

AGENDA  
UPPER BURRELL TOWNSHIP  
BOARD OF SUPERVISORS  
ORGANIZATIONAL MEETING  
JANUARY 7, 2019

**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 2019.
- b) Motion to Re-appoint Melissa A. Cortilesio, Right to Know Officer for the 2019.
- c) Motion to appoint Stephen Yakopec, Solicitor for 2019 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 2019.
- f) Motion to appoint Collection Services Center as Per Capita Delinquent Tax Collector for Per Capita Tax for 2019.
- 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 2019.
- l) Motion to appoint First National Bank as the Depository of Funds for 2019.
- m) Motion to appoint Peter F. Dombroski as Roadmaster.
- n) Motion to appoint DeBlasio and DeBlasio as the independent auditor for year ending 12/31/2018
- o) Motion to appoint Harlan Stone as the Zoning Hearing Board Solicitor.
- p) Motion to reappoint Rick Ryan to a four-year term on the Planning Commission which will expire the first Monday of January 2023.
- q) Motion to reappoint Pete Raspanti to a three-year term on the Zoning Hearing Board, which will expire the first Monday of January 2022.
- r) Motion to reappoint Jeff Ewing as Deputy Tax Collector for the year 2019.

**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., Planning Commission Meetings as the third Tuesday of every month beginning at 7:00 p.m., with the exception of the month of May which will be held on Wednesday, May 22, 2019. 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 2019 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 2019 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 fourth year of their five year contract according to the Collective Bargaining Agreement, specifically Article VI, Section 1, retroactive to the beginning of the current pay period.
- h) Motion to approve of the Full-Time Employee Benefit Schedule, retroactive to the beginning of the year.
- i) Motion to summarize these appointments in resolution format and number as Resolution No. 1 of 2019.

**5) Public Comment**

**6) Adjournment of the Organization Meeting.**

Motion to adjourn \_\_\_\_\_ Second \_\_\_\_\_ at \_\_\_\_\_ p.m.

AGENDA  
UPPER BURRELL TOWNSHIP  
BOARD OF SUPERVISORS  
REGULAR MEETING  
JANUARY 7, 2019

**1. Call to Order – Chairman Walker**

**2. Open to the Floor-Item on the Agenda**

*The Board will now hear public comments from residents and tax payers of Upper Burrell Township on any agenda item at this time. Please state your name and address for the official meeting minutes.*

**3. Minutes**

Minutes from the December 5, 2018 Regular Meeting are submitted for the Board's review and approval.

**4. Correspondence**

- The following is a list of Resolutions that will need to be adopted.
  - #2-2019 – Fixing the Tax Rate for Fiscal Year 2019- 10.0 mills for General Purposes and .2 mills for Fire Hydrants
  - #3 – 2019 - Adopting the general fee schedule, costs, charges and expenses.
  - #4 – 2019– Appointing Melissa A. Cortilesio, Secretary, as the authorized representative to make requests and upon and receive any and all tax information and records from Berkheimer Associates.
  - #5 – 2019 - Adopting the Sewer Disposal Systems fees for the year 2018.
  - #6 – 2019 - Appointing Melissa A. Cortilesio, Secretary, as the delegate to the Westmoreland County Tax Collection Committee and Greg Primm as the designated alternate for the year 2019.
  
- Received Act 14 Notification, Calliope Well Pad Project, under the requirements of Acts 14, 67 and 127 of the Municipalities Planning Code, is to inform the Township that, on behalf of HHEX, Civil & Environmental Consultants, Inc. is applying to the PA DEP for authorization under the ESCGP-3 Permit for construction of the Calliope Well Pad Project.

Project Location: The proposed site is located of White Cloud Road approximately 3,520 feet east of the intersection of 7<sup>th</sup> Street Road (SR780) and White Cloud Road.

Project Description: The project will consist of the construction of an approximately 500 foot long by 350 foot wide natural gas well pad, an approximately 75 foot long by 75 foot wide valve pad, and an approximately 1,350 foot long by 24 foot wide gravel access driveway. The project will also consist of the construction of the permanent stormwater management best management practices. (BMP).

