

MINUTES

Cranberry Township Board of Supervisors Agenda Preparation Meeting Thursday, November 16, 2023

Supervisors:

Bruce Hezlep
Mike Manipole
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
Chad Julkowski - Director, Information Technology
Michael Malak - Director, Engineering & Environmental Services
Lucas Martsolf - Assistant Township Manager
Kevin Meyer - Police Chief
Michael Palombo - Township Solicitor
Mary Soroka - Assistant Township Manager

Guests:

Anthony Faranda-Diedrich, Charter Homes & Neighborhoods
Matt Eshelman, Site Manager, Charter Homes & Neighborhoods

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

2. Roll Call

The quorum consisted of Chairman Manipole, Supervisor Hezlep, Supervisor Newpol 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 #LD-23-19 - Crescent Revised Preliminary Land Development (TLD 12/3/23)

At the December 7, 2023 Regular meeting, the Board will be asked to consider a Revised Preliminary Land Development application for alterations to the existing land development plan in the Crescent development located off Coolsprings Drive on approximately 115 acres in the CCD-2 zoning district.

Anthony Faranda-Diedrich, Charter Homes, explained the proposed revisions for Crescent Phase 1A will consist of changes to the crossroad area, the addition of a restaurant and retail area, and changing single family homes to townhomes.

Supervisor Skorupan asked if the number of residential units would change.

Anthony Faranda-Diedrich explained the number of units will remain the same.

5. PR #LD-23-18 - Crescent Revised Final Phase 1A Land Development (TLD 12/3/23)

At the December 7, 2023 Regular meeting, the Board will be asked to consider a Revised Final Phase 1A Land Development application for alterations to the existing land development plan in the Crescent development located off Coolsprings Drive on approximately 115 acres in the CCD-2 zoning district.

6. PR #SUB-23-10 - Fiscus-Whalen Plan of Lots Subdivision Plan - Preliminary & Final Subdivision (TLD 2/26/24)

At the December 7, 2023 Regular meeting, the Board will be asked to consider a Preliminary and Final Subdivision application for a lot line revision for two lots totaling approximately 3.5 acres located at 137 Wolfe Run Road and 143 Wolfe Run Road in the R-1 zoning district.

Ron Henshaw provided an overview of the Fiscus-Whalen Subdivision explaining the lot line revision is an amicable even exchange between neighbors.

7. PR #SUB-23-11 - Tubridy Preliminary and Final Subdivision (TLD 2/26/24)

At the December 7, 2023 Regular meeting, the Board will be asked to consider a Preliminary and Final Subdivision application for a 2 lot subdivision of approximately 65 acres located along Glen Rape Road in the R-1 zoning district.

Ron Henshaw provided an overview of the Tubridy Subdivision. Mr. Henshaw explained the lot is being subdivided to create a lot for a family member.

Public Works and Engineering

Contract Change Orders

8. CAR #23-12-06 - Change Order - Water Main Replacement - East Commons Drive

At the December 7, 2023 Regular meeting, the Board will be asked to consider approval of CAR #23-12-06 - Change Order - Water Main Replacement - East Commons Drive to JR Contracting, LLC. for a deduct in the amount of (\$10,667.84) for adujusted quantities not needed to complete the project.

Contract Payments

9. CAR #22-29-07 - Partial Payment - Municipal Campus Admin Side Parking Lot

At the December 7, 2023 Regular meeting, the Board will be asked to consider appoval of CAR #22-29-07 - Partial Payment - Municipal Campus Admin Side Parking Lot to Youngblood Paving, Inc. in the amount of \$227,097.43.

Mike Malak explained the parking lot is nearing completion and will be open in a few weeks. In the spring, the landscaping will be completed.

10. CAR #22-30-07 - Partial Payment - Fox Run Sewer System and Stormwater Infrastructure Upgrades

At the December 7, 2023 Regular meeting, the Board will be asked to consider approval of CAR #22-30-07 - Partial Payment - Fox Run Sewer System and Stormwater Infrastructure Upgrades to Thomas Construction, Inc. in the amount of \$130,416.05.

Mike Malak explained the Fox Run Sewer System and Stormwater Infrastructure Upgrades are complete and we are currently working on the punch list.

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

At the December 7, 2023 Regular meeting, the Board will be asked to consider approval of CAR #23-02-11 - Partial Payment - Pickleball Expansion Project to C. H. & D. Enterprises, Inc. in the amount of \$56,570.24.

Mike Malak explained the Pickleball Expansion Project is complete and we are currently working on the punch list.

12. CAR #23-08-05 - Partial Payment - Route 19 & Progress Avenue Signal Project

At the December 7, 2023 Regular meetitng, the Board will be asked to consider approval of CAR #23-08-05 - Partial Payment - Route 19 & Progress Avenue Signal Project to Traffic Control & Engineering Co. in the amount of \$159,242.61.

13. CAR #23-08-06 - Partial Payment - Route 19 & Progress Avenue Signal Project

At the December 7, 2023 Regular meeting, the Board will be asked to consider approval of CAR #23-08-06 - Partial Payment - Route 19 & Progress Avenue Signal Project to Traffic Control & Engineering Co. in the amount of \$47,936.03.

Mike Malak explained the project is wrapping up for the season and we are awaiting delivery of

the traffic poles in the spring.

14. CAR #23-10.02-03-HC - Partial Payment - Municipal Center Building Renovation

At the December 7, 2023 Regular meeting, the Board will be asked to consider approval of CAR #23-10.02-03-HC - Partial Payment- Municipal Center Building Renovation to K&K Mechanical Services, Inc. in the amount of \$47,099.70.

