

# MINUTES

## Cranberry Township Board of Supervisors Agenda Preparation Meeting Thursday, October 26, 2023

### **Supervisors:**

Mike Manipole  
Bruce Mazzoni  
John Skorupan

### **Township Manager:**

Daniel Santoro - Township Manager

### **Staff Present:**

Kyle Beidler - Mgr, Strategic Planning & Economic Development  
Bert Bertoncello - Assistant Township Manager  
Lori Coon - Recording Secretary  
Ron Henshaw - Director, Planning & Development Services  
Hannah Hepner - IT Support Technician  
J.W. Johnson, Jr. - Content & Communications Specialist  
Chad Julkowski - Director, Information Technology  
Lucas Martsof - Assistant Township Manager  
Kevin Meyer - Police Chief  
Michael Palombo - Township Solicitor  
Mary Soroka - Assistant Township Manager

### **Guest:**

Jainil Garg, Seneca Valley School Student

### **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 Jainil Garg, who was attending as student Supervisor for the day.

2. Roll Call

When the meeting was called to order, the quorum consisted of Chairman Manipole, Supervisor Mazzoni, and Supervisor Skorupan.

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

There was no public comment for this meeting.

**Planning & Development Services**

4. PR #SUB-23-9 - Park Place Amendment No. 59 - Preliminary and Final Subdivision (TLD 12/30/23)

At the November 2, 2023 Regular meeting, the Board will be asked to consider Lot Line Revision approval to create five (5) lots on Lot 8-4 along Nolan Circle within the Park Place, Phase 8A Development.

Supervisor Skorupan explained Park Place Amendment No. 59 is a simple lot line revision.

**Public Works and Engineering**

**Contract Change Orders**

5. CAR #22-19-14 - Change Order - Sun Valley Utilities Upgrades

At the November 2, 2023 Regular meeting, the Board will be asked to consider approval of CAR #22-19-14 - Change Order - Sun Valley Utilities Upgrades for a deduct in the amount of (\$40,782.60).

Dan Santoro explained the deduct is due to the use of less materials than originally estimated.

6. CAR #22-29-05 - Change Order - Municipal Campus Admin Side Parking Lot

At the November 2, 2023 Regular meeting, the Board will be asked to consider approval of CAR #22-29-05 - Change Order - Municipal Campus Admin Side Parking Lot to Youngblood Paving, Inc. in the amount of \$8,400.00 for additional storm line under the pavement.

7. CAR #22-30-05 - Change Order - Fox Run Sewer System and Stormwater Infrastructure Upgrades

At the November 2, 2023 Regular meeting, the Board will be asked to consider approval of CAR #22-30-05 - Change Order - Fox Run Sewer System and Stormwater Infrastructure Upgrades to Thomas Construction, Inc. in the amount of \$10,853.26.

8. CAR #23-12-04 - Change Order - Water Main Replacement - East Commons Drive

At the November 2, 2023 Regular meeting, the Board will be asked to consider approval of CAR #23-12-04 - Change Order - Water Main Replacement - East Commons Drive to JR Contracting, LLC. in the amount of \$8,651.00 for unforeseen underground conflicts.

**Contract Payments**

9. CAR #22-29-06 - Partial Payment - Municipal Campus Admin Side Parking Lot

At the November 2, 2023 Regular meeting, the Board will be asked to consider

approval of CAR #22-29-06 - Partial Payment - Municipal Campus Admin Side Parking Lot to Youngblood Paving, Inc. in the amount of \$147,186.90.

10. CAR #22-30-06 - Partial Payment - Fox Run Sewer System and Stormwater Infrastructure Upgrades

At the November 2, 2023 Regular meeting, the Board will be asked to consider approval of CAR #22-30-06 - Partial Payment - Fox Run Sewer System and Stormwater Infrastructure Upgrades to Thomas Construction, Inc. in the amount of \$184,220.94.

11. CAR #23-02-10 - Partial Payment - Pickleball Expansion Project

At the November 2, 2023 Regular meeting, the Board will be asked to consider approval of CAR #23-02-10 - Partial Payment - Pickleball Expansion Project to C. H. & D. Enterprises, Inc. in the amount of \$51,418.75.

12. CAR #23-12-05 - Partial Payment - Water Main Replacement - East Commons Drive

At the November 2, 2023 Regular meeting, the Board will be asked to consider approval of CAR #23-12-05 - Partial Payment - Water Main Replacement - East Commons Drive to JR Contracting, LLC. in the amount of \$55,267.34.

13. CAR #22-19-15 - Final Payment - Sun Valley Utilities Upgrades

At the November 2, 2023 Regular meeting, the Board will be asked to consider approval of CAR #22-19-15 - Final Payment - Sun Valley Utilities Upgrades to J.S. Bova Excavating in the amount of \$67,083.16.

