



**CRANBERRY**  
• TOWNSHIP •

# MINUTES

## Cranberry Township Board of Supervisors Agenda Preparation Meeting Thursday, April 25, 2024

### **Supervisors:**

Bruce Hezlep  
Mike Manipole  
Bruce Mazzoni  
Karen Newpol  
John Skorupan

### **Township Manager:**

Daniel Santoro - Township Manager

### **Staff Present:**

Kyle Beidler - Assistant Township Manager, CPO  
Bert Bertoncello - Assistant Township Manager  
Lori Coon - Recording Secretary  
Ron Henshaw - Director, Planning & Development Services  
J.W. Johnson, Jr. - Mgr., Content & Communications  
Michael Malak - Director, Engineering & Environmental Services  
Jeanne Manko - Legal Stenographer  
Kevin Meyer - Police Chief  
Michael Palombo - Township Solicitor  
Gary Shreve - IT Support Tech  
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 room of the Cranberry Township Municipal Center, 2525 Rochester Road, Cranberry Township, PA. The Seneca Valley School District PURPOSE students led the salute to the flag.

2. Roll Call

All Supervisors were present for this meeting.

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

There was no public comment for this meeting.

**4. Announcement**

Chairman Manipole announced the Board of Supervisors had met immediately prior to this meeting to discuss personnel.

**Special Recognition**

**5. Seneca Valley Students - Park Design Group Presentation**

Instructed by Mrs. Meagan Loewy, students from Seneca Valley Intermediate High School developed park design concepts for Cranberry Township Parks during the 2023-24 academic year. A group of students elected to be part of a Human-Centered Design Interest Group as part of the PURPOSE program at SVSD. This group of 9th and 10th graders met weekly throughout the school year to learn about design thinking, human-centered design, and develop design concepts for multiple sites throughout the Cranberry park system. This experience allowed the students to participate in a real-world design process and develop much needed insights from key stakeholders in the Township. The students were in attendance this evening to present their findings and concepts to the Board.

The Seneca Valley PURPOSE Students presented park design concepts for the Skate Park, Community Park, and North Boundary Park. The students described the process for the concepts and their desire to develop a user-friendly environment in the parks.

The Board thanked the students for their involvement and creative concepts.

**6. Ceremonial Pinning - Police Promotion**

The Board of Supervisors would like to recognize Sergeant Wilson's accomplishment with a ceremonial pinning of his new badge for his recent promotion to Sergeant in the Cranberry Township Police Department.

The ceremonial pinning was performed by Sergeant Wilson's wife, Christy Wilson. Chairman Manipole thanked Sergeant Wilson for his dedication and congratulated him on his promotion.

**7. Farmer's Market Update - 2024**

Jim Boltz, President of the Pittsburgh North Regional Chamber presented an update for the 2024 Farmer's Market Season.

Jim Boltz presented an overview of the Farmers Market. Mr. Boltz explained the Farmers Market had an average attendance of approximately 1000 people per event. He also explained the 2024 season will kick off on May 31, 2024, and run through October 4, 2024.

**8. Recognition of PSATS Awards**

PSATS Youth Award - Seneca Valley School District - Volunteer Day, Stormwater Stenciling, Tree Planting and Leaf Angels.

Outstanding Citizen Communication Awards  
1st Place - Event Programs & Rack Cards

- 2nd Place - Newsletter
- 2nd Place - Sponsor Guide
- 3rd Place - Volunteer Fire Co. Annual Report
- 3rd Place - Social Media

**9. Bring your Child to Work Day at Cranberry Township**

A member of the Communications Department briefed the Board about today's "Bring your Child to Work Day" event.

J.W. Johnson explained the 2024 Bring Your Child to Work Day was attended by 37 children representing 12 different departments within the Township.

