

August 12, 2021

The regular meeting of the Board of Supervisors of the Township of Cranberry for August 12, 2021, 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, Pam Exley (Admin. Assist.), and Mike R Erwin (Utility Supervisor). Guests were recorded in the attendance book.
- **PUBLIC COMMENTS** – None.
- **ADOPTION OF AGENDA** – Fred Buckholtz made a motion to adopt the agenda, seconded by Matt McSparren, motion carried (Harold Best - yes, Fred Buckholtz - yes, Matt McSparren-yes).

**1. APPROVAL OF MINUTES FOR 7.22.21** – Harold Best asked if there were any additions or corrections to the minutes of the July 22, 2021, meeting. Being none, Matt McSparren made a motion to approve the minutes, seconded by Fred Buckholtz, 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, Fred Buckholtz made a motion to approve the expenditures, seconded by Matt McSparren. Motion carried. (Harold Best - yes, Fred Buckholtz - yes, Matt McSparren-yes).

**3. PERSONS ON THE AGENDA** – John Kozakovsky proposed widening Tippery Road due to how narrow it was. The Supervisors said Ted would have to look into it.

#### **4. STAFF REPORTS**

**Road Master** – Ted Williams was absent due to a road project. So, Pam Exley reported that his crew worked 18 days mowing along roads, 1 day at the Venango County Fairgrounds, installed 5 driveway pipes, and have been working with the milling contractor. The road crew is also supposed to start tar & chipping soon depending on the weather.

**Utility Supervisor** – Mike R Erwin reported that his crew has been trimming grass at the lift stations and around fire hydrants, painting fire hydrants, replacing water meters, cleaning sewer main lines, and they installed a new sewer pump at Moody’s lift station. They have also been working with the Log Cabin contractor and had Tom Stehle in to check the water treatment plants.

**Zoning/Code Enforcement** – Pam Exley then reported for zoning officer, Eric Heil who was out for training. Eric’s report showed that he issued 17 permits totaling \$851,000 in construction costs and \$1,236 in permit fees. His report also indicated that the front office security project is coming along, and he has completed a draft Basic Emergency Operating Plan. He has also attended Emergency Management training and has been handling properly maintenance and dangerous structure violations.

**Township Manager** – Pam Exley then gave Chad’s report in his absence. She announced that an Executive Session was held on 7/22/2021 @ 7:30PM to discuss personnel issues. Pam then presented a trail request from Matt Edwards for August 28<sup>th</sup> to hold a Team Foster bicycle event. Matt McSparren made a motion to approve, and Fred Buckholtz seconded the motion. (All in favor.) (Harold Best - yes, Fred Buckholtz - yes, Matt McSparren-yes). Pam then presented the proposed Township handbook amendment and Harold Best made a motion to approve and Matt McSparren seconded the motion. (All voted in favor.) (Harold Best - yes, Fred Buckholtz - yes, Matt McSparren-yes). Pam then explained that Chad had a request from an individual for the Township to sell a small piece of Township owned property along Meadow Road. Chad had talked to the Township Solicitor, and it was recommended to have a minimum bid at \$1,300 to cover legal fees and right of way recordings if needed. The proposed sale would have to follow the requirements in the 2<sup>nd</sup> Class Code. After a brief discussion, Matt McSparren made a motion to move forward with the sale and Fred Buckholtz second the motion. All voted in favor.) (Harold Best - yes, Fred Buckholtz - yes, Matt McSparren-yes). Pam then informed the Supervisors that the 108<sup>th</sup> Township Convention had been scheduled for September 29<sup>th</sup> and reservations need to be made by September 18<sup>th</sup>. Pam then provided the Supervisors with an update to the CDBG COVID money and asked the Supervisors if they wanted to modify the funds so they will be able to be used for rent and utility assistance. Harold Best made the motion and Fred Buckholtz seconded the motion. (All voted in favor.) (Harold Best - yes, Fred Buckholtz - yes, Matt McSparren-yes). Pam informed the Supervisors that Carol Gustafson provided a list of delinquent street light tax accounts that were ready for a municipal lien. She said that Bruce Getsinger had told Chad that he would recommend sending a letter from his office before filing liens due to the cost of filing. Matt McSparren made a motion in favor of Bruce Getsinger sending a letter and Harold Best seconded the motion. (All voted in favor.) (Harold Best - yes, Fred Buckholtz - yes, Matt McSparren-yes).

#### **5. PUBLIC COMMENTS** –

Bonnie Summers thanked the Supervisors for the work on Allegheny Ave., but wanted the speed limit looked at.

#### **6. COMMENTS OF MEMBERS** –

Matt McSparren announced that the meeting agendas will now be available on the Township website 24 hours prior to the meeting due to a new law. He also stated that the Mall Expo has been cancelled but the Cranberry Festival would go on as planned.

Fred Buckholtz announced that a free concert would be held at the park after the car show on August 21<sup>st</sup>.

The meeting was adjourned at 10:54AM. The next meeting of the Board of Supervisors of the Township of Cranberry will be August 26, 2021, at 7:00PM.

ATTEST

Chad Findlay  
Township Manager