- Received notice from the PA Department of Labor and Industry, who did perform a five year audit on August 21, 2018 by Inspector Joe Muscatello to determine if the adequate administration and enforcement of the accessibility requirements of the UCC is occurring in Upper Burrell Township, where Scott Chermak serves as the Building Code Official. There were several basic accessibility issues reported in the follow-up audit review. As Indicated in the findings, one of the issues being discovered as audits are conducted is the tendency of building owners to make unauthorized changes to a building after the certificate of occupancy has been issued. The Department has determined that Upper Burrell Twp. has completed this five-year audit review. The Department will conduct the next audit during the five-year period subsequent to this audit.
- Received a copy of the January 1 – December 31, 2017, Audit of the Magisterial District Judge, Cheryl Peck-Yakopec, in their opinion the financial statements referred to above present fairly, in all material respects, the Statement of Assets, Liabilities, and Undisbursed Receipts-Modified Cash Basis, of the Magisterial District Court 10-1-04, as of December 31, 2017 and its Cash Receipts, Disbursements, and Balance Modified Cash Basis for the year then ended on the basis of accounting as described in Note 1.
- Received the Annual Engagement Letter from DeBlasio & DeBlasio Associates, for the financial records of the Township for the year 2018 and also the Tax Collector. Fees for these services will be at our standard hourly rate plus out-of-pocket costs, (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses will not exceed \$5,500.00, for the Township Audit, and fees for the Tax Collector will be based on the actual time spend at our standard hourly rates of \$175.00/per hour for the manager, \$100.00/per hour for the senior and \$75.00/per hour for the staff.
- Received notice from CNX notifying the Township that CNX Gas Co., is applying for permits to Drill and Operate Gas Wells.

Project Location: 178 Evans Road, Export, PA – Washington Township  
Mamont South 1GHSU, 1HHSU, 1JHSU, 1KHSU

- Received Act 14 Notification, Selene Well Pad Project, under the requirements of Acts 14, 67 and 127 of the Municipalities Planning Code, is to inform the Township that, on behalf of HHEX, Civil & Environmental Consultants, Inc. is applying to the PA DEP for authorization under the ESCGP-3 Permit for construction of the Selene Well Pad Project.

Project Location: The proposed site is located off of 7<sup>th</sup> Street Road (SR 780) approximately 975 feet south of the intersection of White Cloud Road and SR 780.

Project Description: The proposed project consists of the construction of an approximate (500' by 330') gravel natural gas well pad and associated access road. The project will also consist of the construction of the permanent stormwater management best management practices (BMP).

- Received correspondence from PA Department of Transportation, stating they are currently developing construction plans for surface improvement which will include

milling, resurfacing the existing pavement, and other miscellaneous construction, along Milligantown Road and Schafer Road.

**6) Road Report**

**7) Police Report**

- a) Emergency Management

**8) Engineers Report**

**9) Planning Commission – None**

**10) Solicitors Report**

**11) New Business**

- A. Motion to adopt Resolution #2-2019, fixing the tax rate for the fiscal year 2019. 10.0 mills for general township purposes and .2 mills for fire hydrants.
- A. Motion to adopt Resolution #3-2019, the general fee schedule, costs, charges and expenses pursuant to Township Ordinance for the year 2019.
- B. Motion to adopt Resolution #4-2019, to appoint Melissa A. Cortilesio, Secretary, as the authorized representative to make requests upon and receive any and all tax information and records from Berkheimer Associates.
- C. Motion to adopt Resolution #5-2019 adopting the Sewer Disposal System fees for the year 2019.
- D. Motion to adopt Resolution #6-2019, to appoint Melissa A. Cortilesio, Secretary as the delegate to the Westmoreland County Tax Collection Committee and Greg Primm as the designated alternate for the year 2019.
- E. Motion to accept the Engagement letter from DeBlasio & DeBlasio Associates for Audit fees for the year ending 2018 for the Township Records.
- F. Motion to accept the Engagement letter from DeBlasio & DeBlasio Associates for Audit fees for the year ending 2018 for the Tax Collector Records.
- G. Motion to approve tentative collective bargaining agreement with USW, retroactive to January 1, 2019.
- H. Motion to pay all the bills and accept the financial report for the month of December.

**12) Pay all Bills & Financial Report**

GENERAL FUND

Beginning Balance    \$ 927,723.52  
Receipts                    44,453.40  
Expenditures            308,380.45  
Closing Balance        \$ 663,796.47

CAPITAL RESERVE FUND

Beginning Balance    \$ 270,770.73  
Receipts                    152,507.37  
Expenditures            -0-  
Closing Balance        \$ 423,278.10

FIRE HYDRANT TAX

Beginning Balance    \$ 6,730.62  
Receipts                    53.29  
Expenditures            1,480.00  
Closing Balance        \$ 5,303.91

STATE AID FUND

Beginning Balance    \$ 139,246.34  
Receipts                    164.19  
Expenditures            16,514.43  
Closing Balance        \$ 122,896.10

**13) Open to the Floor**

*The Board will now hear public comments from residents and tax payers of Upper Burrell Township on any non-agenda item at this time. Please state your name and address for the official meeting minutes.*

**14) Adjournment**

Motion to adjourn \_\_\_\_\_ Second \_\_\_\_\_ at \_\_\_\_\_ p.m.

\*Please note that there may be addendums to this agenda.

The next monthly meeting will be held on Wednesday, February 6, 2019 beginning at 7:00 p.m.