### **Contract Awards**

14. CAR #23-15-02 - Contract Award - Pinehurst Drive Culvert Rehabilitation

At the November 2, 2023 Regular meeting, the Board will be asked to consider approval of CAR #23-15-02 - Contract Award - Pinehurst Drive Culvert Rehabilitation. Bids are currently under review.

Dan Santoro explained the Pinehurst Drive Culvert Rehabilitation project is supported by a Butler County Municipal Infrastructure Program grant for approximately \$120,000.00.

15. CAR #23-14-02 - Bid Rejection - Interceptor No. 7 Rehabilitation and Stream Restoration

The bids for this project came in significantly over budget. We are proposing to complete this project next year utilizing Township Public Works crews.

At the November 2, 2023 Regular meeting, the Board will be asked to consider approval of CAR #23-14-02 - Bid Rejection - Interceptor No. 7 Rehabilitation and Stream Restoration.

### **Authorizations to Bid**

16. CAR #23-16-01 - Authorization to Bid - Route 19 & Short Street Signal Replacement

This project involves replacement of one of the oldest traffic signals in the Township that has not already been replaced. The project is supported by ARLE grant in the

amount of \$350,000. The project will bring the signal up to current Township standards.

At the November 2, 2023 Regular meeting, the Board will be asked to consider approval of CAR #23-16-01 - Authorization to Bid - Route 19 & Short Street Signal Replacement.

### **Purchase Awards**

**17. Purchase Approval #23594 - 2023 Ford F350 Utility Truck**

This truck was previously approved by the Board at the October 5, 2023 meeting. However, the vendor sold the truck before we placed the order. This approval is to purchase the vehicle from a different vendor.

At the November 2, 2023 Regular meeting, the Board will be asked to consider ratification of Purchase Approval #23594 - 2023 Ford F350 Utility Truck to Laurel Motors Inc., via Co-Stars State contract, in the amount of \$63,365.00 (inclusive of a \$13,000 trade-in) for use within our Utilities Department.

**18. Purchase Approval #23608 - Community Park North Phase 1 Final Design & Permitting**

The Township received notice last week that we have been awarded a \$2,700,000. DCNR grant to fund the Community Park North project. Therefore, next week we will be requesting the authorization to move forward with the design of the project.

At the November 2, 2023 Regular meeting, the Board will be asked to consider approval of Purchase Approval #23608 - Community Park North Phase 1 Final Design & Permitting to HRG/Herbert Rowland & Grubic, Inc. in the amount of \$217,300.00.

**19. Purchase Approval #23618 - Franklin Road Improvements - Technical Assistance on Routing, Design & Permitting**

At the November 2, 2023 Regular meeting, the Board will be asked to consider approval of Purchase Approval #23618 - Franklin Road Improvements - Technical Assistance on Routing, Design & Permitting to KCI Technologies, Inc. in the amount of \$55,000.00

Dan Santoro explained this Purchase Approval is tied to the Franklin Road widening project with PennDOT. The Township had previously entered into an agreement with PennDOT for this project which provided for a Township cost commitment of 20% for the water lines and 25% for the sewer lines, with PennDOT funding the remaining costs. Engaging in this design engineering with KCI Technologies would make the Township responsible for 20% of the cost.

**20. Purchase Approval #24000 - IT Equipment for the New Council Chambers**

At the November 2, 2023 Regular meeting, the Board will be asked to consider approval of Purchase Approval #24000 - IT Equipment for the New Council Chambers and the main caucus/conference room to Horizon Information Services, Inc. in the amount of \$142,664.00.

**21. Purchase Approval #24001 - 2024 Ford F350 Truck with a Flatbed**

At the November 2, 2023 Regular meeting, the Board will be asked to consider approval of Purchase Approval #24001 - 2024 Ford F350 Truck with a Flatbed to

Laurel Motors, Inc. in the amount of \$59,510.00 for use within the Utilities Department.

### **Bond Release Requests**

#### **22. Bond Release Requests**

At the November 2, 2023 Regular meeting, the Board will be asked to consider the following bond releases:

##### **PARTIAL RELEASE:**

D2223-07-PH 2B - Cenci's' Pizza  
D0408-10-PH 8A - Park Place Phase 8A  
D0408-02-PH 8B - Park Place Phase 8B  
D0408-07-PH-7 - Park Place Phase 7

##### **FINAL RELEASE:**

D2614-02-PS - Laurel Pointe Pump Station

#### **23. Sewage Planning Module - 213 Hope Road**

At the November 2, 2023 Regular meeting, the Board will be asked to consider adoption of Resolution No. 2023-XX, approving the Sewage Facilities Planning Module for small flow treatment facility located at 213 Hope Road.

Dan Santoro explained the existing sewer system on this property is malfunctioning. Therefore, the homeowner would like to install a small load facility on the property.

