

### Cranberry Township Board of Supervisors Agenda Preparation Meeting Thursday, November 21, 2024

#### Supervisors:

Bruce Hezlep Mike Manipole Karen Newpol John Skorupan

#### Township Manager:

Daniel Santoro - Township Manager

#### Staff Present:

William Ahlgren - Police Lieutenant
Kyle Beidler - Assistant Township Manager, CPO
Lori Coon - Recording Secretary
Ryan Eggleston - Assistant Township Manager, COO
Ron Henshaw - Director, Planning & Development Services
J.W. Johnson, Jr. - Mgr., Content & Communications
Chad Julkowski - Director, Information Technology
Michael Malak - Director, Engineering & Environmental Services
Kevin Meyer - Police Chief
Michael Palombo - Township Solicitor

#### Guests:

Anthony Faranda-Diedrich, Charter Homes & Neighborhoods John Schliecher, JMS Engineering Daivd Schutty, Eddy Homes Attorney

#### Call to Order

#### 1. Pledge of Allegiance

Chairman Manipole called the meeting to order at 6:33 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 Girl Scout Troop #52840.

#### 2. Roll Call

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

#### Announcement

Chairman Manipole announced the Board had met in Executive session immediately prior to this meeting to discuss personnel.

#### **Special Recognition**

#### 3. Scout Troop #52840 Recognition

Scout Troop #52840 had attended a session with Chairman Manipole to learn about local government structure. The Troop was in attendance this evening to lead us in the Pledge of Allegiance.

Chairman Manipole recognized Girl Scout Troop #52840. Each of the girls introduced themselves to the Board.

#### 4. 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: Kyle Kaczmarek.

Chairman Manipole administered the oath of office to the newly appointed Police Officer, Kyle Kaczmarek. Officer Kaczmarek's ceremonial pinning was performed by his grandfather, Norman Glady, who is a retired Foster Township Police Officer. Officer Kaczmarek's parents, Amiee and Kirk Kaczmarek were in attendance with his Aunt Allison and brother Connor.

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

Jack Linton, 436 Anna Marie Drive expressed concern with bicycle safety and the enforcement of bicycle safety laws.

Motion to close the public comment portion of this meeting.

#### <u>VOTING</u>

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

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

Motion Carried

#### Public Hearings

# 6. PR #COND-24-9 - Summerwind - Conditional Use (TLD to open public hearing 11/08/24)

Continue to accept public comment on a Conditional Use application for a one (1) phase, 66 townhouse unit residential development to be located along Freedom Road on approximately 6.7 acres in the CCD Corridor-Freedom Road Overlay zoning district.

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

Ron Henshaw proceeded to address some of the residents' concerns from the prior public hearing. Mr. Henshaw spoke about the Freedom Road Corridor Master Plan with a review of the timeline of the steps and process. Mr. Henshaw talked about the traffic, stormwater management, noise concerns and privacy. Mr. Henshaw also explained the developer has agreed to install a 6-foot-high fence around the inner perimeter of the site adjacent to the existing homes to assist in addressing privacy concerns.

John Schliecher, JMS Engineering provided an overview and recap of the project. Mr. Schliecher presented an animated rendering of the project displaying mature landscaping to provide for a noise buffer.

Supervisor Skorupan inquired about the fence.

David Schutty, Eddy Homes Attorney, explained the fence will be provided if required by the Board.

Supervisor Skorupan expressed the need to work together and the need for the developer to provide the fence.

#### Public Comment

Vince Merlina, Bucks Road, expressed concern with stormwater swales, traffic and the trees blocking the sunlight on his property.

Jessica McKay, 315 LaPorte Court, expressed concern with the high-profile units overlooking the lower units. She inquired if the fence would be installed prior to construction.

Janice Marianne, 319 LaPorte Court provided Chairman Manipole with a petition. She does not feel the development fits in with the neighborhood.

Chester Stone, 339 LaPorte Court, asked why a conditional use application is needed if the development meets all zoning requirements. Mr. Stone also expressed concern about the density of the plan.

Cris Brendel, 323 LaPorte Court, inquired about the fence placement and maintenance.

Cindy Phelps, 503 Greenwood expressed concern about the high-density units. Ms. Phelps inquired if the fence could be 8-foot high.

Regis Kuntz, 105 LaPorte Drive, explained that he is opposed to the development. He also expressed concern with traffic safety.

Motion to close the public hearing with consideration at the December 12, 2024 Regular meeting.

