

MINUTES

Cranberry Township Board of Supervisors Regular Meeting Thursday, August 3, 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
Lori Coon - Recording Secretary
Amie Courtney - Director, Human Resources
Ron Henshaw - Director, Planning & Development Services
Holly Hopkins - Human Resources Admin. Asst.
J.W. Johnson, Jr. - Content & Communications Specialist
Chad Julkowski - Director, Information Technology
Michael Malak - Director, Engineering & Environmental Services
Lucas Martsof - Assistant Township Manager
Kevin Meyer - Police Chief
Michael Palombo - Township Solicitor
Mary Soroka - Assistant Township Manager

Guests:

Boy Scout Troop #399
Denise Etter

Call to Order - Chairman Manipole

1. Pledge of Allegiance/Roll Call

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. All Supervisors were present for this meeting. Chairman Manipole asked Troop #399 to lead the

Board in the Pledge to the flag.

2. Retiring Your Old Glory - Denise Etter

Denise Etter, coordinator of the Retiring Old Glory community service project, reflected on the success of the project that started in 2011. Ms. Etter explained the project is dedicated to the collection and proper retirement of unserviceable American flags. Ms. Etter said over 43,000 flags have been collected since the start of the project.

The Board thanked Ms. Etter for her leadership on this community project.

3. Safety Program Update

Staff provided an update to the Board about our Safety Program.

Dave Reynolds, Safety Coordinator, provided an overview on the Township Safety Program. Mr. Reynolds explained the safety coordinator role and how it has evolved since the pandemic. Mr. Reynolds leads the various safety committees within the Township to provide direction and to address any concerns. He coordinates compliance with safety regulations and promotes safety training. Mr. Reynolds also works in the field with staff to help ensure safe practices.

4. Internship Program - 2023

Staff updated the Board on the 2023 Internship program. The interns were in attendance at this meeting.

Holly Hopkins, Human Resources Administrative Assistant, provided an overview of the 2023 Internship Program. Ms. Hopkins coordinated a comprehensive overview of the Township for the interns. Ms. Hopkins explained the interns visited facilities and attended meetings with presentations about many of the departments within the Township.

Dan Santoro commended Ms. Hopkins for an outstanding job with the program.

5. 2023 Community Days Highlights Video

Staff presented a video with highlights from the 2023 Community Days.

J.W. Johnson provided a video with highlights from the 2023 Community Days event. Mr. Johnson explained the event had record breaking numbers for vendor participants, 5k runners and pancake breakfast attendees. The event was attended by over 30,000 people. A short video was played highlighting the event.

6. Public Comment (Any item on or off the Agenda)

There was no public comment for this meeting.

Planning & Development Services - Supervisor Skorupan

7. PR #PRD-23-3 - Reserve at Cranberry Springs - Final PRD (TLD 8/9/23)

Motion to adopt Resolution No. 2023-44, granting Final 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.

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

8. PR #SUB-23-7 - Village of Cranberry Woods Revised Phase 1 Lot Line Revision - Preliminary and Final Subdivision (TLD 9/23/23)

Motion to adopt Resolution No. 2023-45, granting Lot Line Revision approval for Lot 4 within the Village of Cranberry Woods, Phase 1 development consisting of approximately 1.8 acres in the CCD-2 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 #LD-23-12 - The Village of Cranberry Woods - Revised Preliminary Land Development (TLD 9/23/23)

Motion to adopt Resolution No. 2023-46, granting Revised Preliminary Land Development approval for revision to the proposed Community Character Development-2 and Large Land Development for Phase 1 to revise the existing Lot 4 in the CCD-2 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

10. PR #LD-23-13 - Village of Cranberry Woods, Phase 1A (Infrastructure) - Revised Final

Land Development (TLD 9/23/23)

Motion to adopt Resolution No. 2023-47, granting Revised Final Phase 1A Land Development approval for the infrastructure of Phase 1 within the Village of Cranberry Woods development located along Route 228, Franklin Road and Longtree Way in the CCD-2 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

- 11.** Bill No. 2023-04 - Update of Chapter 27 (Zoning), Landscape Requirements and Related Provisions

Motion to adopt Ordinance No. 2023-512, providing updates to Chapter 27 (Zoning) revising landscape requirements and related provisions.

