

# MINUTES

## Cranberry Township Board of Supervisors Agenda Preparation Meeting Thursday, August 31, 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  
Ron Henshaw - Director, Planning & Development Services  
J.W. Johnson, Jr. - Content & Communications Specialist  
Chad Julkowski - Director, Information Technology  
Paul Lalley - Township Solicitor  
Michael Malak - Director, Engineering & Environmental Services  
Jeanne Manko - Legal Stenographer  
Lucas Martsolf - Assistant Township Manager  
Kevin Meyer - Police Chief  
Mary Soroka - Assistant Township Manager

### **Guests Present:**

Steve Karanikos, Ready Roos  
Tim Gigliotti, Radnor Property Group  
Ginny Loaney, HRG

### **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. The salute to the flag was led by Officer Maloney and Officer Zevola.

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)

There was no public comment for this meeting.

**4. FOR BOARD ACTION THIS EVENING**

Personnel

Nine Officers recently competed for the open Sergeant position, left vacant when Sergeant Och resigned in February of this year. Officer Mike Kramer, a 17-year veteran of the Department, successfully completed the highly competitive process and will be replacing Sergeant Och.

Motion to ratify the promotion of Lawrence (“Mike”) Kramer from Patrolman to Sergeant within the Police department at an hourly rate of \$50.24 effective August 21, 2023.

**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

**Special Recognition**

**5. Ceremonial Pinning - Police Sergeant**

The Board of Supervisors recognized Sergeant Kramer's accomplishment with a ceremonial pinning of his new badge.

The ceremonial pinning was performed by Sergeant Kramer's daughter.

Chairman Manipole noted the Hometown Heros event will be held on Friday, September 1, 2023 recognizing EMT, Mandy Cousins, Officer Ed Steinmetz, and Master Firefighter, Bruce Hezlep. Chairman Manipole thanked the award recipients for their service to the community.

**Public Hearings**

**6. PR #COND-23-2 - Ready Roo's Early Learning Academy - Conditional Use (TLD to open public hearing 9/21/23)**

Accepted public comment on a Conditional Use application for a 1,640 square foot Day Care Center to be located at 20510 Route 19, Suite 106 in the SU-1 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 Ready Roos Early Learning Academy. Mr. Henshaw explained the current location is a tutoring facility which requests a change of use to

a daycare center.

Steve Karanikos, owner of the Ready Roos spoke about the business and the changes ahead.

Motion to close the Public Hearing with consideration on this application under Planning & Development Services later this evening.

**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

**Planning & Development Services**

**7. PR #PRD-23-4- Felson Phase 2 PRD - Final PRD (TLD 9/13/2023)**

At the September 7, 2023 Regular meeting, the Board will be asked to consider a Final Phase 2 Planned Residential Development application for a three (3) building, one hundred eighty unit (180) apartment unit multi-family Planned Residential Development located along Brandt Drive on approximately 5.5 acres in the C-3 zoning district.

Ron Henshaw provided an overview of the final engineering of the Felson Phase 2 development.

Tim Giolotti, Radnor Properties representative, was available for comment.

Ginny Looney, HRG representative, provided renderings of the project.

**8. PR #LD-23-16 - Breckenridge - Revised Preliminary Land Development (TLD 11/23/23)**

At the September 7, 2023 Regular Meeting, the Board will be asked to consider a Revised Preliminary Land Development approval for a four (4) phase, 117 townhouse unit residential development to be located along Freedom Road on approximately 18 acres in the CCD Freedom B Overlay zoning district.

Ron Henshaw explained the phases of the Breckenridge project have changed from two phases to four phases.

John Skorupan asked if the developer had to get approval for each phase.

Mr. Henshaw explained all phase are approved on one application.

**9. PR #LD-23-17 - Breckenridge - Revised Final Land Development (TLD 11/23/23)**

At the September 7, 2023 Regular meeting, the Board will be asked to consider a Revised Final Land Development approval for four (4) phases consisting of 117

townhouse units and infrastructure to be located along Freedom Road on approximately 17.5 acres in the CCD Freedom B Overlay zoning district.

