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**MINUTES**  
**REGULAR MEETING OF THE**  
**UPPER BURRELL SUPERVISORS**  
**WEDNESDAY, JANUARY 2, 2018**  
**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**  
                             **Michael P. Conley, Supervisor**

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

**OPENING OF BIDS – None**

**OPEN TO THE FLOOR – None**

**APPROVAL OF THE MINUTES**

Motion made by Walker, second by Dombroski to approve the minutes of the December 13, 2017, regular meeting of the Township Supervisors.  
Motion passed 3-0.

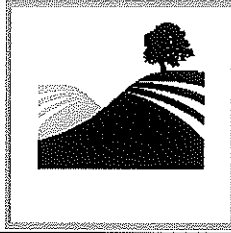
**CORRESPONDENCE**

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 the majority of time was spent on cutting up dead Ash trees that fell, servicing the vehicles, ditch cleaning and removed 2 large screen TV's that were dumped along the roadway.

Dombroski wished everyone a Happy New Year.

**POLICE REPORT –** 64 calls for the month. The department did participate in the Cops in the Shop Program, where the Officers go to Walmart and shop with children who suffered an unfortunate incident and get to spend \$150.00 on whatever they choose. Walmart also provides, hats, scarfs and gloves. For the year the Department has 994 incidents just a little down from last year, they are making more arrests and 209 Traffic Offenses for the year.



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**EMC REPORT - None**

**ENGINEERS REPORT**

Mr. Kerchner stated he did receive the driveway permit for the Thalia impoundment site and will get it reviewed.

Mr. Kerchner stated that the Menk Road Cross Drain project did have a pre-construction meeting discussing the start date. Mr. Kerchner recommended that a no cost change order be done due to weather for the ending date of the project.

**PLANNING COMMISSION – None**

**SOLICITORS REPORT –**

Solicitor Yakopec reported that he will have to a Findings of Fact and Conclusion on law for the Zeus Well Pad since UBCAMP took an appeal. Yakopec stated this will not hold up work on the Zeus Pad unless on injunction were put in place and then a big bond would be required in which case he conclude that Huntley & Huntley will strongly fight. No date for this hearing has been set yet. Judge McCormick has retired and now Judge Smail will hear the case.

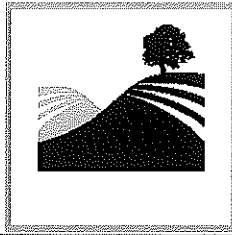
Solicitor Yakopec asked the Supervisors to give some consideration to address the inconsistencies in the Township Oil and Gas Ordinance. Yakopec stated he had previously done this by got caught up when all the setback issues came up. If this does not get address another company could this of right.

Yakopec stated still waiting the decision of the Gorse and Frederick cases. Ken Slahtovksy asked what these two cases have to do with Upper Burrell Township. Yakopec replied this will cover the state on all conditional uses thru out the Commonwealth. Yakopec stated that Allegheny Township's Ordinance is less stringent than ours.

A motion was made by Walker second by Dombroski to limit the comment speaking time when addressing/commenting to the board during a meeting to three minutes.  
Motion passed 3 – 0.

**NEW BUSINESS**

- A. A motion was made by Walker second by Dombroski to reappoint Tom O'Brien to the Planning Commission for a 4 year term with said commission to expire on January 1, 2022.  
Motion passed 3 – 0.
  
- B. A motion was made by Walker second by Dombroski to reappoint Pat Cancro to the Zoning Hearing Board for a 3 year term with said commission to expire on January 1, 2021.  
Motion passed 3 – 0.
  
- C. A motion was made by Walker second by Conley to adopt Resolution #1, appointments for year 2018. Motion passed 3 – 0.



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- D. A motion was made by Walker second by Conley to adopt Resolution #2, the general fee schedule, costs, charges and expenses pursuant to Township Ordinance for year 2018. Motion passed 3 – 0.
  - E. A motion was made by Walker second by Conley to adopt Resolution #3, 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. Motion passed 3 – 0.
  - F. A motion was made by Walker second by Conley to adopt Resolution #4, adopting the Sewer Disposal System fees for the year 2018. Motion passed 3 – 0.
  - G. A motion was made by Walker second by Conley to adopt Resolution #5, 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 2018. Motion passed 3 – 0.
  - H. A motion was made by Walker second by Conley to accept and enter into a formal engagement with DeBlasio & DeBlasio, CPA, to do the 2017 Audit of the Township and costs to not exceed, \$5,450.00. Motion passed 3 – 0.
  - I. A motion was made Walker second by Conley to pass Resolution #6-2018, to oppose HB 1620, which would amend the Wireless Broadband Collocation Act to provide a statewide preemption of local zoning for wireless facilities. Motion passed 3 – 0.
  - J. A motion was made by Conley second by Walker to pay all the bills and accept the financial report for the month of December.

**OPEN TO THE FLOOR –**

Ken Slahtovsky, 6200 Schafer Drive, commended Huntley & Huntley on the work that was done on Bethesda Drive. Mr. Slahtovsky stated they did a fantastic job. Walker stated that is a great example of a first class business.

George Hawdon asked is there is a time limit on the UBCAMP appeal? Yakopec replied No and they could appeal again and move up thru the court system.