#### VOTING

Motion by: Skorupan, John

Second by: Newpol, Karen

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

Motion Carried

#### 7. Ordinance Amendment - Bill No. 2024-11 - Subdivision and Land Development Ordinance Amendment

Accept public comment on an ordinance amendment to Chapter 22 (Subdivision and Land Development Ordinance) revising requirements for the application submission review deadlines.

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

Ron Henshaw explained the amendment to the ordinance will allow thirty days to review application submissions. This will align with the Municipal Planning Code.

#### Public Comment

There was no public comment for this hearing.

Motion to close the public hearing with consideration at the December 12, 2024 Regular meeting.

#### <u>VOTING</u>

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

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

Motion Carried

#### Planning & Development Services

#### 8. PR #LD-24-17 - Summerwind - Preliminary Land Development (TLD 12/1/24)

At the December 12, 2024 Regular meeting, the Board will be asked to consider a Preliminary Land Development application for a one (1) phase, 66 townhouse unit residential development to be located along Freedom Road on approximately 6.7 acres in the CCD Corridor-Freedom Road Overlay zoning district.

## 9. PR #LD-24-19 - Graham Planned Neighborhood - Final Phases 1A, 1B, 2A, 2B, and 4 (TLD 1/25/25)

At the December 12, 2024 Regular meeting, the Board will be asked to consider a Final Land Development application for Final Phases 1A, 1B, 2A, 2B and 4 of the

Graham Planned Neighborhood consisting of sixty-five (65) residential units for Phase 1A, fifty-six (56) residential units for Phase 1B, sixty-two (62) residential units for Phase 2A, fifty-five (55) residential units for Phase 2B and forty-six (46) residential units for Phase 4 on approximately 54 acres in the Planned Neighborhood overlay zoning district.

Anthony Faranda-Diedrich, Charter Home & Neighborhoods provided an overview of the Graham Planned Neighborhood.

Supervisor Newpol inquired about Phase 1A near the corner.

Mr. Faranda-Diedrich explained Phase 1A near the corner consists of town homes. Mr. Faranda-Diedrich indicated he would bring renderings to the next meeting.

#### 10. Ordinance Amendment - Bill No. 2024-10 - Zoning Ordinance Amendment

FOR BOARD ACTION THIS EVENING

Ron Henshaw explained the amendment to the Zoning Ordinance will focus on parking.

Motion to authorize advertisement of Bill No. 2024-10 - Zoning Ordinance Amendment for a public hearing at the January 30, 2025 meeting with consideration of adoption at the February 6, 2025 Board meeting.

#### VOTING

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

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

**Motion Carried** 

#### Public Works and Engineering

#### **Contract Change Orders**

#### 11. CAR #24-08.01-09-SC - Change Order - Armstrong Great Lawn - Site Work

At the December 12, 2024 Regular meeting, the Board will be asked to consider approval of a change order for the Armstrong Great Lawn - Site Work to C.H. & D. Enterprises, Inc. in the amount of \$9,640.00.

Mike Malak explained the change order is due to unforeseen site conditions.

#### **Contract Payments**

#### 12. CAR #23-10.01-19-GC - Partial Payment - Municipal Center Building Renovation -General Contractor

At the December 12, 2024 Regular meeting, the Board will be asked to consider approval of a partial payment for the Municipal Center Building renovations for general

contracting to FMS Construction Company in the amount of \$589,258.42.

#### 13. CAR #23-10.02-20-HC - Partial Payment - Municipal Center Building Renovation -HVAC

At the December 12, 2024 Regular meeting, the Board will be asked to consider approval of a partial payment for the Municipal Center Building renovations HVAC work to K&K Mechanical Services, Inc. in the amount of \$121,605.36.

## 14. CAR #23-10.03-20-PC- Partial Payment - Municipal Center Building Renovation - Plumbing

At the December 12, 2024 Regular meeting, the Board will be asked to consider approval of a partial payment for the Municipal Center Building renovations for plumbing work to East End Plumbing & Mech, Inc. in the amount of \$77,093.46.

#### 15. CAR #23-10.04-18-EC- Partial Payment - Municipal Center Building Renovation -Electrical

At the December 12, 2024 Regular meeting, the Board will be asked to consider approval of a partial payment for the Municipal Center Building renovations electrical work to Allegheny City Electric, Inc. in the amount of \$31,994.14.

#### 16. CAR #24-01-07 - Partial Payment - Superpave Street Resurfacing 2024

At the December 12, 2024 Regular meeting, the Board will be asked to consider approval of a Partial Payment for Superpave Street Resurfacing 2024 to Youngblood Paving, Inc. in the amount of \$158,221.58.

