

The regular meeting of the Board of Supervisors for the Township of Cranberry for September 11, 2025, was called to order at 10:30AM by Chairman Mike Deibert. Those in attendance were Township Supervisors Mike Deibert, Matt McSparren, Bob Betzold (via phone), Township Manager Sabrina Backer, Utility Supervisor Mike Erwin and Zoning/Code Enforcement Officer Regina DeLoe. Guests were recorded in the attendance book. The meeting was recorded.

PUBLIC COMMENT ON AGENDA ITEMS– None

ADOPTION OF AGENDA

- Matt McSparren made a motion to adopt the agenda as presented. A second was given by Mike Deibert. Aye all, by roll call vote. Motion carried.

1. MINUTES

- Mike Deibert made a motion to approve the minutes as presented. Bob Betzold seconded the motion. Aye all, by roll call vote. Motion carried.

2. EXPENDITURES

- Matt McSparren made a motion to approve the expenditures, a second was given by Mike Deibert. Aye all, by roll call vote. Motion carried.

3. PERSONS/ITEMS ON THE AGENDA

- Approval was given to accept the resignation of Tim Hurley from the Planning Commission committee. Tim has served on the committee for over ten years and will be missed. Motion by Mike Deibert, second by Matt McSparren. Aye all, by roll call vote. Motion carried
- Approval was granted for the Zoning Officer to renew four (4) junkyard permits. Motion by Bob Betzold, second by Matt McSparren. Aye all, by roll call vote. Motion carried.
- Approval was granted to exonerate the Township's taxes for the properties listed on Attachment A that were sold at Judicial Sale. Many of the properties listed were trailers in private trailer parks along with two buildings on Bredinsburg Road. Motion by Matt McSparren, second by Mike Deibert. Aye all, by roll call vote. Motion carried.
- Approval was granted to the Oil City Area School District National Honor Society to use Cranberry Township's portion of the Samuel Justus Trail for a 5K on October 11, 2025, from approximately 9:00am to 12:00pm. Proof of insurance has been provided. Motion by Matt McSparren, second by Bob Betzold. Aye all, by roll call vote. Motion carried.
- Approval is granted for the appointment of Ed Brannon to the Parks and Recreation Committee. Motion by Mike Deibert, second by Matt McSparren. Aye all, by roll call vote. Motion carried.
- Approval is granted to amend the Township's fee schedule to increase the rental fees of pavilions to \$65, \$75, and \$85 for all reservations made September 12, 2025, and after. This is the first time rates have been adjusted in approximately three years. Our rental rates still remain low compared to other pavilion rentals in the area. Motion by Mike Deibert, second by Matt McSparren. Aye all, by roll call vote. Motion carried.
- Approval is granted for Resolution 10-2025, Cranberry Township's CDBG application for FFY 2025. Motion by Matt McSparren, second by Mike Deibert. Aye all, by roll call vote. Motion carried.
- Approval is granted for the Cranberry Small Business Association to hold a fishing derby at Moody Park on September 20, 2025, in conjunction with the Cranberry Festival. Proof of insurance has been provided.

4. STAFF REPORTS

Road Master Mike O'Neil Report given by Sabrina Backer. The Road Department has installed driveway pipes, cleaned ditches and have been tarring and chipping roads for the past week. The tar and chipping will continue for the remainder of this week. They are working on bridge prep for the Aires Hill Road bridge. The department is performing maintenance of roads and parks by filling potholes and trimming trees.

Utility Supervisor Mike Erwin stated that his department has been working on cleaning up the walking trail at Morrison Park. They have been installing radio readers, working on tap locations for the new gas station at 322 & 257 and the Commonwealth Charter Academy facility. Mike also noted that there is brown water from the mall water treatment plant in the lines in the Cranberry area. The water is safe, just discolored and he is working on blowing out the lines to get rid of the brown water.

Zoning / Code Enforcement Officer Regina DeLoe reported that eighteen (18) zoning permits were issued for a total of \$688,167.00 in improvements with a total of \$1006.38 in permit fees. Six (6) Notices of Enforcement for stormwater violations, one (1) warning for connecting water without proper authorization and payment, four (4) property maintenance violations, one (1) zoning violation, and one (1) citation were issued. Regina will be attending an EMC training on October 1 & 2, 2025.

Township Manager Sabrina Backer said that we had a new employee start in the Utility department, he is doing well. We have openings both in our Utility and Road departments. The budget for 2026 has been started. The Township has received hard copies of the General Authority and Township audits from McGill, Power, Bell, and Associates. Both audits are clean. Sabrina reminded everyone that the Cranberry Festival, which is put on by the Venango Chamber, is September 20th. There will be congestion in the area that day as the Cranberry Small Business Association is putting on a parade and fishing derby that day.

PUBLIC COMMENT

No public comment.

COMMENTS OF MEMBERS

Supervisor Betzold commended Mike Erwin for keeping the Board of Supervisors informed about the progress of the new water treatment plant. Bob stated that Mike is doing a great job.

Supervisor Deibert concurred with Bob and gave kudos to Mike Erwin and the Utility department. Mike also noted that the Road Department is tarring and chipping roads and that it is going well. He thanked Regina for a great report on the busy month she had. The General Authority gave a 60-day extension to the water plant contract as there was a pump issue and once in service the Department of Environmental Protection will need to inspect the plant.

Supervisor McSparren agreed with the other supervisors that Mike Erwin and the Utility department are doing a great job.

ADJOURNMENT

There being no further business, the meeting of the Board of Supervisors of the Township of Cranberry a motion was made by Matt McSparren to adjourn the meeting. A second was given by Mike Deibert. Aye all, by roll call vote. Motion carried. Meeting adjourned at 10:59AM.

The next meeting of the Board of Supervisors for the Township of Cranberry will be at 7:00pm on September 25, 2025.

ATTEST:

Sabrina S. Backer
Township Manager