**Public Hearings**

**10. PR #COND-24-1 - Clearview Federal Credit Union - Conditional Use (TLD to open public hearing 4/26/24)**

Accept public comment on a Conditional Use application for a 1,920 square foot Financial Institution without drive-thru within an existing Multi tenant building within the Cranberry Springs development located at 2085 Mackenzie Way, Suite 200 in the C-3 zoning district.

Prior to the start of the public hearing section of the meeting, stenographer, Jeanne Manko administered the Oath of Truth to those providing public testimony.

Ron Henshaw explained the Clearview Federal Credit Union Conditional Use application is for a financial institution without a drive thru.

Motion to close the public hearing with consideration at the May 2, 2024 Regular meeting.

**VOTING**

Motion by: Skorupan, John

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

**11. PR #COND-24-2 - Cranberry Springs Conditional Use (TLD to open public hearing 4/25/24)**

Accept public comment on a Conditional Use application for alterations to the existing Cranberry Springs Large Land Development located off Cranberry Springs Drive and Mackenzie Way on approximately 90 acres in the C-3 zoning district.

Prior to the start of the public hearing section of the meeting, stenographer, Jeanne Manko administered the Oath of Truth to those providing public testimony.

Jim Venture, PVE explained the Cranberry Springs Conditional Use application request

revisions for the area adjacent to the UPMC Lemieux Center. The applicant is proposing a veterinary clinic on the site and requests a modification to encroach on the buffer on the I-79 right of way.

Motion to close the public hearing with consideration at the May 2, 2024 Regular meeting.

**VOTING**

Motion by: Skorupan, John

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

**12. Bill No. 2024-01 - Chapter 27 (Zoning) Solar and Wind Requirements**

Accept public comment on an Ordinance Amendment to Chapter 27 (Zoning) making changes, clarifications and amendments for wind and solar energy requirements.

Prior to the start of the public hearing section of the meeting, stenographer, Jeanne Manko administered the Oath of Truth to those providing public testimony.

Ron Henshaw explained the amendment to Chapter 27 Zoning-Solar and Wind Requirements would appropriately regulate commercial energy production.

Chairman Manipole asked what if you live in a development with a Homeowners Association.

Mr. Henshaw advised consulting the HOA first then the Township.

Deborah Cooper, 218 Jefferson Lane asked if the HOA could prohibit solar/wind energy production.

Mr. Henshaw explained HOA's have different standards through the Planned Communities Act.

Andy Shegog, 512 Blackberry Circle, inquired about wind energy production permitted on the roof of homes.

Mr. Henshaw explained it is permitted but must blend in with the architecture.

Motion to close the public hearing with consideration at the May 2, 2024 Regular meeting.

**VOTING**

Motion by: Skorupan, John

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

- 13.** PR #COND-23-6 - Wolfgate LLC (CRB Mars Property Holdings, LLC) - Conditional Use

Motion to accept the March 25, 2024 correspondence submitted on behalf of Wolfgate LLC (CRB Mars Property Holdings, LLC) withdrawing Conditional Use Application #COND-23-6 and to consider the matter closed.

Mr. Santoro explained the billboard application submitted by Wolfgate had been withdrawn.

**VOTING**

Motion by: Skorupan, John

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

**Planning & Development Services**

- 14.** PR #LD-24-5 - Cranberry Springs Revised Preliminary Land Development (TLD 6/22/24)

At the May 2, 2024 Regular meeting, the Board will be asked to consider Revised Preliminary Land Development approval for alterations to the existing Cranberry Springs land development approval located off Cranberry Springs Drive and Mackenzie Way on approximately 90 acres in the C-3 zoning district.

- 15.** PR #LD-24-6 - Cranberry Springs, Phase 1-B-2 - Final Land Development (TLD 6/22/24)

At the May 2, 2024 Regular meeting, the Board will be asked to consider Final Land Development approval for Phase 1-B-2 consisting of a 5,500 square foot Veterinary Clinic on approximately 5 acres within the Cranberry Springs development to be located at 7500 Mackenzie Way in the C-3 zoning district.