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

- 12.** Bill No. 2023-05 - Update of Chapter 22 (Subdivision and Land Development Ordinance)

Motion to adopt Ordinance No. 2023-513, providing updates to Chapter 22 (Subdivision and Land Development Ordinance) consisting of revising landscape requirements and related provisions.

VOTING

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

| Supervisor | YES | NO | ABSTAIN |
|---------------|-----|----|---------|
| Mike Manipole | X | | |
| Bruce Hezlep | X | | |
| Bruce Mazzoni | X | | |

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|---------------|---|--|--|
| Karen Newpol | X | | |
| John Skorupan | X | | |

Motion Carried

13. Property Acquisition - Adjacent to Graham Park

The Developer of Park Place has offered the Township two (2) parcels totaling approximately 53 acres of land adjacent to Graham Park.

Motion to adopt Resolution No. 2023-48, authorizing the acceptance of two (2) parcels from Park Place Marketing, LLC on Smiley Cookie Lane, adjacent to Graham Park, for public use.

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 - Vice-Chairman Hezlep

Contract Change Order

14. CAR #23-02-07 - Change Order - Pickleball Expansion Project

Motion to approve CAR #23-02-07 - Change Order- Pickleball Expansion Project to C.H. & D. Enterprises, Inc. in the amount of \$52,820.72.

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

Contract Payments

15. CAR #23-02-08 - Partial Payment - Pickleball Expansion Project

Motion to approve CAR #23-02-08 - Partial Payment - Pickleball Expansion Project to C.H. & D. Enterprises, Inc. in the amount of \$202,541.40.

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

- 16.** CAR #22-16-11 - Final Payment - Municipal Campus Rear Parking Lot - Stormwater Facility

Motion to approve CAR #22-16-11 - Final Payment - Municipal Campus Rear Parking Lot - Stormwater Facility to Holbein, Inc. in the amount of \$14,371.66.

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

- 17.** CAR #22-17-15 - Final Payment - Municipal Campus Rear Parking Lot - Parking Lot Improvements

Motion to approve CAR #22-17-15 - Final Payment - Municipal Campus Rear Parking Lot - Parking Lot Improvements to Holbein, Inc. in the amount of \$35,380.59.

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

Contract Awards

- 18. CAR #23-10.01-02 -GC - Contract Award - Municipal Center Building Renovation - General Contractor**

Motion to approve CAR #23-10.01-02 -GC - Contract Award - Municipal Center Building Renovation - General Contractor to FMS Construction Company in the amount of \$5,176,361.00.

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

- 19. CAR #23-10.02-02 -HC - Contract Award - Municipal Center Building Renovation - HVAC**

Motion to approve CAR #23-10.02-02 -HC - Contract Award - Municipal Center Building Renovation - HVAC to K&K Mechanical Services, Inc. in the amount of \$948,825.00.

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

- 20. CAR #23-10.03-02 -PC- Contract Award - Municipal Center Building Renovation - Plumbing**

Motion to approve CAR #23-10.03-02 -PC- Contract Award - Municipal Center Building Renovation - Plumbing to East End Plumbing & Mech, Inc. in the amount of \$457,900.00.

VOTING

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

| Supervisor | YES | NO | ABSTAIN |
|---------------|-----|----|---------|
| Mike Manipole | X | | |
| Bruce Hezlep | X | | |

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| Bruce Mazzoni | X | | |
| Karen Newpol | X | | |
| John Skorupan | X | | |

Motion Carried

- 21.** CAR #23-10.04-02 -EC- Contract Award - Municipal Center Building Renovation - Electrical

Motion to approve CAR #23-10.04-02 -EC- Contract Award - Municipal Center Building Renovation - Electrical to Allegheny City Electric, Inc. in the amount of \$933,500.00.

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

- 22.** CAR #23-11-02 - Contract Award - Brush Creek Waste Pollution Control Facility - Activated Carbon

Motion to approve CAR #23-11-02 - Contract Award - Brush Creek Waste Pollution Control Facility - Activated Carbon to Carbon Activated Corp in the amount of \$22,824.00.

