

MINUTES

Cranberry Township Board of Supervisors Regular Meeting Thursday, September 7, 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
Michael Malak - Director, Engineering & Environmental Services
Lucas Martsolf - Assistant Township Manager
Kevin Meyer - Police Chief
Michael Palombo - Township Solicitor
Gary Shreve - IT Support Tech
Mary Soroka - Assistant Township Manager

Call to Order - Chairman Manipole

1. Pledge of Allegiance/Roll Call
2. Public Comment (Any item on or off the Agenda)

There was no public comment for this meeting.

Planning & Development Services - Supervisor Skorupan

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

Motion to adopt Resolution No. 2023-53, granting Final Phase 2 Planned Residential Development approval 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.

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

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

Motion to adopt Resolution No. 2023-54, granting 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.

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

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

Motion to adopt Resolution No. 2023-55, granting 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.

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

Motion to adopt Resolution No. 2023-56, granting a Lot Line Revision approval 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.

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

Parks & Recreation and Library - Supervisor Newpol

Supervisor Newpol had no additional business for this meeting.

Public Works and Engineering - Vice-Chairman Hezlep

Contract Change Order

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

Motion to approve 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.

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

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

Motion to approve CAR #23-04-05 - Final Payment - Superpave Street Resurfacing 2023 to Youngblood Paving, Inc. in the amount of \$458,727.78.

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

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

Motion to approve CAR #23-05-03 - Final Payment - Seal Coating 2023 to Russel Standard Corporation in the amount of \$199,256.65.

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

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

Motion to approve CAR# 23-09-02 - Contract Award - MS4 Glen Eden Watershed Stream Restoration Project to Hunt Valley Environmental in the amount of \$629,784.65.

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

Authorizations to Bid

11. 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.

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

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

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

Motion to approve Purchase Approval #23513 - Construction Management Services - Municipal Center Renovations to Eckles Construction Services, Inc. in the amount of \$167,700.00.

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

13. Bond Release Requests

Motion to approve the following bond releases:

PARTIAL RELEASE:

BAR D2201-02 - Cranberry Springs Road Improvements

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

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

14. 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.

Motion to adopt Resolution No. 2023-57, executing the Franklin Road Waterline Reimbursement Agreement with PennDot.

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

15. Franklin Road Sanitary Sewer Reimbursement Agreement with PennDot

Motion to adopt Resolution No. 2023-58, executing the Franklin Road Sanitary Sewer Reimbursement Agreement with PennDot.

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. Waterline Easement - Pineridge

Motion to adopt the execution of a permanent waterline easement and Right-of-Way in the Pineridge development, subject to review and approval of the Township Solicitor.

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. Right-of-Way Agreement with Columbia Gas

Motion to approve the Right-of-Way Agreement along Graham Park Drive with Columbia Gas to extend the gas line to Graham Park facilities.

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

Supervisor Mazzoni had no additional business for this meeting.

Administration - Chairman Manipole

18. 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 is being asked to consider the attached resolution to establish the guiding parameters and initial membership of the leadership committee within the IDEA Team.

Motion to adopt Resolution No. 2023-59, establishing the leadership group within the Cranberry Township IDEA Team and providing for guiding parameters of this advisory committee.

Chairman Manipole thanked the advisory group for their efforts.

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

19. Cranberry Township Emergency Medical Services (CTEMS) Agreement Renewal

Motion to approve the Cranberry Township Emergency Medical Services (CTEMS) agreement effective through July 31, 2025.

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

20. Cranberry Township Emergency Medical Service (CTEMS) Lease Agreement

Motion to approve the Cranberry Township Emergency Medical Service (CTEMS) Lease Agreement effective through July 31, 2025.

VOTING

Motion by: Manipole, Mike

Second by: Skorupan, John

| 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

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

Motion to approve the following meeting minutes:

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

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

22. Remittance Proposals and Payroll Warrants

Motion to approve 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

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

23. Additional Solicitor Business

24. Tax Assessment Appeal - 120 East Kensinger Drive - Parcel #130.4F108.13KB

Motion to approve 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.

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

Reports

25. 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

26. Additional Business

There was no additional business for this meeting.

Adjournment

27. Motion to adjourn

The meeting was adjourned at 6:44 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