

**Minutes of the Cranberry Township
HOA Forum
Monday, December 8, 2014
6:30 p.m. Room 203**

Attendees:

Mary Sanguigni, Freedom Woods	Jean Banyay, Shadow Creek
Rosemarie Warren, Freedom Woods	Chris Mathews, Franklin Ridge
Tom D’Andrea, Settlers Grove	Jim Blew, Timberline
Angela Rankin, Glen Eden	Barry Hixson, Timberline
Jack McCusker, Redmond Place	
Kathy Newcomer, Stone Field	
Jim Lynskey, Franklin Ridge	
Chris Matthews, Glen Brook	
Valerie Steinmetz, Hampshire Woods	

Moderator: Duane McKee, Cranberry Township

1. Meeting called to order at 6:30 p.m., with introductions
 - a. Mary Sanguigni assisted with meeting notes
2. Name and email list was reviewed. Corrections were made.
3. Judi Boren, Cranberry Township Communication Team guest speaker on Cranberry’s e-options
 - a. Judi reviewed the many communication tools, email and text alerts, notify me, Facebook, Twitter and e newsletter and the Township Manger blog.
 - b. For more information click here www.CranberryTownship.org/Connect or <http://www.cranberrytownship.org/index.aspx?nid=1171>
 - a. Judi mentioned the Township will be redoing the web page next year. Continuing to modify the pages to stay fresh and attempt to be less cluttered.
4. Kathleen McCaig, Cranberry Townships Planning Specialist presented information on Cranberry Township’s Community Connections initiative. What is a connected Community
 - a. She reviewed Planning history, current pedestrian network, current bike network, and resources tools
 - b. Proposed ordinance change for 12/11/14, changing the required cleaning of sidewalks of snow in 24 hours and 48 hours. This topic generated a lot of discussion. All agreed our goal is to make Cranberry a safety and walkable community. Utilizing commonsense and reasonableness to accomplish this goal.
 - c. Kathleen’s presentation can be found at www.CranberryTownship.org/HOA or <http://www.cranberrytownship.org/index.aspx?nid=914>
 - d. Jim Lynskey asked if there would be trail access from Goehring Road into North Boundary Park. Duane said the Township would be widening Goehring Road from Franklin Ridge to the Reynolds property, recently purchased by the Township, then a

gravel trail into the Park. Jim would like to see the layout. Duane agreed to get back to him.

5. The Municipal Center activity room use was discussed. Parks and Recreation has requested that HOA's wishing to use the activity rooms fill out the fee waiver form. Form attached to minutes

- a. The rooms will continue to be free but it is important HOA's call Parks and Recreation if they intend on canceling a meeting. There is a high demand for rooms.
- b. James Blew questioned what was new in the renovations. Duane mention there was about 7,000 sq.ft. of the old police offices converted to Parks and recreation space. The Library also received tutoring rooms and a larger conference room. The \$3.2 million dollar project also replace most of the HVAC units, the roof, common area carpet and common area lighting. Making the building more efficient. The building opened in 1989, many of the items have reached there useful life.

What is New in Cranberry? Duane reviewed numerous new land developments and store openings. A detailed list can be found at www.cranberrytownship.org/index.aspx?NID=1576.

Just Opened:

1. Cheeburger Cheeburger - 1713 Route 228
2. Rotten Apples - 8001 Rowan Road
3. Model Cleaners - 1187 Freedom Road
4. Vertmarkets, Inc. - 2009 Mackenzie Way
5. Sweeney Law Offices - 20581 Route 19
6. The Fitness Barre - 132 Graham Park Drive
7. SMC Business Council - 600 Cranberry Woods Drive
8. Aldi - 20111 Route 19 (Cranberry Mall)
9. Oshkosh Bgosh - Cranberry Mall
10. Carters Babies and Kids - Cranberry Mall
11. Clearskin Acne and Skincare - 9012 Marshall

Under Construction:

1. UPMC/Penguins Facility - 8000 Cranberry Springs Drive (Cranberry Springs)
2. Commons at RIDC North (Parcel 525) - 761 Commonwealth Drive
3. District Justice Office 50-3-04 - 9028 Marshall Road
4. Enterprise Rent A Car - 20840 Route 19
5. Kensa Cranberry (Retail) - 2060 Mackenzie Way

Under Review:

1. The Glen at Woodside, 72 single family on Darlington Road
2. Burns Industrial Equipment, sales and service on Thorn Hill Road
3. Haven at Cranberry Square, 240 apartments along Brandt Drive

Open Discussion:

1. Freedom Road and Route 19 / Route 228 will have a new traffic pattern on the evening of 12/10/14
2. The Freedom Road Bridge over the Turnpike is under design and funded for construction.
3. Redmond Hill has a car inform them they were using someone wireless internet while parked on the street.
4. Chris Matthews is interested in working with other HOA's to contract with a landscaper. Maybe an opportunity to get a better price.
5. Tom D'Andrea mentioned that Cranberry Township need to watch that growth does not occur to fast. In his previous home the growth went to fast and was not sustainable.
6. Rosemarie Warren mentioned that the new "steer clear" law was in effect on the highway. Everyone must pull into the opposite lane of any road side emergency vehicle.
7. Moderator for next meeting: Chris Matthews, Glen Brook
8. The HOA Forum requested a Public Safety employee or detective to visit the Forum as a guest speaker.
- 9. Next Meeting is set for March 9, 2015, 2014 at 6:30 Room 203 of the administration office in the Municipal building.**
10. Adjournment: 8:00 PM, motion by Chris Matthews second by Angela Rankin



