

---

**MINUTES**  
**REGULAR MEETING OF THE**  
**UPPER BURRELL SUPERVISORS**  
**MONDAY, JANUARY 4, 2016, 7:00 PM**  
**MEETING ROOM, 3735 - 7<sup>TH</sup> STREET ROAD**

Board of Supervisor's Chairman, Ross Walker, called the regular meeting of the Upper Burrell Township Supervisors to order at 7:00 pm.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL:** The following members of Council responded to roll call:

**Present:**           **Ross G. Walker, III, Chairman**  
                          **Peter F. Dombroski, Jr. Vice Chairman**  
                          **Allen E. Uhler, Supervisor**

**Also present:** David Kerchner, Engineer  
                          Melissa A. Cortileso, Secretary

**COMMENTS ON AGENDA ITEMS – None**

**APPROVAL OF THE MINUTES**

Motion made by Walker, second by Dombroski, to approve the minutes of the December 7, 2015, regular meeting of the Township Supervisors.

Motion passed 3-0.

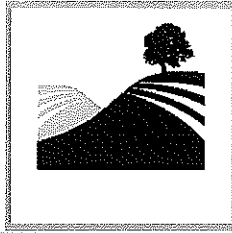
**CORRESPONDENCE**

Chairman Walker asked Mrs. Cortileso, to review the correspondence from the month. Mrs. Cortileso reviewed the items that were listed on the agenda.

**ROAD REPORT**

Supervisor Dombroski reviewed the activities of the Road Department for the month of December. Most of the time was spent repairing rust repairs on the vehicles and putting exhibitor and paint on them, cutting up fallen trees, a lot of patching. Mr. Dombroski stated that the Part Time Employee with the Road Department who has been of sick is planning to terminate his employment. Mr. Dombroski stated that they will need another helper.

**POLICE REPORT – 88 calls, 13 Traffic Offenses.** Sgt. Speer indicated that himself and Part Time Patrolman Jason Kerr did attend the annual Shop with a Cop for kids, this being the 5<sup>th</sup> year running. All



---

the participants get to go to Walmart and spend \$150.00 on whatever they like and then Walmart also donates, hats, coats, gloves, boots, etc. Sgt. Speer also stated that for the year 2015 they had 248 more calls than in the year 2014.

#### **EMC REPORT**

Mr. Knox thanks the Supervisors for his reappointment.

#### **ENGINEERS REPORT**

Mr. Kerchner reported on the grant program that Mr. Knox talked about at the last meeting, highwater mark flood levels, in order to apply for this grant the Township needs to have a rating system first for this to work. There is a whole system that needs to be used and a method to obtain it and once completed this may help residential & business owners to discounts on flood insurance.

Mr. Kerchner did comment on the letter the Township received from Penn Dot in regards to the construction project planned on Rte. 0366 in 2016. Mr. Kerchner did not have any feedback for Penn Dot only advised that during construction phases Greensburg Road will alternating single lane traffic.

Mr. Kerchner commented on the Income Survey forms for the CDBG project, said letters were mailed out December 19, 2015 and as of date we have not had a good response. In order for this project to be scheduled for the year 2016 these income survey forms are needed by the County no later than January 31, 2016 or this project may not get funded.

**PLANNING COMMISSION** – Asked the Township for permission to work on a new Comprehensive Plan the plan was last updated in the 1970's, this would require a budget to retain a consultant to work with the Commission. After some discussion it was decided to table this matter.

Mr. Uhler stated he would like to talk to the Solicitor about this Comprehensive Plan.

#### **SOLICITORS REPORT - None**

#### **NEW BUSINESS**

A motion was made by Walker second by Dombroski, to adopt Ordinance #1-2015 amending the Police Pension Plan.

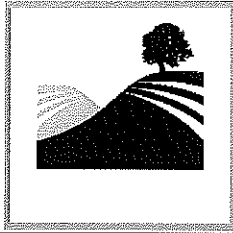
Motion passed 3 - 0

A motion was made by Walker second by Uhler , to adopt Resolution #1-2016, adopting the appointments for the year 2016.

Motion passed 3 – 0

A motion was made by Walker second by Dombroski to adopt Resolution #2-2016, setting the 2016 millage rate for general purposes at .10 mills and .35 for Fire Hydrants.

Motion passed 3 – 0



---

A motion was made by Walker second by Dombroski, to adopt Resolution #3-2016, setting the general fee schedule, costs, charges and expenses pursuant to the Township Ordinance for the year 2016.

