

AGENDA
UPPER BURRELL TOWNSHIP
BOARD OF SUPERVISORS
ORGANIZATIONAL MEETING
JANUARY 2, 2018

1) Call to Order, Pledge of Allegiance – Peter Dombroski

2) Board of Supervisors – Election of Officers

- a) Selection of Chairman of the Board
- b) Selection of Vice-Chairman

3) Appointments

- a) Motion to Re-appoint Melissa A. Cortilesio, /Secretary/Treasurer for the year 2018.
- b) Motion to Re-appoint Melissa A. Cortilesio, Right to Know Officer for the 2018.
- c) Motion to appoint Stephen Yakopec, Solicitor for 2018 at the rate of \$100.00 per hour.
- d) Motion to appoint David Kerchner and Bankson Engineers as the Township Engineer at the company rate for services.
- e) Motion to appoint Joyce A. Ewing as the Collector of Per Capita and Local Service Tax for 2018.
- f) Motion to appoint Collection Services Center as Per Capita Delinquent Tax Collector for Per Capita Tax for 2018.
- g) Motion to appoint Norm George as Sewage Enforcement Officer.
- h) Motion to appoint Hoffman Kennels as the Animal Control agency.
- i) Motion to appoint David Knox as the Emergency Management Coordinator.
- j) Motion to appoint Timothy Weitzel as Vacancy Board Member.
- k) Motion to appoint Scott Chermak and Professional Code Services as the Code Enforcement Officer, Zoning Officer and Building Inspector for 2018.
- l) Motion to appoint First National Bank as the Depository of Funds for 2018.
- m) Motion to appoint Peter F. Dombroski as Roadmaster.
- n) Motion to appoint DeBlasio and DeBlasio as the independent auditor for year ending 12/31/2017
- o) Motion to appoint Harlan Stone as the Zoning Hearing Board Solicitor.
- p) Motion to reappoint Tom O'Brien to a four-year term on the Planning Commission which will expire the first Monday of January 2022.
- q) Motion to reappoint Pat Cancro to a three-year term on the Zoning Hearing Board, term ending January 2021.
- r) Motion to reappoint Jeff Ewing as Deputy Tax Collector for the year 2018.
- s) Motion to hire Steve Keiser as a Full Time Employee with the provided benefits.

4) Organizational Business

- a) Motion to establish Regular Meetings of the Board of Supervisors as the first Wednesday of every month beginning at 7:00 p.m., with the exception of Tuesday, July 2, 2018; Planning Commission Meetings as the third Tuesday of every month beginning at 7:00 p.m., with the exception of Wednesday, May 16, 2018. All meetings will be held at the Township Municipal Building.
- b) Motion to establish office hours as 8:00 a.m. through 4:00 p.m., Monday through Friday.
- c) Motion to establish Treasurer's Bond for 2013 in the amount of \$1,000,000.00.
- d) Motion to authorize the Treasurer to pay Payroll Bi-weekly and bills paid weekly.
- e) Motion to set the mileage reimbursement for 2018 at the established IRS rate.
- f) Motion to approve the Wage Schedule for Township Employees, retroactive to the beginning of the current pay period.
- g) Motion to approve Police Compensation. Police Wages as set by the third year of their five year contract according to the Collective Bargaining Agreement, specifically Article VI, Section 1.
- h) Motion to approve of the Full-Time Employee Benefit Schedule.
- i) Motion to summarize these appointments in resolution format and number as Resolution No. 1 of 2018.

5) Public Comment

6) Adjournment of the Organization Meeting.

Motion to adjourn _____ Second _____ at _____ p.m.