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

- 23.** CAR #23-12-02 - Contract Award - Water Main Replacement - East Commons Drive

Motion to approve CAR #23-12-02 - Contract Award - Water Main Replacement - East Commons Drive to JR Contracting, LLC. in the amount of \$217,712.00.

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

Purchase Awards

24. Purchase Approval #23459 - Golf Carts (80) - Cranberry Highlands Golf Course

Motion to approve Purchase Approval #23459 - Golf Carts (80) - Cranberry Highlands Golf Course to Club Car, via the Sourcewell cooperative purchasing program, in the amount of \$426,400.00. The purchase includes the trade-in value of the existing 80 cart fleet.

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

25. Purchase Approval #23467 - Pennwood Generator

Motion to approve Purchase Approval #23467 - Pennwood Generator to Schaedler Yesco Distribution, Inc., via the Co-Stars cooperative purchasing program, in the amount of \$405,046.00.

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

26. Purchase Approval #23471 - Design Services for Fiber Implementation for Pennsylvania Commission on Crime & Delinquency Grant Award

Motion to approve Purchase Approval #23471 - Design Services for Fiber

Implementation for Pennsylvania Commission on Crime & Delinquency Grant Award to HRG/Herbert Rowland & Grubic, Inc. in the amount of \$23,800.00.

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

Bond Release Request

27. Bond Release Requests

Motion to approve the following bond releases:

PARTIAL RELEASE:

- BAR-D2305-07 – Village of Cranberry Woods PH 1A Infrastructure
- BAR-D0408-08-PH 8A – Park Place PH 8A
- BAR-D0408-01-PH 8B – Park Place PH 8B
- BAR-D2125-02-PH 1 - Crescent PH 1 - Grading (DENIAL)
- BAR-D2125-02-PH 1A - Crescent PH 1A

FINAL RELEASE:

- BAR-2705-01 – National Tire & Battery
- BAR-D2901-08 - Willow Grove Release
- BAR-D2125-02-PH 1A - Crescent PH 1 Off-Site Infrastructure

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

28. Street Acceptance - Portion of Coolsprings Drive

Motion to adopt Resolution No. 2023-49, accepting a portion of Coolsprings Drive into the Township public road system.

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

29. Permanent Sanitary Sewer Pump Station Easement - Laurel Pointe

Motion to approve the Permanent Sanitary Sewer Pump Station Easement - Laurel Pointe on Marigold Lane.

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

Public Safety - Supervisor Mazzoni

Administration - Chairman Manipole

30. Minutes -June 29, 2023

Motion to approve the meeting minutes for the June 29, 2023 Agenda Preparation meeting.

VOTING

Motion by: Manipole, Mike
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

31. Remittance Proposals and Payroll Warrants

Motion to approve the following Remittance Proposals and Payroll Warrants:

1. Remittance Proposal JUN23WIR dated June 30, 2023
2. Remittance Proposal JUN23PPD dated June 30, 2023
3. Remittance Proposal JUL23MID dated July 13, 2023
4. Remittance Proposal JUL23REF dated July 24, 2023
5. Remittance Proposal AUG23BIG dated August 4, 2023
6. Payroll Warrant 132023 dated June 23, 2023
7. Payroll Warrant S1223 dated June 30, 2023
8. Payroll Warrant 142023 dated July 7, 2023
9. Payroll Warrant S1323 dated July 14, 2023

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

32. Supplemental Appropriations for the 2023 Budget

Motion to adopt Resolution No. 2023-50, providing for Supplemental Appropriations for the 2023 Budget.

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

33. Minimum Municipal Obligation (MMO) for the Uniformed and Non-Uniformed Pension Plans for the Year 2024

Motion to adopt Resolution No. 2023-51, establishing the Township's Minimum Municipal Obligation (MMO) for the Uniformed and Non-Uniformed Pension Plans for the Year 2024.

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

Solicitor

34. Additional Solicitor Business

The Solicitor had no additional business for this meeting.

Reports

35. Monthly Reports

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

Additional Business

36. Additional Business

There was no additional business for this meeting.

Adjournment

37. Motion to adjourn

The meeting was adjourned at 7:32 p.m.

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

Respectfully submitted,

Lori Coon
Recording Secretary