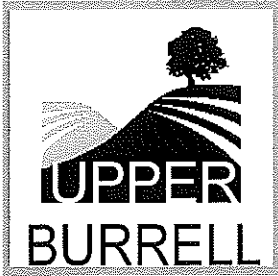
Supervisor Walker thanked and praised all of the Township employees for the years of service and dedication to the township along with the Solicitor and Engineer.

**ADJOURNMENT**

Motion made by Walker, second by Dombroski to adjourn, meeting adjourned at 7:44 p.m.

Minutes Submitted by: Melissa A. Cortilesio,

Note\*\*\* Next monthly meeting, will be held on March 7, 2018 beginning at 7:00 pm



ESTABLISHED 1879

Westmoreland County, Commonwealth of Pennsylvania

3735 SEVENTH STREET ROAD  
NEW KENSINGTON, PA 15068

T 724.335.3517  
F 724.335.9475

T O W N S H I P

SUPERVISOR'S MEETING  
ATTENDANCE RECORD  
JANUARY 2, 2018

NAME	ADDRESS
KEN SCAHTORSKY	6200 SCHAFER DR.
Frank Ross	1228 MARKLE RD
George Housler	412 Hillman
Mike Golombrowski	1367 OAKLAKE RD
Dave Knox	1307 OAKLAKE

**UPPER BURRELL TOWNSHIP  
ANNUAL ORGANIZATION MEETING  
3735 SEVENTH STREET  
NEW KENSINGTON, PA 15068  
JANUARY 2, 2018**

Supervisor Peter F. 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, Michael P. Conley, Engineer, David Kerchner, Solicitor, Stephen Yakopec, Jr. and Secretary, Melissa Cortileso. These appointments were made and voted upon as follows:

**BOARD OF SUPERVISORS - ELECTION OF OFFICERS**

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

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

**APPOINTMENTS:**

**TOWNSHIP SECRETARY:** Melissa Cortileso. Motion made by Mr. Walker second by Mr. Dombroski. All in favor. Motion passed 3-0.

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

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

**ACT 511 TAX COLLECTOR:** Joyce A. Ewing as collector of Per Capita and Local Service Tax for the year 2018. Motion made by Mr. Walker second by Mr. Dombroski. All in favor. Motion passed 3-0.

**ACT 511 DELINQUENT TAX COLLECTOR:** Collection Service Center as collector of Delinquent Act 511 taxes for the year 2018. Motion made by Mr. Walker second by Mr. Dombroski. All in favor. Motion passed 3-0.

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

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

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

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

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

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

**INDEPENDENT AUDITORS:** DeBlasio and DeBlasio. Motion made by Mr. Walker second by Mr. Dombroski for year ending 2017. All in favor. Motion passed 3-0.

**PLANNING COMMISSION:** Tom O'Brien, four year term which will expire the first Monday of January 2022. Motion made by Mr. Walker second by Mr. Dombroski. All in favor. Motion passed 3-0.

**ZONING HEARING BOARD MEMBER:** Pat Cancro to a three-year term, ending January 2021 Motion made by Mr. Walker second by Mr. Dombroski . All in favor. Motion passed 3-0.

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

**DEPUTY TAX COLLECTOR:** Jeff Ewing for the year 2018, Motion made by Mr. Walker second by Mr. Dombroski. All in favor. Motion passed 3 -0.

**FULL-TIME HIRE:** Steve Keiser with provided benefits. Motion made by Mr. Walker second by Mr. Dombroski. All in favor. Motion passed 3-0.

### **ORGANIZATIONAL BUSINESS**

Mr. Walker made a motion second by Mr. Conley 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 Thursday, July 5, and Planning Commission Meetings as the third Tuesday of every month beginning at 7:00 p.m., with the exception of Wednesday, May 16. All meetings will be held at the Township Municipal Building. 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. Conley second. All in favor. Motion passed 3-0.

Mr. Walker made a motion to establish the Treasurer's Bond for 2018 in the amount of \$1,000,000.00. Mr. Conley 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. Conley second. All in favor. Motion passed 3-0.

Mr. Walker made a motion to set the mileage reimbursement for 2018 at the established IRS rate. Mr. Conley second. All in favor. Motion passed 3-0.

Mr. Walker made a motion to approve the 2018 Wage Schedule for Township Employees. Mr. Conley second. Mr. Dombroski abstained. Motion passed 2-0.

Mr. Walker made a motion to approve the Police Compensation as set by the third year of their five year contract. Mr. Conley second. All in favor. Motion passed 3-0.

Mr. Walker made a motion to approve the 2018 Full-Time Benefit Schedule for Township Employees. Mr. Conley second. Mr. Dombroski abstained. Motion passed 2-0.

Mr. Walker made a motion to summarize all the appointments in resolution format and number at Resolution No. 1 of 2018. Mr. Conley second. All in favor.

**OPEN TO THE FLOOR – PUBLIC COMMENT:** None

### **ADJOURNMENT OF THE ORGANIZATIONAL MEETING:**

Mr. Walker made a motion to adjourn second by Mr. Dombroski. Meeting adjourned at 7:03 p.m.

Minutes submitted by: Melissa Cortileso

Next meeting will held on Wednesday, February 7, 2018