

Welcome to a public meeting of the Board of Supervisors. This information has been prepared to acquaint you with the proceedings of the meeting and the process that will be used during Public Hearings, should any be on the Board's agenda.

THE BOARD OF SUPERVISORS

The five member Board of Supervisors is the governing body of the Township. The members are elected at-large and serve a six year term. The Board sets policy for the Township, adopts the annual budget and adopts ordinances regulating activities in the Township.

TOWNSHIP STAFF

The Board employs various individuals to perform tasks within the Township. Several staff members attend Board meetings to assist the Board and to answer any questions from the Board. Those usually in attendance are listed below:

Jerry A. Andree - Township Manager
Bettelou Bertoncello - Assistant Manager Administration
Duane McKee- Assistant Manager, Operations
John Trant Jr. - Strategic Planning Officer
Vicki Beatty - Township Solicitor
Mike Diehl - Director, Parks & Recreation
Jason M. Kratsas - Director, Engineering
Vanessa Gleason - Director, Finance
Jeffrey Schueler - Director, Public Safety
Ron Henshaw- Director, Community Development

MEETINGS OF THE BOARD OF SUPERVISORS

All Board of Supervisors' meetings begin at 7:00 PM and are held in the Council Chambers of the Cranberry Municipal Center, unless otherwise noted. Special meetings of the Board of Supervisors may be called at any time, and are advertised in the [Butler Eagle](#). Meeting Agendas are available on the Township's homepage which can be accessed at <http://www.cranberrytownship.org>

Agenda Preparation meetings take place on the last Thursday of each month. At these meetings, items needing action at the regular meeting will be reviewed by the Board. Regular meetings are usually held on the first Thursday of each month, however, action may be taken at any properly advertised meeting of the Board of Supervisors. Public comment on any item, on or off of the agenda, is welcome at all Board of Supervisors meetings. Public comment is heard at the beginning of each meeting immediately after roll call. If a Public Hearing is on the agenda, a legal stenographer will record all comments. After the Public Hearing has been opened and introduced, the Chairman will ask if there is anyone wishing to speak on the issue of the Public Hearing. Those making comments are required to be sworn-in. Minutes are taken of all meetings which record all formal action taken by the Board and summarize comments and discussion.

THE AGENDA

The format of the Agenda Preparation Meeting's agenda usually follows the order given in the example below:

1. Call to Order - Chairman
2. Roll Call
3. Public Comment (Any Item On or Off the Agenda, except Public Hearings)
4. Public Hearings (If needed)
5. Planning & Community Development
6. Township Engineer
7. Township Manager
8. Township Solicitor
9. Zoning Hearing Board
10. Minutes
11. Warrants
12. Reports
13. Additional Business
14. Executive Session (If needed)

The format of the Regular Meeting's agenda usually follows the order given in the example below:

1. Call to Order - Chairman
2. Roll Call
3. Public Comment (Any Item On or Off the Agenda, except Public Hearings)
4. Public Hearings (If needed)
5. Reports
6. Solicitor
7. Additional Business
8. Adjournment
9. Executive Session (If needed)

HIGHLIGHTS OF A BOARD OF SUPERVISORS MEETING

Public Hearings are held for any amendment to the zoning and/or subdivision ordinance, any action on a Planned Residential Development, or any request for Conditional Use Approval.

A PUBLIC HEARING is a formal meeting held pursuant to public notice by the Township, intended to inform and obtain public comment prior to taking action. This part of a public meeting is more formal and requires specific legal proceedings.

A PUBLIC MEETING is a meeting of the Board of Supervisors that has been advertised pursuant to the Pennsylvania Sunshine Act. The Act requires all public agencies to take all official actions and conduct all deliberations leading up to official actions at public meetings.

A QUORUM is a majority of board members. The Cranberry Township Board consists of five members, therefore, three members constitute a quorum. An affirmative vote of a majority of the entire Board of Supervisors at a public meeting is necessary in order to transact any business.

A MOTION is a verbal action taken by the Board. A motion must be seconded and approved by a majority of the Board for it to pass.

A RESOLUTION is a written action by the Board on a non-legislative matter.

An ORDINANCE is a written action by the Board of a legislative nature, and is required to be advertised in advance of the meeting at which it will be considered.

EXECUTIVE SESSIONS are private meetings of the Board only in which they are permitted to discuss four topics: Legal matters (litigation), personnel issues, negotiations, and acquisition of land. All Executive Sessions are announced, including their purpose, by the Chairman of the Board.

MINUTES are taken of every public meeting and include the date, time and place of the meeting, the names of members present, the substance of all official actions and a record of roll call votes, and the names of all citizens who appeared officially at the meeting and the subject of their testimony.

The TOWNSHIP SOLICITOR is appointed by the Board, and must be licensed to practice law in the Commonwealth of Pennsylvania. The Solicitor may be one person or a law firm, partnership, association or professional corporation. The Solicitor serves at the pleasure of the Board of Supervisors.

PUBLIC COMMENT PERIOD is the time on the agenda where visitors can bring matters before the Board. Speakers are asked to sign the sign-up sheet and to be conscious of the limited time available to those who wish to bring a matter before the Board to allow the Board to complete their business in a timely manner.

If a visitor does not wish to speak before the Board but has a concern they would like to have addressed, please feel free to contact the Township Manager, at 724/776-4806, Ext. 1103. The Manager may be able to resolve your issue without the delay of waiting for a meeting of the Board of Supervisors.