- 16.** PR # LD-24-8 - Meeder - Revised Preliminary Land Development (TLD 6/22/24)

At the May 2, 2024 Regular meeting, the Board will be asked to consider Revised Preliminary Land Development approval to increase the total number of residential units by adjusting the number of residential units from 56 to 57 in Phase 8 within the existing Meeder CCD-2 Development located off Rochester Road and Unionville Road on 57.3 acres in the CCD-2 zoning district.

- 17.** PR # LD-24-7 - Meeder - Revised Final Phase 8 Land Development (TLD 6/22/24)

At the May 2, 2024 Regular meeting, the Board will be asked to consider Land

Development approval to increase the number of residential units from 56 to 57 in Phase 8 within the existing Meeder CCD-2 Development located off Rochester Road and Unionville Road on 57.3 acres in the CCD-2 zoning district.

Ron Henshaw explained the revision for the Meeder Development Phase 8 would increase the number of units by one.

18. PR #SUB-24-5 - Park Place Amendment No. 62 - Preliminary and Final Subdivision (TLD 6/16/24)

At the May 2, 2024 Regular meeting the Board will be asked to consider Lot Line Revision approval to create five (5) lots on Lot 8-6 along Nolan Circle within the Park Place, Phase 8A Development.

Ron Henshaw explained this is a simple lot line revision.

## **Public Works and Engineering**

### **Contract Change Orders**

19. CAR #23-08-09 - Change Order - Route 19 & Progress Avenue Signal Project

At the May 2, 2024 Regular meeting, the Board will be asked to consider approval of CAR #23-08-09 - Change Order - Route 19 & Progress Avenue Signal Project to Traffic Control & Engineering Co. for an extension of the contract time from April 15, 2024 to November 1, 2024.

Mike Malak explained the Rt. 19 & Progress Avenue Signal change order is a request for a time extension due to a delay in shipping of the traffic poles. The poles are expected to arrive in June 2024.

20. CAR #23-10.04-06-EC- Change Order - Municipal Center Building Renovation - Electrical

At the May 2, 2024 Regular meeting, the Board will be asked to consider approval of CAR #23-10.04-06-EC- Change Order - Municipal Center Building Renovation - Electrical to Allegheny City Electric, Inc. in the amount of \$19,789.10.

Mike Malak explained the Municipal Center Building Renovation Electrical change order is for the upgrades to the fire alarm system which include adding a fireman's phone.

### **Contract Payments**

21. CAR# 23-09-04 - Partial Payment - MS4 Glen Eden Watershed Stream Restoration Project

At the May 2, 2024 Regular meeting, the Board will be asked to consider approval of CAR# 23-09-04 - Partial Payment - MS4 Glen Eden Watershed Stream Restoration Project to Hunt Valley Environmental in the amount of \$72,430.00.

Mike Malak said the MS4 Glen Eden Watershed Stream Restoration Project is 50% complete.

22. CAR #23-10.01-08-GC - Partial Payment - Municipal Center Building Renovation - General Contractor

At the May 2, 2024 Regular meeting, the Board will be asked to consider approval of CAR #23-10.01-08-GC - Partial Payment - Municipal Center Building Renovation -

General Contractor to FMS Construction Company in the amount of \$486,925.82.

Mike Malak provided an update on the Municipal Center Building Renovations. Mr. Malak informed the Board that Council Chambers, the Brush Creek room, and Customer Service are anticipated to be completed in July 2024.

- 23.** CAR #23-10.02-09-HC - Partial Payment - Municipal Center Building Renovation - HVAC

At the May 2, 2024 Regular meeting, the Board will be asked to consider approval of CAR #23-10.02-09-HC - Partial Payment- Municipal Center Building Renovation HVAC to K&K Mechanical Services, Inc. in the amount of \$13,945.31.

