



CRANBERRY • TOWNSHIP •

MINUTES

Cranberry Township Board of Supervisors Re-Organization Meeting Tuesday, January 2, 2024

Supervisors:

Bruce Hezlep
Mike Manipole
Bruce Mazzoni
Karen Newpol
John Skorupan

Staff Present:

Bert Bertoncello - Assistant Township Manager
Lori Coon - Recording Secretary
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
Michael Palombo - Township Solicitor
Daniel Santoro - Township Manager
Mary Soroka - Assistant Township Manager, CFO

Call to Order

1. Pledge of Allegiance

Chairman Manipole called the meeting to order at 6:30 p.m. in the Franklin Station meeting room of the Cranberry Township Municipal Center, 2525 Rochester Road, Cranberry Township, PA, and led the salute to the flag.

2. Roll Call

When the meeting was called to order, all Supervisors were present. Supervisor Mazzoni participated virtually.

3. Public Comment
(Any Item On or Off the Agenda)

There was no public comment for this meeting.

Election of Officers

- 4. Board of Supervisors - Election of Officers
 - 1. Selection of Chairman
 - 2. Selection of Vice-Chairman

Supervisor Skorupan nominated and made a motion to elect Mike Manipole as Chairman of the Board of Supervisors for the Year 2023. Supervisor Hezlep seconded the motion.

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

Chairman Manipole nominated and made a motion to elect Bruce Hezlep as Vice-Chairman of the Board of Supervisors for the Year 2023. Supervisor Skorupan seconded the motion.

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

Organizational Business

- 5. Appointment of Township Manager

Motion to reappoint Daniel D. Santoro as the Township Manager and to approve his Employment Agreement through the next Board organizational meeting following the next municipal election, pursuant to the Township Code.

VOTING

Motion by: Manipole, Mike
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

6. Recommend Treasurer's Bond

Motion to establish the Treasurer's Bond for the Year 2024 at \$500,000.00 through the Selective Insurance Company of America.

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

7. Appointment of Solicitor

Motion to reappoint the firm Campbell Durrant, P.C. as Township Solicitor.

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

8. Appointment of the Collectors for the Local Services Tax and the Mercantile and the Business Privilege Tax

Motion to reappoint H.A. Berkheimer Associates for the purpose of collecting current and delinquent Local Services Tax and current and delinquent Mercantile and Business Privilege Tax.

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

9. Appointment of Real Estate Transfer Tax Collector

Motion to reappoint the Butler County Recorder of Deeds for the collection of the Real Estate Transfer Tax.

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

10. 2024 Board of Supervisors Meeting Schedule

Motion to approve the 2024 Board of Supervisors Meeting Schedule provided in the attached meeting materials.

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

11. Appointments of Liaisons by the Chairman:

Chairman Manipole appointed the following Liaisons for the Year 2024:

1. Supervisor Newpol appointed as liaison to the Library, Parks & Recreation and Councils of Government.
2. Supervisor Skorupan appointed as liaison to Community Development, including Code Administration, Planning Commission, Zoning Hearing Board, and Building/Fire Codes Board of Appeals.
3. Supervisor Mazzoni appointed as liaison to Public Safety, including Police, Fire, and Emergency Management.
4. Supervisor Hezlep appointed as liaison to Public Works.
5. Supervisor Manipole appointed as liaison to Administration.
6. Supervisors Mazzoni and Skorupan appointed as liaisons to Intergovernmental Relations.

12. Appointment of Sewage Enforcement Officer

Motion to appoint Jeffrey D. Winkle as Sewage Enforcement Officer and Michael J. Groves as the Alternate Sewage Enforcement Officer.

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

13. Publication of Official Notices

Motion to designate the Butler Eagle for the publication of the Township's legal notices.

VOTING

Motion by: Manipole, Mike
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. Appointment of Delegates to the Butler County Tax Collection Committee

Motion to adopt Resolution No. 2024-01, appointing delegates to the Butler County Tax Committee.

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

15. Boards and Commissions - Appointments & Reappointments

Motion to appoint Darlene Corris to the Library Board to a three-year term expiring December 31, 2026

Motion to appoint Stephanie Reese to the Library Board to a three-year term expiring

December 31, 2026.

Motion to re-appoint Glenn Geisel to the Zoning Hearing Board to a five-year term expiring December 31, 2028.

Motion to re-appoint James Beck to the Building/Fire Codes Board of Appeals to a three-year term expiring December 31, 2026.