Motion passed 3 – 0

A motion was made by Walker second by Uhler to adopt Resolution #4-2016, appointing Melissa A. Cortilesio, Secretary as the authorized representative to make request upon and receive any and all tax information and records from Berkheimer Associates.

Motion passed 3 – 0

A motion was made by Walker second by Dombroski to adopt Resolution #5-2016, setting the Sewage Disposal Systems fees for the year 2016.

Motion passed 3 – 0

A motion was made by Walker second by Uhler to adopt Resolution #6-2016, appointing Melissa A. Cortilesio, Secretary, as the delegate to the Westmoreland County Tax Collection Committee and Greg Prim as the designated alternate for the year 2016.

Motion passed 3 – 0

A motion was made by Walker second by Dombroski to accept the formal engagement letter from DeBlasio & DeBlasio Associates in regards to the 2015 Audit.

Motion passed 3 – 0

A motion was made by Walker second by Uhler to grant the address request to William & Dan Spiering as per Westmoreland County Public Safety Addressing Coordinator, the address will be 7109 Guyer Road, New Kensington, PA 15068.

Motion passed 3 – 0

A motion was made by Walker second by Dombroski to grant the address request to Shawn Leas as per Westmoreland County Public Safety Addressing Coordinator, the address will be 715 James Street.

Motion passed 3 - 0

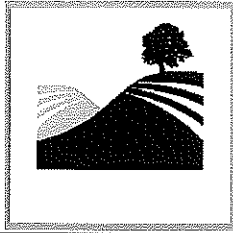
A motion was made by Uhler second by Walker, to pay all bills and accept the Financial Report.

Motion passed 3 – 0

#### **OPEN TO THE FLOOR**

Ken Slahotvsky, 6200 Schafer Drive, asked if the Long Range Paving/Repair project that Bankson Engineers has been working on is completed. Mr. Kerchner replied it is about half done, hopefully by the end of January he will have a summary report for the next meeting. Mr. Kerchner stated the roads are rated by priority, a system they use to get a score which give them a rating.

Mr. Slahotvsky also inquired about any repairs to the bridge located on Schafer Drive. Mr. Dombroski stated that last he knew off said repairs were to take place in the year of 2015, but as of date he has not heard of anything new.



---

**ADJOURNMENT**

Motion made by Walker, second by Dombroski, to adjourn, meeting adjourned at 7:27 p.m.

Minutes Submitted by:

Melissa A. Cortileso

Note\*\*\*

Next monthly meeting , will be held on Monday, February 1, 2016, beginning at 7:00 pm

**UPPER BURRELL TOWNSHIP  
ANNUAL ORGANIZATION MEETING  
3735 SEVENTH STREET  
NEW KENSINGTON, PA 15068  
JANUARY 4, 2016**

Supervisor Peter Dombroski, with the Pledge of Allegiance called the meeting to order at 7:00 p.m. Present at the meeting were Supervisors Ross G. Walker, III, Allen E. Uhler, Engineer, David Kerchner and Secretary, Melissa Cortileso. These appointments were made and voted upon as follows:

**ELECTION OF OFFICERS**

**CHAIRMAN OF THE BOARD:** Ross G. Walker, III. Motion made by Mr. Dombroski. Mr. Uhler second. Mr. Walker abstained. Motion passed 2-0.

**VICE-CHAIRMAN:** Peter F. Dombroski, Jr. Motion made by Mr. Walker. Mr. Uhler second. Mr. Dombroski abstained. Motion passed 2-0.

**TOWNSHIP MANAGER/SECRETARY:** Melissa A. Cortileso. Motion made by Mr. Walker. Mr. Uhler second. All in favor. Motion passed 3 – 0

**RIGHT TO KNOW OFFICER:** Melissa A. Cortileso. Motion made by Mr. Walker second by Mr. Dombroski. All in favor. Motion passed 3 - 0

**SOLICITOR:** Stephen Yakopec, Jr. at a rate of \$115 per hour. Motion made by Mr. Walker. Mr. Dombroski second. All in favor. Motion passed 3 - 0

**ENGINEER:** Bankson Engineers – Dave Kerchner at the company rate for services. Motion made by Mr. Walker. Mr. Uhler second. All in favor. Motion passed 3 - 0

**ACT 511 TAX COLLECTOR:** Joyce A. Ewing as collector of Per Capita Taxes and Local Services Taxes for year 2016. Motion made by Mr. Walker. Mr. Dombroski second. All in favor. Motion passed 3 - 0

**ACT 511 DELINQUENT TAX COLLECTOR:** Collection Service Center as collector of Per Capita and Local Service Tax for 2016. Motion made by Mr. Walker. Mr. Uhler second. All in favor. Motion passed 3 - 0