- 24.** CAR #23-10.03-09-PC- Partial Payment - Municipal Center Building Renovation - Plumbing

At the May 2, 2024 Regular meeting, the Board will be asked to consider approval of CAR #23-10.03-09-PC- Partial Payment - Municipal Center Building Renovation - Plumbing to East End Plumbing & Mech, Inc. in the amount of \$52,394.27.

- 25.** CAR #23-10.04-07-EC- Partial Payment - Municipal Center Building Renovation - Electrical

At the May 2, 2024 Regular meeting, the Board will be asked to consider approval of CAR #23-10.04-07-EC- Partial Payment - Municipal Center Building Renovation - Electrical to Allegheny City Electric, Inc. in the amount of \$118,886.83.

### **Contract Awards**

- 26.** CAR #24-06-02 - Contract Award - Water Main Loop - Burke Road

At the May 2, 2024 Regular meeting, the Board will be asked to consider approval of CAR #24-06-02 - Contract Award - Water Main Loop - Burke Road to Metarko Excavating LLC in the amount of \$196,510.00.

- 27.** FOR BOARD ACTION THIS EVENING

CAR #24-08.01-02-SC - Contract Award - Armstrong Great Lawn - Site Work

Motion to approve CAR #24-08.01-02-SC - Contract Award - Armstrong Great Lawn - Site Work to C.H. & D. Enterprises, Inc. in the amount of \$2,138,644.00 which includes Alternate No. 1, 2 and 3.

Mike Malak explained we received great bids from familiar contractors for the Armstrong Great Lawn project.

### **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

**28. FOR BOARD ACTION THIS EVENING**

CAR #24-08.02-02-EC - Contract Award - Armstrong Great Lawn - Electrical

Motion to approve CAR #24-08.02-02-EC - Contract Award - Armstrong Great Lawn - Electrical to McCurley Houston Electric, Inc. in the amount of \$653,760.00 which includes Alternate No. 1.

**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

**Purchase Awards**

**29. Purchase Approval #24292 - Line Painting & Markings**

At the May 2, 2024 Regular meeting, the Board will be asked to consider approval of Purchase Approval #24292 - Line Painting & Markings to Alpha Space Control Company Inc., via the SHACOG cooperative purchasing program, in the amount of \$146,120.38.

**Bond Release Requests**

**30. Bond Release Requests**

At the May 2, 2024 Regular meeting, the Board will be asked to consider approval of the following Bond Releases:

PARTIAL RELEASE

BAR D0408-09-PH 7 – Park Place Phase 7 Release No. 9  
BAR D2120-01 - Felson Apartments Phase 1

**Additional Engineering Business**

**31. Sewage Planning Module - Tubridy Subdivision Plan No. 2 Lot No. 2**

The Pennsylvania Sewage Facilities Act (Act 537), requires each municipality in the state have an Official Sewage Facilities Plan that addresses the existing and future sewage disposal needs of the municipality. The Tubridy Subdivision Plan No. 2 is proposing an onlot sewage disposal facility. This resolution is required by the Department of Environmental Protection (DEP) for approval to amend the Township approved 537 plan to allow for this system.

At the May 2, 2024 Regular meeting, the Board will be asked to consider adoption of Resolution No. 2024-XX, approving the Sewage Facilities Planning Module for an onlot sewage disposal facility for Leo M. Tubridy Subdivision Plan No. 2.

### **Township Manager**

**32. Pennsylvania Infrastructure Investment Authority (Pennvest) Financial Assistance Application**

At the May 2, 2024 Regular meeting, the Board will be asked to adopt Resolution No. 2024-XX, authorizing submission of a financial assistance application to Pennvest for the Solids Handling Project at the Brush Creek Water Pollution Control Facility.

Dan Santoro explained the Pennvest financial assistance application is for the Solids Handling project. The project is anticipated to cost approximately 35 – 37 million dollars.

**33. Pennsylvania Commission on Crime and Delinquency (PCCD) for a Law Enforcement Grant Application**

The Office of Justice Programs (OJP) of the Pennsylvania Commission on Crime and Delinquency (PCCD) is accepting applications for the Law Enforcement Grant Program.