Motion to re-appoint Jerry Andree to the Vacancy Board to a one-year term expiring December 31, 2024.

VOTING

Motion by: Manipole, Mike
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

Administration

16. Appointment of Certified Public Accountants for the Year 2024

Motion to adopt Resolution No. 2024-02, appointing the firm of Maher Duessel to provide audit services to the Township for the Year 2024.

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

17. Designation of Depositories

Motion to approve the continued use of PNC Bank, PLGIT (Pennsylvania Local Government Investment Trust) and FNB (First National Bank) as Township depositories.

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

18. Appointment of Authorized Representatives to Berkheimer Associates

Motion to adopt Resolution No. 2024-03, appointing Authorized Representatives to Berkheimer Associates.

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

19. Employee Benefits for Non-Uniform, Non-Bargaining Unit Employees

Motion to adopt Resolution No. 2024-04, establishing Employee Benefits for Non-Uniform, Non-Bargaining Unit Employees for 2024.

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. Minutes - November 16, 2023 & December 7, 2023

Motion to approve the following meeting minutes:

1. November 16, 2023 - Agenda Preparation Meeting
2. December 7, 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

Other Business Pertinent to the Township

21. Personnel

Motion to ratify the hire of Kyle Kenia, Parks and Recreation Manager, at a semi-monthly rate of \$3,076.92, effective January 22, 2024.

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. Appointment of Special Counsel

Motion to appoint Matthew Marshall of Dillon, McCandless, King, Coulter & Graham, LLP as special counsel for the purpose of a Conditional Use hearing before the Board of Supervisors in a Land Use matter filed by Wolfgate Devco LLC.

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

23. Purchase Approval #24036 - Independent Engineer's Review for the design of the Brush Creek Water Pollution Control Facility Solids Handling Upgrade

The Township has been working on the Solids Handling Upgrade for the Wastewater Treatment Plant. The design is currently at 90% completion. The current engineer's estimate is approximately \$35 million. Best practice is to conduct an Independent Engineer's Review to ensure the design meets the Township's needs.

Motion to approve Purchase Approval #24036 - Independent Engineer's Review for the design of the Brush Creek Water Pollution Control Facility Solids Handling Upgrade to HRG/Herbert Rowland & Grubic, Inc., in the amount of \$45,600.

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

24. Purchase Approval #24034 - Phone System Upgrade

Motion to approve Purchase Approval #24034 - Phone System Upgrade to Ring Central, Inc. in the amount of \$46,599.80.

Dan Santoro noted the current phone system is quite old. Mr. Santoro explained the upgrade is anticipated to be completed in the first quarter of 2024.

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

25. Southwest Butler County Stormwater Planning Group

Motion to adopt Resolution No. 2024-05, for continued support and participation in the Southwest Butler County Stormwater Planning Group including a financial commitment to continue the next phase of the group's collaborative efforts.

Mr. Santoro noted the financial commitment to the Southwest Butler County Stormwater Group is in the amount of \$2,500. and the Township has agreed to manage the funds for the group.

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. Powell Farm Ad-Hoc Advisory Committee

Motion to appoint the candidates listed below to the Powell Farm Ad-Hoc Advisory Committee pursuant to Resolution No. 2023-60 adopted on October 5, 2023.

1. Andy Hack, Resident & Executor of Denton Powell's Estate

2. Ken Moniot, Butler County Agricultural Preservation Board
3. Dr. Sean McCarty, SVSD, Assistant Superintendent, K-6
4. Dana Hadley, SVSD Teacher
5. Andy Zadmik, Western Pennsylvania Conservancy
6. Craig Conforti, Penn State Extension
7. Tim Casey, Cranberry Township Environmental Advisory Committee
8. Brett Lestor, Cranberry Township Representative
9. Brian Miller, Cranberry Township Representative
10. Jim Halstead, Butler County Farm Bureau

Supervisor Newpol requested Mr. Santoro provide some highlights about the candidate selection process for the Powell Farm Ad-Hoc Advisory Committee.

Mr. Santoro explained the candidates were selected to provide cross representation within the group. Mr. Santoro explained the mission is to provide the Board of Supervisors with a plan of recommendations for the farm within the year.

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

Adjournment

27. Motion to Adjourn

The meeting was adjourned at 6:50 p.m.

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

Respectfully submitted,

Lori Coon
 Recording Secretary