10. PR #SUB-23-8 - Park Place Amendment No. 58 - Preliminary and Final Subdivision (TLD 11/6/23)

At the September 7, 2023 Regular meeting, the Board will be asked to consider a Lot Line Revision application to create five (5) lots on Lot 8-3 and seven (7) lots on Lot 14 along Nolan Circle within the Park Place, Phase 8A Development.

### **Public Works and Engineering**

#### **Contract Change Orders**

11. CAR #22-29-03 - Change Order - Municipal Campus Admin Side Parking Lot

At the September 7, 2023 Regular meeting, the Board will be asked to consider approval of CAR #22-29-03 - Change Order - Municipal Campus Admin Side Parking Lot to Youngblood Paving Inc. to extend the completion date from September 1, 2023 to October 15, 2023.

#### **Contract Payments**

12. CAR #23-04-05 - Final Payment - Superpave Street Resurfacing 2023

At the September 7, 2023 Regular meeting, the Board will be asked to consider CAR #23-04-05 - Final Payment - Superpave Street Resurfacing 2023 to Youngblood Paving, Inc. in the amount of \$458,727.78.

13. CAR #23-05-03 - Final Payment - Seal Coating 2023

At the September 7, 2023 Regular meeting, the Board will be asked to consider CAR #23-05-03 - Final Payment - Seal Coating 2023 to Russel Standard Corporation in the amount of \$199,256.65.

#### **Contract Awards**

14. CAR# 23-09-02 - Contract Award - MS4 Glen Eden Watershed Stream Restoration Project

At the September 7, 2023 Regular meeting, the Board will be asked to consider approval of CAR# 23-09-02 - Contract Award - MS4 Glen Eden Watershed Stream Restoration Project to Hunt Valley Environmental in the amount of \$629,784.65.

Supervisor Hezlep explained phase one of the MS4 Glen Eden Watershed Stream Restoration project is 100% funded by a grant.

Chairman Manipole inquired about the start date of the project.

Mike Malak said the project could possibly begin in the fall.

#### **Authorizations to Bid**

15. CAR #23-15-01 - Authorization to Bid - Pinehurst Drive Culvert Rehabilitation

The Pinehurst Drive Culvert Rehabilitation project is supported by a Butler County Municipal Infrastructure Program grant in the amount of \$121,375.00.

At the September 7, 2023 Regular meeting, the Board will be asked to consider approval of CAR #23-15-01 - Authorization to Bid - Pinehurst Drive Culvert Rehabilitation.

### **Purchase Awards**

16. Purchase Approval #23513 - Construction Management Services - Municipal Center Renovations

At the September 7, 2023 Regular meeting, the Board will be asked to consider approval of Purchase Approval #23513 - Construction Management Services - Municipal Center Renovations to Eckles Construction Services, Inc. in the amount of \$167,700.00.

### **Bond Release Requests**

17. Bond Release Requests

At the September 7, 2023 Regular meeting, the Board will be asked to consider approval of the following bond releases:

PARTIAL RELEASE:

BAR D2201-02 - Cranberry Springs Road Improvements

BAR D2915-01 - Sheetz - Village of Cranberry Woods PH 1B

18. Franklin Road Waterline Reimbursement Agreement with PennDot

PennDOT continues the design process for the improvement project for Franklin Road between the intersection with Rt. 228 and Peters Road. The widening and realignment project is scheduled for construction in 2024. The Township staff has been coordinating the design elements with PennDOT. The proposed project impacts both our public sewer and water infrastructure along the length of the construction and requires participation in both design and construction for relocated facilities. In order to continue the design, PennDot is requesting the Board authorize design services and construction cost commitments as identified in the following resolution and reimbursement agreements.

At the September 7, 2023 Regular meeting, the Board will be asked to consider adopting Resolution No. 2023-XX, executing the Franklin Road Waterline Reimbursement Agreement with PennDot.

Mike Malak explained that staff has been meeting weekly with PennDOT to resolve the conflicts associated with this Franklin Road Safety project. Mr. Malak explained the agreements will provided for Township cost commitments of 20% for the water lines and 25% for the sewer lines, with PennDOT funding the remaining costs.

19. Franklin Road Sanitary Sewer Reimbursement Agreement with PennDot

At the September 7, 2023 Regular meeting, the Board will be asked to consider adopting Resolution No. 2023-XX, executing the Franklin Road Sanitary Sewer Reimbursement Agreement with PennDot.