### **Township Manager**

#### **24. School Resource Officer Agreement with Seneca Valley School District**

The Seneca Valley School District requested the Township provide three (3) officers to serve as School Resource Officers for each of the three buildings, Haine Middle/Elementary, Ehrman Crest Middle/Elementary and Rowan Elementary, located within the Township. The District will reimburse the Township for those costs. The Agreement is retroactive to begin on September 1, 2023 and expires at the conclusion of the 2027-2028 school year.

At the November 2, 2023 Regular meeting, the Board will be asked to consider approval of the School Resource Officers Agreement with Seneca Valley School District retroactive to begin on September 1, 2023 and expiring at the conclusion of the 2027-2028 school year.

#### **25. SHACOG 2023 Fall Commodities**

At the November 2, 2023 Regular meeting, the Board will be asked to consider approving the award for the SHACOG 2023 Fall Commodities bids as follows:

1. Gasoline/Diesel Fuel - Glassmere Fuel Service, Inc
2. Pesticides
  - . E.H. Griffith, Inc.
  - . Harrell's
  - . Nutrien Solutions

- . Helena Agri-Enterprises, LLC
- . Walker Supply, Inc.

**26. Multimodal Transportation Funding Application**

At the November 2, 2023 Regular meeting, the Board will be asked to consider adoption of Resolution No. 2023-XX, approving a grant application for PennDOT's Multimodal Transportation Fund (MTF) Statewide Competitive Funding Program.

Dan Santoro explained the Multimodal Transportation Funding grant is a very competitive grant. This grant will be used for improvements at Progress Avenue and Unionville Road to enhance the pedestrian connectivity to Community Park.

**27. a FOR BOARD ACTION THIS EVENING**

Personnel

Two (2) Recommendations

Motion to approve the transfer of Audrey Rattay to the newly created position of Community Events and Stewardship Manager in the Parks and Recreation Department, at a semi-monthly rate of \$2,958, effective November 1, 2023.

**VOTING**

Motion by: Manipole, Mike  
Second by: Skorupan, John

Supervisor	YES	NO	ABSTAIN
Mike Manipole	X		
Bruce Mazzoni	X		
John Skorupan	X		

Motion Carried

**27. b**

Motion to approve the hire of Darcie McCandless, Housekeeping Coordinator, within the Public Works Department, at an hourly rate of \$22.00, effective November 1, 2023.

**VOTING**

Motion by: Manipole, Mike  
Second by: Skorupan, John

Supervisor	YES	NO	ABSTAIN
Mike Manipole	X		
Bruce Mazzoni	X		
John Skorupan	X		

Motion Carried

**Additional Township Solicitor Business**

**28. Tax Assessment Appeal - Home Depot**

At the November 2, 2023 Regular meeting, the Board will be asked to consider approval of the settlement of the tax assessment appeal filed by Smail Family Limited Partnership (Home Depot) at Butler County Case No. 2020-40322, to set the

assessed values based on a fair market value of \$9,600,000 for each of the tax years at issue, and to adjust the tax bills in accordance with the terms of the proposed settlement.

Solicitor Michael Palombo explained the County and School District have agreed to the settlement for the tax assessment appeal with Smail Family Limited Partnership.

### **Minutes**

#### **29. Minutes - September 28, 2023 and October 5, 2023**

At the November 2, 2023 Regular meeting, the Board will be asked to consider approval of the following meeting minutes:

1. September 28, 2023 - Agenda Preparation Meeting
2. October 5, 2023 - Regular Meeting

### **Remittance & Payroll Warrants**

#### **30. Remittance Proposals and Payroll Warrants**

At the November 2, 2023 Regular meeting, the Board will be asked to consider the following Remittance Proposals and Payroll Warrants:

1. Remittance Proposal SEP23WIR dated 09-30-23
2. Remittance Proposal SEP23PPD dated 09-30-23
3. Remittance Proposal OCT23MID dated 10-18-23
4. Remittance Proposal OCT23REF dated 10-20-23
5. Remittance Proposal NOV23BIG dated 11-03-23
6. Payroll Warrant 202023 dated 09-29-23
7. Payroll Warrant 212023 dated 10-13-23
8. Payroll Warrant S1823 dated 09-29-23
9. Payroll Warrant S1923 dated 10-16-23

### **Reports**

#### **31. Monthly Reports**

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

### **Additional Business**

Chairman Manipole thanked the Township staff, First Energy and the Ryan Gloyer Middle School staff and students for the successful Tree Planting Blitz on October 25, 2023. The volunteers planted 200 trees in one day.

**Announcement**

Chairman Manipole announced the Board will meet in Executive Session immediately following this meeting to discuss personnel and collective bargaining.

**Adjournment**

32. Motion to Adjourn

The meeting was adjourned at 6:44 p.m.

**VOTING**

Motion by: Skorupan, John

Second by: Manipole, Mike

Supervisor	YES	NO	ABSTAIN
Mike Manipole	X		
Bruce Mazzoni	X		
John Skorupan	X		

Motion Carried

Respectfully submitted,

Lori Coon  
Recording Secretary