**SEWAGE ENFORCEMENT OFFICER:** Professional Code Services, Norm George. Motion made by Mr. Walker. Mr. Dombroski second. All in favor. Motion passed 3 - 0

**ANIMAL CONTROL:** Hoffman Kennels, Inc. Motion made by Mr. Walker. Mr. Uhler second. All in favor. Motion passed 3 - 0

**EMERGENCY MANAGEMENT COORDINATOR:** David Knox. Motion made by Mr. Walker. Mr. Uhler second. All in favor. Motion passed 3 - 0

**VACANCY BOARD MEMBER:** Timothy Weitzel. Motion made by Mr. Walker. Mr. Dombroski second. All in favor. Motion passed 3 - 0

**CODE ENFORCEMENT OFFICER, ZONING OFFICER, and BUILDING INSPECTOR:** Professional Code Services, Scott Chermak. Motion made by Mr. Walker. Mr. Uhler second. All in favor. Motion passed 3-0

**DEPOSITORY OF FUNDS:** First National Bank. Motion made by Mr. Walker. Mr. Dombroski second. All in favor. Motion passed 3 - 0

**ROADMASTER:** Peter F. Dombroski. Motion made by Mr. Walker. Mr. Uhler second. Mr. Dombroski abstained. Motion Passed 2-0.

**INDEPENDENT AUDITORS:** DeBlasio and DeBlasio. Motion made by Mr. Walker. Mr. Dombroski second. All in favor. Motion passed 3 - 0

**ZONING HEARING BOARD SOLICITOR:** Harlan Stone. Motion made by Mr. Walker. Mr. Uhler second. All in favor. Motion passed 3 – 0

**PLANNING COMMISSION:** Leon Yurkin for a 4 year term expiring in 2019. Motion made by Mr. Walker second by Mr. Dombroski. All in favor. Motion passed 3 – 0

**ZONING HEARING BOARD:** Pete Raspanti for a 3 year term expiring in 2018. Motion made by Mr. Walker second by Mr. Dombroski. All in favor. Motion passed 3 – 0

**DEPUTY TAX COLLECTOR:** Jeff Ewing. Motion made by Mr. Walker second by Mr. Dombroski. All in favor. Motion passed 3 - 0

**ORGANIZATIONAL BUSINESS**

Mr. Walker made a motion to establish Regular Meetings of the Board of Supervisors as the first Monday of every month beginning at 7:00 p.m. with the exception of Wednesday, July 6<sup>th</sup>, and Wednesday, September 7<sup>th</sup>, and Planning Commission Meetings as the third Tuesday of every month beginning at 7:00 p.m. All meetings will be held at the Township Municipal Building. Mr. Dombroski second. All in favor. Motion passed 3 - 0

Mr. Walker made a motion to establish office hours as 8:00 a.m. until 4:00 p.m., Monday through Friday. Mr. Uhler second. All in favor. Motion passed 3 - 0

Mr. Walker made a motion to establish the Treasurer's Bond for 2016 in the amount of \$1,000,000.00. Mr. Dombroski second. All in favor. Motion passed 3 - 0

Mr. Walker made a motion to authorize the Treasurer to pay the Payroll bi-weekly and the bills weekly. Mr. Uhler second. All in favor. Motion passed 3 – 0

Mr. Walker made a motion to set the mileage reimbursement for 2016 at the established IRS rate. Mr. Uhler second. All in favor. Motion passed 3 - 0

Mr. Walker made a motion to approve the 2016 Wage Schedule for Township Employees. Mr. Uhler second. Mr. Dombroski abstained. Motion passed 2-0. Retroactive to January 1, 2016

Mr. Walker made a motion to approve the Police Compensation as set by the first year of their five year contract. Mr. Uhler second. All in favor. Retroactive to January 1, 2016 Motion passed 3 - 0

Mr. Walker made a motion to approve the 2016 Full-Time Benefit Schedule for Township Employees. Mr. Uhler second. Mr. Dombroski abstained. Motion passed 2-0. Retroactive to January 1, 2016

Mr. Walker made a motion to summarize all the appointments in resolution format and number at Resolution No. 1 of 2016. Mr. Dombroski second. All in favor. Motion passed 3 - 0

**PUBLIC COMMENT -** None

**ADJOURNMENT OF THE ORGANIZATION MEETING.**

Mr. Walker made a motion to adjourn second by Mr. Dombroski, meeting adjourned at 7:07 pm.

Minutes submitted by:  
Melissa A. Cortileso

Next Meeting will be held on Monday, February 1, 2016