20. Waterline Easement - Pineridge

At the September 7, 2023 Regular meeting, the Board will be asked to consider the approval to execute a permanent waterline easement and Right-of-Way in the

Pineridge development, subject to review and approval of the Township Solicitor.

**21. Right-of-Way Agreement with Columbia Gas**

At the September 7, 2023 Regular meeting, the Board will be asked to consider approval of the Right-of-Way Agreement along Graham Park Drive with Columbia Gas to extend the gas line to the Pickleball Air Dome.

Mike Malak explained the gas line will run on the southern side of Graham Park along the tree line.

**Township Manager**

**22. IDEA (Inclusion, Diversity, Equity Advisory) Leadership Committee Guidelines**

The current advisory group from the Cranberry Township IDEA (Inclusion, Diversity, Equity Advisory) Team has worked with staff to develop a set of guiding parameters to formally establish a leadership committee. The establishment of the leadership committee and guidelines are the next step in the evolution of the Township's diversity efforts as called for in the recent comprehensive planning effort. The Board of Supervisors was asked to consider the attached resolution to establish the guiding parameters and initial membership of the leadership committee within the IDEA Team.

At the September 7, 2023 Regular meeting, the Board will be asked to consider the adoption of Resolution No. 2023-XX, establishing the leadership group within the Cranberry Township IDEA Team and providing for guiding parameters of this advisory committee.

**23. Cranberry Township Emergency Medical Services (CTEMS) Agreement Renewal**

At the September 7, 2023 Regular meeting, the Board will be asked to consider approval of the Cranberry Township Emergency Medical Services (CTEMS) agreement.

Dan Santoro explained the Township and Cranberry Township EMS have been working together to establish a plan to reduce building rental fees, assist with the servicing of vehicles, and providing I.T. services.

**24. FOR BOARD ACTION THIS EVENING**

Reappointment to the General Authority

Motion to reappoint Jerry Andree to the General Authority to a five-year term expiring June 30, 2028.

**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

**25. FOR BOARD ACTION THIS EVENING**

Personnel

Motion to ratify the hire of Christopher Snedeker, Fire and Emergency Services Training Coordinator, within the Fire and Emergency Services department at an hourly rate of \$28.00 effective September 5, 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

**Additional Township Solicitor Business**

**26. Tax Assessment Appeal - 120 East Kensinger Drive**

At the September 7, 2023 Regular meeting, the Board will be asked to consider approving the settlement of the tax assessment appeal filed at Butler County Court of Common Pleas No. 2022-40322 to set the assessed value based on a fair market value of \$5,000,000 for the tax year 2023, and a fair market value of \$5,100,000 for the tax year 2024, and to authorize the adjustment of the tax bills accordingly.

**Minutes**

**27. Minutes - July 27, 2023 and August 3, 2023**

At the September 7, 2023 Regular meeting, the Board will be asked to consider approval of the following meeting minutes:

1. July 27, 2023 - Agenda Preparation Meeting
2. August 3, 2023 - Regular Meeting

**Remittance & Payroll Warrants**

**28. Remittance Proposals and Payroll Warrants**

At the September 7, 2023 Regular meeting, the Board will be asked to consider approval of the following Remittance Proposals and Payroll Warrants:

1. Remittance Proposal JUL23WIR dated July 31, 2023
2. Remittance Proposal JUL23PPD dated July 31, 2023
3. Remittance Proposal AUG23REF dated August 18, 2023
4. Remittance Proposal AUG23MID dated August 22, 2023
5. Remittance Proposal SEP23BIG dated September 8, 2023
6. Payroll Warrant 152023 dated July 21, 2023

7. Payroll Warrant S1423 dated July 31, 2023
8. Payroll Warrant 162023 dated August 4, 2023
9. Payroll Warrant S1523 dated August 15, 2023

**Reports**

**29. Monthly Reports**

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

**Additional Business**

Supervisor Skorupan thanked the staff for working with PennDot to establish the grants for the Franklin Road project. Supervisor Skorupan recognized the benefit to having the grant expertise in-house.

Dan Santoro explained that Kyle Beidler leads the grant efforts. And we have obtained over \$30 million in grants in the last few years.

**Adjournment**

**30. Motion to Adjourn**

The meeting adjourned at 7:05 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