related provisions.

Dan Santoro explained the update to the Chapter 22 ordinance will provide improvements in greenspace landscaping.

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

Public Works and Engineering

Contract Change Orders

8. CAR #23-02-05 -Change Order - Pickleball Expansion Project

Motion to approve CAR #23-02-05 -Change Order - Pickleball Expansion Project to C.H. & D. Enterprises, Inc. in the amount of \$41,700.00.

Mike Malak explained the change order will provide court changes and a time extension to the contract.

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

9. CAR #23-04-03 - Change Order -Superpave Street Resurfacing 2023

Motion to approve CAR #23-04-03 - Change Order -Superpave Street Resurfacing 2023 to Youngblood Paving, Inc. in the amount of \$87,793.10.

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 #22-17-14 - Partial Payment - Municipal Campus Rear Parking Lot - Parking Lot Improvements

Motion to approve CAR #22-17-14 - Partial Payment - Municipal Campus Rear Parking Lot - Parking Lot Improvements to Holbein, Inc. in the amount of \$192,787.35.

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 #22-19-13 - Partial Payment - Sun Valley Utilities Upgrades

Motion to approve CAR #22-19-13 - Partial Payment - Sun Valley Utilities Upgrades to J.S. Bova Excavating in the amount of \$125,209.79.

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 #23-02-06 - Partial Payment - Pickleball Expansion Project

Motion to approve CAR #23-02-06 - Partial Payment - Pickleball Expansion Project to C.H. & D. Enterprises, Inc. in the amount of \$350,622.00.

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 #23-04-04 - Partial Payment - Superpave Street Resurfacing 2023

Motion to approve CAR #23-04-04 - Partial Payment -Superpave Street Resurfacing 2023 to Youngblood Paving, Inc. in the amount of \$767,647.91.

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

14. CAR #23-11-01 - Authorization to Bid - Brush Creek Waste Pollution Control Facility - Activated Carbon

Motion to approve CAR #23-11-01 - Authorization to Bid - Brush Creek Waste Pollution Control Facility - 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-23-12-01 Authorization to Bid - Water Main Replacement - East Commons Drive

Motion to approve CAR-23-12-01 Authorization to Bid - Water Main Replacement - East Commons Drive within the Pine Ridge development.

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 #23-14-01 - Authorization to Bid - Interceptor No. 7 Rehabilitation & Stream Restoration

Motion to approve CAR #23-14-01 - Authorization to Bid - Interceptor No. 7 Rehabilitation & Stream Restoration within the Fernway Development.

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

17. Purchase Approval #23392 - 2023 Ford Escape

Motion to approve Purchase Approval #23392 - 2023 Ford Escape to Woltz & Wind Ford Inc., via Co-Stars State contract, in the amount of \$34,240.00 for use by our Pretreatment division within the Utilities Department. This vehicle will replace a 2006 Jeep Liberty which will be sold on Municibid.

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

18. Purchase Approval #23393 - 2023 Ford F350 Utility Truck

Motion to approve Purchase Approval #23393 - 2023 Ford F350 Utility Truck to Laurel Motors, Inc., via Co-Stars State contract, in the amount of \$68,150.00 for use by our Sewer & Water division within the Utilities Department. This vehicle will replace a 2003 Ford F350 truck which will be sold on Municibid.

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 #23432 - 2023 Ford F150 Supercab Truck

Motion to approve Purchase Approval #23432 - 2023 Ford F150 Supercab Truck to Woltz & Wind Ford Inc., via Co-Stars State contract, in the amount of \$54,776.00 for use by our Sewer & Water division within the Utilities Department. This vehicle will replace a 2018 Chevrolet 1500 truck that was determined a total loss as a result of an accident.

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

Bond Release Requests

20. Bond Release Requests

Motion to approve the following Bond Release Requests:

PARTIAL RELEASE

BAR-D2805-04 - Meeder Phase 1

BAR D2305-06-PH 1A – Village of Cranberry Woods - Infrastructure

BAR D0408-07-PH 8A – Park Place
BAR D2805-01 PH 8 & 9 – Meeder

FINAL RELEASE

BAR D2123-01 - Henry's Meat Market
BAR D2601-04 – O'Reilly Auto Parts

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

Township Manager

21. Fire Chief Vehicle Use Agreement

Motion to authorize execution of a vehicle use agreement with the Harmony Fire District for the use of the Fire Chief's vehicle under certain circumstances as outlined and specified in the agreement.

Dan Santoro explained the Township has been working with Harmony Fire District and the solicitor to establish a fire vehicle use agreement. Within this agreement, Harmony Fire District will compensate Cranberry Township for the vehicle use.

