

May 14, 2020

The regular meeting of the Board of Supervisors of the Township of Cranberry for May 14, 2020 was called to order at 10:30AM at the Municipal Building by Harold Best, Chairman. This meeting was tape recorded for the purpose of writing these minutes.

- **ROLL CALL OF MEMBERS:** Those in attendance were Harold Best, Fred Buckholtz, Matt McSparren, Chad Findlay (Township Manager). Guests were recorded in the attendance book.
- **PUBLIC COMMENTS** – None.
- **ADOPTION OF AGENDA** – Fred Buckholtz made a motion to adopt the agenda, seconded by Harold Best, motion carried (Harold Best - yes, Fred Buckholtz - yes, Matt McSparren-yes).

1. **APPROVAL OF MINUTES FOR 4.9.20** – Harold Best asked if there were any additions or corrections to the minutes of the April 9, 2020 meeting. Being none, Fred Buckholtz made a motion to approve the minutes, seconded by Matt McSparren, motion carried (Harold Best - yes, Fred Buckholtz - yes, Matt McSparren-yes).

2. **EXPENDITURES** – Harold Best asked if there were any questions on the expenditures. Being none, Matt McSparren made a motion to approve the expenditures, seconded by Fred Buckholtz. Motion carried. (Harold Best - yes, Fred Buckholtz - yes, Matt McSparren-yes).

3. **PERSONS ON THE AGENDA** – None

4. STAFF REPORTS

Township Manager - Chad Findlay reported that Ted Williams (Roadmaster) and John Gurzency (Assistant Roadmaster) have been taking care of the roads while working from home during the Pandemic and Mike R. Erwin (Utility Supervisor) and Mike D Erwin (Assistant Utility Supervisor) maintained the water/sewer responsibilities while working from home during the Pandemic. Chad also said that Ben Breniman (Code Enforcement) issued 11 permits totaling \$218,403 in construction value. Chad then informed the Supervisors that the 2020 PSATS Convention was cancelled and our PSATS reservations and fees will be carried over for next year's conference. Chad said he looked into making a Township contribution to the Venango County COVID Emergency Relief Fund at the request by Harold. After a brief discussion between the Supervisors, Harold Best made a motion to donate \$1,000 to the local food pantry and Matt McSparren seconded the motion. (All voted in favor.) (Harold Best - yes, Fred Buckholtz - yes, Matt McSparren-yes). Chad then provided the Supervisors with quote # 21144323 from Five Star Equipment for the new John Deere skid steer. Matt McSparren made a motion to approve the quote and order the skid steer and Harold Best seconded the motion. (All voted in favor.) (Harold Best - yes, Fred Buckholtz - yes, Matt McSparren-yes). Next, Chad explained to the Supervisors the Venango County Land bank needed approval from the Supervisors to purchase property #08-42-04 prior to the tax sale. Matt McSparren made a motion to approve and Fred Buckholtz seconded. (All in favor.) (Harold Best - yes, Fred Buckholtz - yes, Matt McSparren-yes). Chad then informed the Supervisors that a Resolution was needed for the extension of the property tax deadlines. He also told the Supervisors that the Venango County Commissioners changed their original decision to push back the discount period to the end of June instead of the end of July. Carol Wilson, Cranberry Tax Collector, then informed the Supervisors with the possible issues if the Township deadlines were not the same as the County deadlines. After some discussion, Fred Buckholtz made a motion to stay with their decision from the last meeting to accept discount property tax payments through the end of July, face value through August 30, and penalty after August 30, 2020. Chad assigned this as Resolution 5-20 and Matt McSparren seconded the motion. (All voted in favor.) (Harold Best - yes, Fred Buckholtz - yes, Matt McSparren-yes). Chad then said there were several approvals requested from our engineers at The Eads Group and presented them as follows:

- Motion to approve the engineering contract with The Eads Group for the Aires Hill bridge work for estimated amount \$12,500 by Harold Best, seconded by Matt McSparren. (All voted in favor.) (Harold Best - yes, Fred Buckholtz - yes, Matt McSparren-yes).
- Motion for The Eads Group to apply for the GP-11 permit from DEP for the Aires Hill bridge repair by Fred Buckholtz, seconded by Matt McSparren. (All in favor.) (Harold Best - yes, Fred Buckholtz - yes, Matt McSparren-yes).
- Motion to approve The Eads Group to advertise the Aires Hill bridge repairs by Matt McSparren and seconded by Fred Buckholtz. (All voted in favor.) (Harold Best - yes, Fred Buckholtz - yes, Matt McSparren-yes).
- Motion to approve the Venango County Act 13 Risk Bridge grant application for the Van Bridge and Aires Hill Bridge repairs by Matt McSparren and seconded by Fred Buckholtz. (All in favor.) (Harold Best - yes, Fred Buckholtz - yes, Matt McSparren-yes).
- Motion to approve the Van Bridge repair contract with Crilon Corp for the \$84,653.28 by Fred Buckholtz and seconded by Matt McSparren. (All in favor.) (Harold Best - yes, Fred Buckholtz - yes, Matt McSparren-yes).

-Motion to approve and sign the contractor agreement with Crilon Corp after reviewing their bonds and insurance by Harold Best and seconded by Fred Buckholtz. (All in favor.) (Harold Best - yes, Fred Buckholtz - yes, Matt McSparren-yes).

-Motion to have The Eads Group send out the notice to proceed after the agreement is signed by Matt McSparren and seconded by Fred Buckholtz. (All in favor.) (Harold Best - yes, Fred Buckholtz - yes, Matt McSparren-yes).

Chad then informed the Supervisors that he was intending to continue to limit the access of the front office to the public and the rest of the Township employees would be back to full hours next week. Chad then asked the Supervisors how to handle the Park reservations. It was decided to cancel Park reservations for the month of May and the Supervisors would discuss the June reservations at their next meeting. Chad suggested that the other meetings could be held with social distancing and masks and the Supervisors agreed. Chad also said he was planning a scrap metal drop-off day on June 6th from 8-12. Chad then thanked his mother for making face masks for the employees and he also thanked Tom at the Grumpy Goat Distillery for donating hand sanitizer for the Township employees. Chad also thanked the public for their understanding and cooperation during this time.

5. PUBLIC COMMENTS – NONE

6. COMMENTS OF MEMBERS – NONE

The meeting was adjourned at 11:27AM. The next meeting of the Board of Supervisors of the Township of Cranberry will be May 28, 2020 at 7:00PM.

ATTEST

Chad Findlay
Township Manager