

MINUTES

Cranberry Township Board of Supervisors Regular Meeting Thursday, November 2, 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 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
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

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.

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

There was no public comment for this meeting.

3. Oath of Office - Township Police Officer

Chairman of the Board, assisted by members of the Board, administered the Oath of Office to our recently appointed Police Officer: Benjamin Miller.

Officer Miller was pinned by his fiancé, Riley Smith. Officer Miller’s future in-laws, Chris and Amy Smith, were present for the ceremonial pinning.

Planning & Development Services - Supervisor Skorupan

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

Motion to adopt Resolution No. 2023-62, granting a Lot Line Revision approval to create five (5) lots on Lot 8-4 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

5. Community Park North

The Township received a \$2.8 million grant for the Community Park North project. An action item later in the agenda requests the Board advance design services for this project.

Staff presented an overview of this project to refresh the Board on the overall plan.

Kyle Beidler, Strategic Planning Officer, provided the Board with a refresher of the plans for Community Park North. The plans include the newly completed dog park and the future addition of multi-purpose sports fields. The construction is anticipated to begin in 2025.

Chairman Manipole thanked the staff for a great project.

Dan Santoro noted this is the single largest grant in Pennsylvania.

Supervisor Hezlep inquired about the time cycle to obtain the grant.

Kyle Beidler explained the process took approximately two years.

Chairman Manipole also thanked Mr. Beidler for his efforts with the Seneca Valley students. Mr. Beidler included the students in the planning process of Community Park North. Students provided input and learned about the planning process.

Public Works and Engineering - Vice-Chairman Hezlep

Contract Change Order

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

Motion to approve CAR #22-19-14 - Change Order - Sun Valley Utilities Upgrades for a deduct in the amount of (\$40,782.60).

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

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

Motion to approve 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.

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

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

Motion to approve 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.

VOTING

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

Supervisor	YES	NO	ABSTAIN
Mike Manipole	X		
Bruce Hezlep	X		

Bruce Mazzone	X		
Karen Newpol	X		
John Skorupan	X		

Motion Carried

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

Motion to approve 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.

VOTING

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

Supervisor	YES	NO	ABSTAIN
Mike Manipole	X		
Bruce Hezlep	X		
Bruce Mazzone	X		
Karen Newpol	X		
John Skorupan	X		

Motion Carried

Contract Payments

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

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

VOTING

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

Supervisor	YES	NO	ABSTAIN
Mike Manipole	X		
Bruce Hezlep	X		
Bruce Mazzone	X		
Karen Newpol	X		
John Skorupan	X		

Motion Carried

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

Motion to approve 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.

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 #23-02-10 - Partial Payment - Pickleball Expansion Project

Motion to approve CAR #23-02-10 - Partial Payment - Pickleball Expansion Project to C. H. & D. Enterprises, Inc. in the amount of \$51,418.75.

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

Motion to approve CAR #23-12-05 - Partial Payment - Water Main Replacement - East Commons Drive to JR Contracting, LLC. in the amount of \$55,267.34.

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

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

Motion to approve CAR #22-19-15 - Final Payment - Sun Valley Utilities Upgrades to J.S. Bova Excavating in the amount of \$67,083.16.

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 Awards

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.

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

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

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.

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

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		
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Motion Carried

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.

Motion to approve 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.

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 #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, we are requesting authorization to move forward with the design of the project.

Motion to approve Purchase Approval #23608 - Community Park North Phase 1 Final Design & Permitting to HRG/Herbert Rowland & Grubic, Inc. in the amount of \$217,300.00.

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

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

Motion to approve Purchase Approval #23618 - Franklin Road Improvements - Technical Assistance on Routing, Design & Permitting to KCI Technologies, Inc. in the amount of \$55,000.00

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

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

Motion to approve 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.

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 Request

21. Bond Release Requests

Motion to approve 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

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

22. Sewage Planning Module - 213 Hope Road

Motion to adopt Resolution No. 2023-63, approving the Sewage Facilities Planning Module for small flow treatment facility located at 213 Hope Road.

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

Public Safety - Supervisor Mazzoni

23. 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.

Motion to approve 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.

VOTING

Motion by: Mazzoni, 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

Administration - Chairman Manipole

24. SHACOG 2023 Fall Commodities

Motion to approve the awards 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.

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

25. Multimodal Transportation Funding Grant Application

Motion to adopt Resolution No. 2023-64, approving submission of a grant application for PennDOT's Multimodal Transportation Fund (MTF) Statewide Competitive Funding Program. The application includes intersection improvements at Unionville Road and Progress Avenue to provide safety and connectivity upgrades.

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

26. Minutes - September 28, 2023 and October 5, 2023

Motion to approve the following meeting minutes:

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

27. Remittance Proposals and Payroll Warrants

Motion to approve 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

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

28. Personnel

Two (2) Recommendations (Motions attached)

Motion to approve the hire of Jason Miller, Parks and Recreation Director, at a semi-monthly rate of \$4,333, effective November 27, 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

28 a Personnel

Motion to approve the hire of Aaron Pascale, Codes Administrator I, within the Development and Codes Services department, at an hourly rate of \$24.50, effective November 27, 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

Solicitor

29. Tax Assessment Appeal - Home Depot

Motion to approve 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.

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

Reports

30. 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

31. Additional Business

Chairman Manipole reminded all about the Santa’s First Stop event on November 17, 2023.

Adjournment

32. Motion to adjourn

The meeting was adjourned at 7:10 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