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. PennDOT Private Status Agreement for Utility - Freedom Road Build 2

The Freedom Road Build 2 project requires the relocation and reconstruction of the existing sewer and water infrastructure. The existing infrastructure has "private" status currently. This agreement ensures the relocated sewer and water infrastructure maintains that "private" status.

Motion to adopt Resolution No. 2023-39, accepting and authorizing the execution of the PennDOT Private Status Agreement for Utility between Cranberry Township and the Commonwealth of Pennsylvania, acting through the Department of Transportation

as part of the Freedom Road Build 2 project.

Dan Santoro explained the PennDOT Private Status Agreement for Utility was approved at last month's meeting but PennDOT requires approval via 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

23. Sewage Facility Planning Module - 1568 Garvin Road

Motion to adopt Resolution No. 2023-40, accepting and signing the Sewage Facility Planning Module for a small flow treatment facility located at 1568 Garvin Road.

Dan Santoro explained the DEP requires Board approval to proceed with the sewage planning module.

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

24. Safe Streets & Roads for All (SS4A) Grant Program

Cranberry Township is seeking financial assistance from the U.S. Department of Transportation's SS4A Grant Program to develop a Multi-Municipal Safety Action Plan. Four partnering communities including Jackson Township, Harmony Borough, and Zelienople Borough will develop an Action Plan to improve pedestrian and bicycle mobility across the Township and the neighboring communities. The four partnering communities will each contribute towards the required match based on the 2020 decennial census.

Motion to adopt Resolution No. 2023-41, authorizing submission of a grant application to the U.S. Department of Transportation for funding towards the development of the Southwest Butler Multi-Municipal Safety Action Plan.

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

25. Emergency Service Training Center Capital Grant Application

Cranberry Township is seeking financial assistance from the Office of the State Fire Commissioner to purchase a Flashover Simulator. This training facility will allow firefighters to safely experience real life situations and learn how to react to life threatening situations. The project will provide a convenient training opportunity that is not widely available or accessible to many departments in Western PA.

Motion to adopt Resolution No. 2023-42, authorizing submission of a grant application to the Office of the State Fire Commissioner for funding towards the purchase of a Flashover Simulator.

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

26. Grant Application - CFA Multimodal Transportation Fund - Route 19 & Brandt Drive

Cranberry Township is seeking financial assistance from the Commonwealth Financing Authority (CFA) Multimodal Transportation Fund (MTF) to make safety and connectivity improvements. The Project involves a series of vehicular, pedestrian, and bicycle improvements at the intersection of Route 19 and Brandt Drive.

Motion to adopt Resolution No. 2023-43, authorizing submission of a grant application to the Commonwealth Financing Authority (CFA) for funding towards the construction of improvements at the Route 19 and Brandt Drive intersection.

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		
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Motion Carried

Additional Township Solicitor Business

The Solicitor had no business for this meeting.

Minutes

27. Minutes - May 25, 2023 and June 1, 2023

Motion to approve the following meeting minutes:

1. May 25, 2023 - Agenda Preparation Meeting
2. June 1, 2023 - 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

Remittance & Payroll Warrants

28. Remittance Proposals and Payroll Warrants

Motion to approve the following Remittance Proposals and Payroll Warrants:

1. Remittance Proposal MAY23WIR dated May 31, 2023
2. Remittance Proposal MAY23PPD dated May 31, 2023
3. Remittance Proposal JUN23MID dated June 21, 2023
4. Remittance Proposal JUN23REF dated June 23 2023
5. Remittance Proposal JUL23BIG dated July 7, 2023
6. Payroll Warrant 112023 dated May 26, 2023
7. Payroll Warrant S1023 dated May 31, 2023
8. Payroll Warrant 122023 dated June 9, 2023
9. Payroll Warrant S1123 dated June 15, 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

Reports

29. Monthly Reports

1. Planning and Development Services - May 2023
2. Police Department - May 2023
3. Fire Company - May 2023
4. EMS Monthly Report - May 2023
5. Open Records Summary - May 2023
6. Property Tax Collections - May 2023
7. Budget Report - May 2023
8. Utilities Department Report - May 2023
9. Public Works Activity Report - June 2023
10. Information Technology Report - June 2023
11. Communications Report - June 2023
12. Cranberry Highland Golf - June 2023

Additional Business

Chairman Manipole announced Community Days are coming up in a few weeks.

Supervisor Mazzoni stated we have thirty percent more vendors for Community Days this year than last year.

Supervisor Newpol stated the 5K race will be Saturday, July 15 during the Community Days event.

Adjournment

30. Motion to Adjourn

The meeting was adjourned at 6:54 p.m.

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

Respectfully submitted,

Lori Coon
Recording Secretary