15. CAR #23-12-07 - Final Payment - Water Main Replacement - East Commons Drive

At the December 7, 2023 Regular meeting, the Board will be asked to consider approval of CAR #23-12-07 - Final Payment - Water Main Replacement - East Commons Drive to JR Contracting, LLC. in the amount of \$30,180.72.

Contract Awards

16. CAR #23-16-02 - Contract Award - Route 19 & Short Street Signal Replacement

At the December 7, 2023 Regular meeting, the Board will be asked to consider approval of CAR #23-16-02 - Contract Award - Route 19 & Short Street Signal Replacement. Bids opening on December 5, 2023.

Authorizations to Bid

17. CAR #23-17-01 - Authorization to Bid - Cranberry Township Facilities - Housekeeping Services

At the December 7, 2023 Regular meeting, the Board will be asked to consider approval of CAR #23-17-01 - Authorization to Bid - Cranberry Township Facilities - Housekeeping Services.

Bond Release Requests

18. Bond Release Requests

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

FINAL RELEASE:

D2116 - Frito Lay Phase 1

D2116 - Frito Lay Phase 2

19. Vacate Public Right-of-Way on Woodlawn Road

At the December 7, 2023 Regular meeting, the Board will be asked to consider adoption of Ordinance No. 2023-XXX (Bill No. 2023-06), vacating public Right-of-Way on Woodlawn Road (T-322).

Mike Malak explained the Woodlawn Road Vacate of Public Right-of-Way when the road was the realignment the original right of way remained in place and this portion is not required for the new roadway.

Township Manager

20. FOR BOARD ACTION THIS EVENING

Tentative Adoption of the Proposed 2024 Budget

The Board has been reviewing the proposed 2024 budget since the Budget Workshop meeting on November 8, 2023. Accordingly, the Board is being asked to consider the following motion:

Motion to approve the Tentative 2024 budget that maintains current tax rates and will be considered by the Board for final adoption at the Board's final scheduled meeting of the year on Thursday, December 7, 2023.

Dan Santoro explained the 2024 Proposed Budget will be available for the public to review through December 7, 2023.

VOTING

Motion by: Manipole, Mike
Second by: Hezlep, Bruce

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

Motion Carried

21. FOR BOARD ACTION THIS EVENING

Local Share Account (LSA) Statewide Program Application - Public Works Facility Improvements

Motion to adopt Resolution No. 2023-65, approving submission of a grant application for Local Share Account (LSA) Statewide Program. The application includes proposed improvements for the Public Works facility.

VOTING

Motion by: Manipole, Mike
Second by: Hezlep, Bruce

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

Motion Carried

22. FOR BOARD ACTION THIS EVENING

Personnel

One (1) Recommendation

Motion to approve the hire of Lora Clewes, Administrative Clerk, within the Police Department, at an hourly rate of \$20.00, effective December 1, 2023

VOTING

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

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

Motion Carried

23. Dutilh Road Corridor Transportation Study

At the December 7, 2023 Regular meeting, the Board will be asked to consider approval of a transportation study of the Dutilh Road Corridor. The Dutilh Corridor currently functions as a short alternative parallel route to Route 19 and is a primary connection to businesses and residents. We are proposing to complete a study with a consultant that will identify the long-term vision for this critical portion of the transportation network.

Dan Santoro explained the staff would like to start working with the consultant in January 2024 to establish a master plan for this corridor.

24. Rollover Amendment for the Non-Uniform Pension Plan

At the December 7, 2023 Regular meeting, the Board will be asked to consider adoption of Resolution No. 2023-XX, amending the the Non-Uniform Pension Plan to no longer accept rolvers from other plans.

Additional Township Solicitor Business

25. Tax Assessment Appeal - National Hospitality, LLC (Quality Inn)

At the December 7, 2023 Regular meeting, the Board will be asked consider approval of the settlement of the tax assessment appeal filed by National Hospitality, LLC at Butler County Case No. 2022-40321, and to set the assessed value for the property to \$284,000 for tax year 2023 and to \$260,000 for tax year 2024, and to adjust the tax bills accordingly.

26. Tax Assessment Appeal - Red Roof Inn

At the December 7, 2023 Regular meeting, the Board will be asked to consider approval of the tax assessment appeal filed at Butler County Court of Common Pleas No. 2021-40330, to set the assessed value for the property at \$259,400 for tax bills issued for 2022, 2023 and for 2024, and to adjust the tax bills accordingly.

Mike Palombo explained the County and School District have settled with both tax assessments; therefore, we would like to move forward with the Township settlement.

Minutes

27. Minutes - October 26, 2023, November 2, 2023 and November 8, 2023

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

1. October 26, 2023 - Agenda Preparation Meeting
2. November 2, 2023 - Regular Meeting
3. November 8, 2023 - Special Meeting

Remittance & Payroll Warrants

28. Remittance Proposals and Payroll Warrants

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

1. Remittance Proposal OCT23WIR dated 10-31-23
2. Remittance Proposal OCT23PPD dated 10-31-23
3. Remittance Proposal NOV23MID dated 11-21-23
4. Remittance Proposal NOV23REF dated 11-22-23
5. Remittance Proposal NOV23WIR dated 11-30-23
6. Remittance Proposal NOV23PPD dated 11-30-23
7. Remittance Proposal DEC23BIG dated 12-08-23
8. Payroll Warrant 222023 dated 10-27-23
9. Payroll Warrant S2023 dated 10-31-23
10. Payroll Warrant 232023 dated 11-10-23
11. Payroll Warrant S2123 dated 11-15-23

Reports

29. Monthly Reports

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

Additional Business

Supervisor Hezlep reminded us that Santa's First Stop is tomorrow - Friday, November 17, 2023.

30. Motion to Adjourn

The meeting adjourned at 6:52 p.m.

VOTING

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

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

Motion Carried

Respectfully submitted,

Lori Coon
Recording Secretary