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**MINUTES**  
**REGULAR MEETING OF THE**  
**UPPER BURRELL SUPERVISORS**  
**TUESDAY, JANUARY 3, 2017, 7:00 PM**  
**MEETING ROOM, 3735 - 7<sup>TH</sup> STREET ROAD**

Board of Supervisors, 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, Vice Chairman**  
                          **Allen E. Uhler, Supervisor**

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

**COMMENTS ON AGENDA ITEMS – None**

**APPROVAL OF THE MINUTES**

Motion made by Walker, second by Dombroski, to approve the minutes of the December 1, 2016, regular meeting of the Township Supervisors.

Motion passed 3-0.

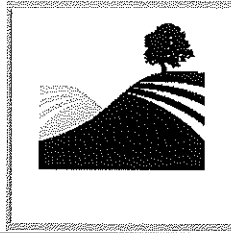
**CORRESPONDENCE**

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 reported that most of the time was spent doing minor snow removal, a lot of patching, cutting up trees, leave removal and minor repairs.

**POLICE REPORT –** 1086 calls for year 2016 with 53 being criminal arrests, which is about 100 down from the year 2015 which had 1254 calls and 41 criminal arrests and traffic offenses are down. Walker asked are people behaving better, the Chief replied not really, drugs and theft that's why the calls were higher the previous year. The Chief stated that 24 hour police protection is working out great which the



Township did not have in the past and that was one of his goals when he became Chief and has been working well for the 3 years it's been in practice. The Chief warned of spoof phone calls, he stated anyone who calls on the phone asking for personal information or saying you need to send money because a loved one has been arrested just hang up the call. The Chief stated if you have any questions please feel free to stop by and see him. Leon Yurkin, asked why Mr. Skunda was leaving the department? The Chief replied most officers goal is to get a full time position. The Chief stated that losing guys is a good and bad thing, we train them and then they get hired full time so he must be doing a good job.

Walker asked what can you tell us about the new hire, Beth Mort? The Chief stated she is out of the Academy and is from Armstrong County she will be hired tonight provided she passes all the state mandated testing. The Chief stated it is easier to hire right out of the Academy. Leon Yurkin asked what hours do these part time officers work on weekly basis. The Chief replied usually an average of 24 – 32 hours/week unless there is a shortfall they may get up to 40hrs/week. The Chief stated he likes to keep an average of 6 part time officers, the Township does not pay the best but does not pay the worse either. The Chief stated he has plans on changing tactics on how officers respond to calls. Walker asked do we have mutual aid? The Chief stated we do, but you don't want to wait if someone is getting hurt. The Chief also asked if it was OK with the Supervisor's to purchase a 4<sup>th</sup> camera so that all police vehicles are equipped. The Supervisor's did not have any problems with this. The Chief also stated that this is the third year so he will purchasing a new vehicle and for 3 years they allocate \$10,000/year so that no loan is needed to purchase said vehicle, which is also purchased thru the state bid which Tri Star motors located in Blairsville is part of where said vehicle will be purchased. The Chief stated he does rotate the vehicles and is planning to get away from using the Ford Crown Vic and eventually have all AWD vehicles, having to cover 44 miles of road takes a toll on the cars.

**EMC REPORT - None**

**ENGINEERS REPORT**

Mr. Kerchner stated he has an update in regards to payment to RJF for the Whitten Hollow Drainage Project. Mr. Kerchner stated he has received the 2 years maintenance bond. The invoice can now be paid.

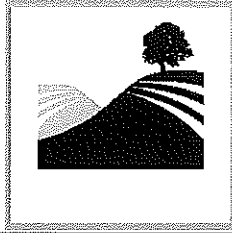
**PLANNING COMMISSION –**

Land Development Plan – Cell Tower Site

The Commission received a review letter from Bankson Engineers dated December 20, 2016 for the Minor Land Development Plan for a cell tower on the Robert Krajci property off of Rich Hill Road. The submission was acceptable, however, there were items that still needed addressed. George Hart of Bankson indicated on the letter that Land Development approval should not be granted at this time until the items are addressed. Leon Yurkin moved to table action until Bankson's items are addressed, seconded by George Richard and all were in favor.

**SOLICITORS REPORT –**

Wished everyone a Happy New Year.



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**NEW BUSINESS**

A motion was made by Walker second by Dombroski, to appoint Ken Slahtovsky to Planning Commission, said term to expire on January 1, 2021.