#### 17. CAR #24-08.01-10-SC - Partial Payment - Armstrong Great Lawn - Site Work

At the December 12, 2024 Regular meeting, the Board will be asked to consider approval of a partial payment for the Armstrong Great Lawn - Site Work to C.H. & D. Enterprises, Inc. in the amount of \$564,657.20.

#### 18. CAR #24-08.02-10-EC - Partial Payment - Armstrong Great Lawn - Electrical

At the December 12, 2024 Regular meeting, the Board will be asked to consider approval of a partial payment for the Armstrong Great Lawn electrical work to McCurley Houston Electric, Inc. in the amount of \$332,341.44.

## 19. CAR #22-30-08 - Final Payment - Fox Run Sewer System and Stormwater Infrastructure Upgrades

At the December 12, 2024 Regular meeting, the Board will be asked to consider approval of a final payment for the Fox Run Sewer System and Stormwater Infrastructure Upgrades to Thomas Construction, Inc. in the amount of \$8,685.87.

#### 20. CAR #24-06-05 - Final Payment - Water Main Loop - Burke Road

At the December 12, 2024 Regular meeting, the Board will be asked to consider approval of a final payment for the Water Main Loop - Burke Road project to Metarko Excavating LLC in the amount of \$8,775.15.

Supervisor Skorupan inquired about the length of the piping for the project and the number of homes serviced.

Mr. Malak explained the project was approximately 2000 thousand feet of piping and benefits approximately 200 – 300 homes.

#### **Contract Awards**

#### 21. CAR #24-14.01-02 - Contract Award - Cranberry Highlands Golf Course Clubhouse Renovation - General Contractor

At the December 12, 2024 Regular meeting, the Board will be asked to consider approval of a contract award for the Cranberry Highlands Golf Course Clubhouse Renovation general contractor. Bid opening December 10, 2024.

Mike Malak explained there were many contractors at the pre-bid meeting, therefore we anticipate some competitive bids on December 10, 2024.

#### 22. CAR #24-14.02-02 - Contract Award - Cranberry Highlands Golf Course Clubhouse Renovation - Plumbing

At the December 12, 2024 Regular meeting, the Board will be asked to consider approval of a contract award for the Cranberry Highlands Golf Course Clubhouse Renovation plumbing work. Bid opening December 10, 2024.

#### 23. CAR #24-14.03-02 - Contract Award - Cranberry Highlands Golf Course Clubhouse Renovation - HVAC

At the December 12, 2024 Regular meeting, the Board will be asked to consider approval of a contract award for the Cranberry Highlands Golf Course Clubhouse Renovation HVAC work. Bid opening December 10, 2024.

#### 24. CAR #24-14.04-02 - Contract Award - Cranberry Highlands Golf Course Clubhouse Renovation - Electrical

At the December 12, 2024 Regular meeting, the Board will be asked to consider approval of a contract award for the Cranberry Highlands Golf Course Clubhouse Renovation electrical work. Bid opening December 10, 2024.

#### Authorizations to Bid

### 25. CAR #24-16-01 - Authorization to Bid - Electronic & Household Hazardous Waste Collection

At the December 12, 2024 Regular meeting, the Board will be asked to consider approval for the authorization to bid the Electronic & Household Hazardous Waste Collection.

### 26. CAR #24-10-01 - Authorization to Bid - Franklin Acres Pump Station & Force Main Infrastructure Upgrades

Cranberry Township has received federal funding through the Environmental Protection Agency (EPA) for upgrades at the Franklin Acres Pump Station. Having received the necessary approvals, the Township is preparing to publicly bid this project which includes the construction of a new package pump station at the existing location.

At the December 12, 2024 Regular meeting, the Board will be asked to consider approval for the authorization to bid the CAR #24-10-01 - Authorization to Bid - Franklin Acres Pump Station & Force Main Infrastructure Upgrades.

#### **Purchase Awards**

## 27. Purchase Approval - Public Works Fuel Island & Dispenser Upgrade - Design & Bid Documents

At the December 12, 2024 Regular meeting, the Board will be asked to consider approval of Purchase Approval for the Public Works Fuel Island & Dispenser Upgrade - Design & Bid Documents.

#### Bond Release Requests

#### 28. Bond Release Request

At the December 12, 2024 Regular meeting, the Board will be asked to consider approval of the following Bond Releases:

PARTIAL RELEASE

D0408-10 PH-8A - Park Place D0408-04 PH-8B - Park Place

FINAL RELEASE

D5050-09 PH9 - Ehrman Farms D0229-02 - Church of Latter-Day Saints

#### Additional Engineering Business

#### 29. Street Acceptance - Tuscarora Drive - Park Place

At the December 12, 2024 Regular meeting, the Board will be asked to consider adoption of Resolution No. 2024-\_\_\_, accepting the Deed of Dedication for Tuscarora Drive within the Park Place development into the Township public road system.