Facility and Fee Waiver Application

Requests for fee waivers or reduced fees are determined on a case by case basis for community based activities, events and community fundraisers that are aligned with the mission of Cranberry Township, Cranberry Township Department of Parks, Recreation & Community Services and/or the Cranberry Public Library. Fee waivers or reduced fees on rentals of rooms, facilities and/or fields must be recommended and approved by management of the Cranberry Township Department of Parks, Recreation & Community Services and/or Cranberry Public Library. A \$25 administration fee is due with application. This application is good for the school calendar year or remainder of that year (Labor Day – Labor Day).

Eligible Organizations:

- Non-profit organizations with a 501(C)3 status.
- Clubs and organizations that provide community beneficial program opportunities that are open to the general public and who donate services.
- Groups that have provided significant park, field and/or facility improvements or significant material and/or financial donations directly impacting operations of the Cranberry Township Department of Parks, Recreation & Community Services or Public Library. Improvements or donations must have occurred during the school calendar year and be completed prior to the start of the rental.
- Groups that have received previous written permission by the Cranberry Township and/or Cranberry Township Library Board.

Requirements:

This application does not guarantee the availability of Cranberry Township location(s), facilities and/or equipment. Organizations that have their fees waived can only reserve facilities 60 days in advance. Applicants must have completed all applicable reservation procedures, including but not limited to reserving the facility and/or equipment and have paid any applicable fees and/or deposits. Applicant and the associated represented organization are required to follow all established permit regulations and Cranberry Township Department of Parks, Recreation & Community Services and/or Library rules and regulations during and after event.

In order for your application to be considered you must complete the following list of requirements. If you fail to comply with this list, the application will be denied.

1. Complete the attached request for reduced or waived fees, partnership/sponsorship addendum and **attach a copy of your completed rental or equipment use application.**
2. **Submit all required information prior to application deadlines** defined at the bottom of the page so it can be reviewed at the appropriate times for Township administration to review it. Please plan a couple months ahead of time to meet these dates. Any portion of the facility use occurring prior to this review must be paid in full and will not be considered for any waiver.
3. All applicable fees and deposits must be paid prior to submittal in order for your application to be considered. **If possible, attach a copy of the receipt showing all applicable fees being paid.**
4. **If your agency is a non-profit, include a copy of your 501(c)3 documentation.**
5. The event must benefit the Cranberry Township community and be relative to the mission of Cranberry Township and/or associated Departments.



Non-Waiveable Fees:

Township managed equipment use fees, reimbursement of all Township associated expenses including but not limited to cleaning, staff time, set-up/dismantle services, custodial services, staff time associated to the event...etc. Any other fees established by Cranberry Township and/or Cranberry Township Library Board.

No-Show Fee

If an organization/individual schedules an event or any portion of a Cranberry Township managed facility or resource and has the facility rental fees waived and fails to show up and utilize the facility as defined that organization and/or associated applicant will be responsible for full rental fees and associated costs incurred by the Department of Parks, Recreation & Community Services and/or Library, unless the organization and/or associated applicant cancel their facility use a minimum of seven (7) calendar days prior to the event. The organization and/or associated applicant will not be considered for future use until all applicable fees have been paid.

Facility and Field Fee Waiver Application Deadline

The review process for all fee waiver consideration takes a minimum of ten (10) business days. Keeping in mind, free use of the building can only be scheduled 60 days in advance, please plan accordingly



Facility and Fee Waiver Application

Organization: _____

EIN or Business License No.: _____

Contact Name: _____

Contact Title: _____

Organization's Address: _____

Contact's Address (If Different from Organization): _____

Type of Organization: Non-Profit* Community Service School/Church Business/For Profit
*Must attach a copy of the 501(c)3

Phone: (O/D) _____ (C) _____ E-Mail _____

Type of Event: Organization Meeting Fundraiser Community Event Private Event

Who Will Your Facility Usage Benefit Directly: Organization Community Neighborhood/Specific Area*
 Specific Cause* *Please Define: _____

Will there be any Fees Charged to Participants Associated with this Facility Usage? YES NO

If YES; Cranberry Township and the Cranberry Public Library reserve the right to request any financial statement and records associated with this facility usage.

Requested Facility/Location of Event: _____

Requested Date & Time (Include Set-Up & Clean-Up): _____

Brief Description of Facility Use (Include any justification for fee reduction): _____

I acknowledge that this request and any subsequent approval or denial does not guarantee the availability of the requested facility and/or associated equipment. I further understand that I must have completed all applicable reservation procedures prior to submitting this application, including but not limited to reserving the facility and/or equipment and paying the application fee and other applicable fees. I further acknowledge that if the request is denied or a reduction of fees is granted, the organization I represent must pay all remaining fees by the due date and that all established Cranberry Township and Public Library policies, rules and regulations will be followed during and after the requested facility use.

Signature

Date



FOR OFFICE USE

P&R Dept. Recommendation:	0%	25%	50%	100%	_____ (Initials)
CPL Recommendation:	0%	25%	50%	100%	_____ (Initials)
Signature of Approval:	_____			Date:	_____