Motion passed 2 – 0, Uhler was opposed

A motion was made by Walker, second by Dombroski, to adopt Resolution #1-2017, appointments for year 2017.

Motion passed 3 – 0

A motion was made by Walker second by Dombroski to adopt Resolution #2-2017, setting the 2017 millage rate for general purposes at .10 mills and .35 mills for Fire Hydrant.

Motion passed 3–0

A motion was made by Walker second by Uhler to adopt Resolution #3-2017, setting the general fee schedule, costs, charges and expenses pursuant to Township Ordinance for the year 2017.

Motion passed 3 – 0

A motion was made by Walker second by Uhler to adopt Resolution #4-2017, appointing Melissa A. Cortileso, Secretary, as the authorized representative to make requests 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 #5-2017, adopting the Sewer Disposal System fees for the year 2017.

Motion passed 3 – 0

A motion was made by Walker second by Uhler to appoint Melissa A. Cortileso, Secretary as the delegate to the Westmoreland County Tax Collection Committee and Greg Primm as the designated alternate for the year 2017.

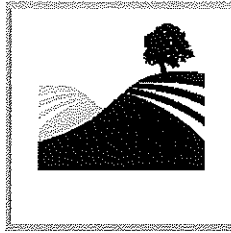
Motion passed 3 – 0

A motion was made by Walker second by Uhler to enter into a formal engagement with DeBlasio Associates to perform the 2016 Audit of the Township and Township Tax Collector.

Motion passed 3 – 0

A motion was made by Walker second by Dombroski to enter into a formal engagement to lock in rates for the next three (3) years with DeBlasio Associates for the Township Audit and Township Tax Collector Audit.

Motion passed 3- 0



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A motion was made by Walker second by Dombroski to pay RJF Development in the amount of \$13,300 for the Whitten Hollow Road Drainage Improvements based on the Engineer's recommendation once the Two-Year Maintenance is received.

Motion passed 3 – 0

A motion was made by Walker second by Uhler to accept with regrets the resignation of Part Time Patrolman, Jacob Skunda.

Motion passed 3 – 0

A motion was made by Walker second by Dombroski to hire Jacob Beth Mort as Part Time Patrolman contingent upon passing all state mandated testing.

Motion passed 3 – 0

A motion was made by Walker second by Dombroski to purchase a new 2017 Ford SUV police vehicle.

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**

Supervisor Walker thanked everyone for coming to the meeting.

#### **ADJOURNMENT**

Motion made by Walker, second by Dombroski, to adjourn, meeting adjourned at 7:46 p.m.

Minutes Submitted by:

Melissa A. Cortileso

Note\*\*\* Next monthly meeting, will be held on February 1, 2017, beginning at 7:00 pm

**UPPER BURRELL TOWNSHIP  
ANNUAL ORGANIZATION MEETING  
3735 SEVENTH STREET  
NEW KENSINGTON, PA 15068  
JANUARY 3, 2017**

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, Solicitor, Stephen Yakopec 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 \$100 per hour. Motion made by Mr. Walker. Mr. Uhler 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. Dombroski 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. Dombroski 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:** George Richard for a 4 year term expiring in 2021. Motion made by Mr. Walker second by Mr. Uhler. All in favor.

Motion passed 3 – 0

**ZONING HEARING BOARD:** W. Kahle Johnson for a 3 year term expiring in 2020. 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. Uhler . 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 January 3, 2017 and Planning Commission Meetings as the third Tuesday of every month beginning at 7:00 p.m., with the exception of May 17, 2017. 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 2017 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 2017 at the established IRS rate. Mr. Uhler second. All in favor.

Motion passed 3 - 0

Mr. Walker made a motion to approve the 2017 Wage Schedule for Township Employees.  
Mr. Uhler second. Mr. Dombroski abstained.  
Motion passed 2-0. Retroactive to January 1, 2017.

Mr. Walker made a motion to approve the Police Compensation as set by the second year of their five year contract. Mr. Dombroski second. All in favor. Retroactive to January 1, 2017.  
Motion passed 3 - 0

Mr. Walker made a motion to approve the 2017 Full-Time Benefit Schedule for Township Employees.  
Mr. Uhler second. Mr. Dombroski abstained.  
Motion passed 2-0. Retroactive to January 1, 2017.

Mr. Walker made a motion to summarize all the appointments in resolution format and number at Resolution No. 1 of 2017. Mr. Uhler 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 7:10 pm.

Minutes submitted by:  
Melissa A. Cortilesio

Next Meeting will be held on Monday, February 1, 2017