At the May 2, 2024 Regular meeting, the Board will be asked to consider adoption of Resolution No. 2024-XX, authorizing submission of a grant application to the Pennsylvania Commission on Crime and Delinquency (PCCD) for funding.

**34. Permanent Radar Speed Sign Installation Policy**

Cranberry Township strengthens and protects its neighborhoods by improving the quality of life in residential areas. Traffic conditions on residential streets can greatly affect neighborhood livability. Specifically, speeding in neighborhoods can create safety concerns and conflicts between vehicles and pedestrians. The staff is proposing a new initiative to help minimize the potentially negative impacts of motorists traveling at high speeds through residential areas with pedestrian activity. At the May 2nd meeting the staff will present the proposed policy to the Board for consideration.

At the May 2, 2024 Regular meeting, the Board will be asked to consider the adoption of the Permanent Radar Speed Sign Installation Policy.

**35. Permanent Radar Speed Counter Program Agreement with Cranberry Heights Homeowners Association**

At the May 2, 2024 Regular meeting, the Board will be asked to authorize the execution of the Permanent Radar Speed Sign Installation Agreement on Heights Drive through a cost sharing agreement with Cranberry Heights Homeowners Association.

**36. Police Hiring Manual Update**

At the May 2, 2024 Regular meeting, the Board will be asked to consider adoption of Resolution 2024-XX, providing for updates to the Police Hiring Manual.

Dan Santoro explained the hiring process for replacement officers will be starting soon.

**37. FOR BOARD ACTION THIS EVENING**

Personnel

Three (3) Personnel Recommendations

- a. Motion to ratify the hire of Laura McCay, Customer Service Representative, at an hourly rate of \$18.50, effective April 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

- b. Motion to ratify the hire of Ryan Eggleston, Assistant Township Manager, COO, at a semi-monthly rate of \$6,000.

**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

- c. Motion to ratify the hire of Chris DeFalco, Utility Worker, at an hourly rate of \$28.33, effective May 28, 2024 contingent upon completion of the background and driver's license checks and a pre-employment physical and drug screen.

**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

**Additional Township Solicitor Business**

There was no additional business for this meeting.

**Minutes**

**38. Minutes - March 28, 2024**

At the May 2, 2024 Regular meeting, the Board will be asked to consider approval of the meeting minutes for March 28, 2024 Board of Supervisors meeting.

**Remittance & Payroll Warrants**

**39. Remittance Proposals & Payroll Warrants - April 2024**

At the May 2, 2024 Regular meeting, the Board will be asked to consider approval of the following Remittance Proposals and Payroll Warrants:

1. Remittance Proposal MAR24PPD dated 3-31-24
2. Remittance Proposal MAR24WIR dated 3-31-24
3. Remittance Proposal APR24MID dated 4-18-24
4. Remittance Proposal APR24REF dated 4-22-24
5. Remittance Proposal MAY24BIG dated 5-3-24
6. Payroll Warrant SP0318, V0318, SP2318 dated 3-18-24
7. Payroll Warrant S0624 dated 3-29-24
8. Payroll Warrant 082024 dated 4-12-24
9. Payroll Warrant S0724 dated 4-15-24

**Reports**

**40. Monthly Reports – April 2024**

1. Planning and Development Services - March 2024
2. Police Department – March 2024
3. Fire Company - March 2024
4. EMS Report – March 2024
5. Open Records Summary – March 2024
6. Budget Report – March 2024
7. Property Tax Report - March 2024
8. Utilities Department Report -April 2024
9. Public Works Activity Report - April 2024
10. Information Technology Report - April 2024
11. Communications Report - April 2024
12. Cranberry Highland Golf - April 2024

**Additional Business**

**41. Additional Business**

There was no additional business for this meeting.

**Adjournment**

**42. Motion to Adjourn**

This meeting was adjourned at 8:03 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