#### 30. Street Acceptance - Carry Back Court & Grindstone Place - Ehrman Farms

At the December 12, 2024 Regular meeting, the Board will be asked to consider adoption of Resolution No. 2024-\_\_\_, accepting the Deeds of Dedication for Carry Back Court and Grindstone Place within the Ehrman Farms development into the Township public road system.

#### **Township Manager**

#### 31. Delta Development Group – Annual Agreements

The current agreements with Delta Development are expiring. We continue to work with Delta to advance funding strategies and grant applications that support capital investment projects throughout the Township. Accordingly, the Board is being asked to consider the following motions approving two agreements with Delta Development:

1. At the December 12, 2024, Regular Meeting, the Board will be asked to consider approval of an annual "Consultant Agreement for State and Local Public Funding Services" according to the terms and services outlined in the contract proposal dated January 1, 2025.

2. At the December 12, 2024, Regular Meeting, the Board will be asked to consider approval of an annual "Consultant Agreement for Federal Funding Services" according to the terms and services outlined in the contract proposal dated January 1, 2025.

Dan Santoro indicated that the Delta Agreements provide for assistance in obtaining grants at the State and Federal levels.

#### 32. FOR BOARD ACTION THIS EVENING

#### Ordinance Amendment - Bill No. 2024-09 - Solicitation Ordinance Amendment

Dan Santoro explained that the amendment to the Solicitation Ordinance is the result of a challenge from a solicitation group. The amendment changes the days which solicitation can occur and improves the enforcement of the "Do Not Knock "list.

Motion to adopt Ordinance No. 2024-518, amending regulations within the Solicitation Ordinance.

#### VOTING

Motion by: Manipole, Mike Second by: Newpol, Karen

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

Motion Carried

#### **33.** FOR BOARD ACTION THIS EVENING

#### Approval of the Proposed 2025 Budget

The Board has been reviewing the proposed 2025 budget since the Budget Workshop meeting on November 13, 2024. Accordingly, the Board is being asked to consider the following motion:

Chairman Manipole thanked the staff for producing a fiscally balanced budget without tax increases.

Motion to approve the Proposed 2025 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 12, 2024.

#### <u>VOTING</u>

Motion by: Manipole, Mike Second by: Newpol, Karen

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

#### **Motion Carried**

#### 34. FOR BOARD ACTION THIS EVENING

#### Personnel

Motion to ratify the transfer of Andrew Wharton from Communications Associate to Administrative Assistant, Parks and Recreation, at an hourly rate of \$20.50, effective November 11, 2024.

#### <u>VOTING</u>

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

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

Motion Carried

#### Additional Township Solicitor Business

The Solicitor had no additional business for this meeting.

#### **Minutes**

#### 35. Minutes - October 30, November 7, and November 13, 2024

At the December 12, 2024 Regular meeting, the Board will be asked to consider approval of the following meeting minutes:

- 1. October 30, 2024 Agenda Preparation Meeting
- 2. November 7, 2024 Regular Meeting
- 3. November 13, 2024 Special Meeting

#### Remittance & Payroll Warrants

#### 36. Remittance Proposals & Payroll Warrants – November 2024

At the December 12, 2024 Regular meeting, the Board will be asked to consider approval of the following Remittance Proposals and Payroll Warrants:

- 1. Remittance Proposal OCT24WIR dated 10-31-24
- 2. Remittance Proposal OCT24PPD dated 10-31-24
- 3. Remittance Proposal NOV24MID dated 11-19-24
- 4. Remittance Proposal NOV24REF dated 11-21-24
- 5. Remittance Proposal DEC24BIG dated 12-06-24
- 6. Payroll Warrant 222024 dated 10-25-24
- 7. Payroll Warrant S2024 dated 10-31-24
- 8. Payroll Warrant 232024 dated 11-08-24
- 9. Payroll Warrant S2124 dated 11-15-24

#### **Reports**

#### 37. Monthly Reports - November 2024

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

#### Additional Business

#### 38. Additional Business

Chairman Manipole reminded all that Santa's 1<sup>st</sup> Stop is on Friday, November 22, 2024. He also thanked the staff for all the preparations for the event.

#### Adjournment

#### **39.** Motion to Adjourn

The meeting was adjourned at 8:06 p.m.

#### VOTING

Motion by: Newpol, Karen Second by: Skorupan, John

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

Motion Carried

Respectfully submitted,

Lori Coon Recording Secretary