

MEETING MINUTES
REGULAR MEETING OF THE
UPPER BURRELL SUPERVISORS
MONDAY, JANUARY 7, 2019
MEETING ROOM, 3735 - 7TH 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, Jr., Vice Chairman
 Michael P. Conley, Supervisor

Also present: David Kerchner, Engineer
 Melissa A. Cortileso, Secretary
 Raymond Sekula, Solicitor

OPENING OF BIDS – None

OPEN TO THE FLOOR –

APPROVAL OF THE MINUTES

Motion made by Walker, second by Dombroski to approve the minutes of the December 5, 2018, regular meeting of the Township Supervisors.

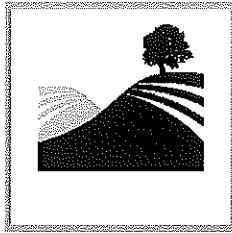
Motion passed 3-0.

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 – Vice Chairman Dombroski reported that the month was spent cleaning up after two snow removals, cutting up trees, cleaning out ditches, replacing several stolen signs and removing TV's and a couch from the roadway.

POLICE REPORT – 40 Incidents for the month. Chief Pate stated that in total for the year 2018 there were about 1100 calls, a little over than previous years. Pate stated a lot of the calls are theft, drugs, accidents and a burglary here or there. Sgt. Speer also reminded all residents to please call 911 when the police are needed.



EMC REPORT - Mr. Knox thanked the Supervisor's for his reappointment and also reminded residents to not give out any personal information when getting the calls for solicitation of monies.

ENGINEERS REPORT – Thanked the Supervisor's for his reappointment. Mr. Walker stated that he believes this is the 65th year for Bankson Engineers serving the Township.

Mr. Kerchner stated that after reviewing emails with the Secretary, he believed the RCAP would not be a grant program the Township would be eligible for. Mr. Kerchner stated that the Sewage Facilities Program may be a grant the Township could benefit from. This would allow the Township to possibly finish the 537 Plan. If interested please let him know and he can work up some figures. Also this would be a 50% matching grant.

Mr. Kerchner stated that only one (1) remaining easement for the Lincoln Beach Drainage Project is needed and they have been in touch with the homeowners. The homeowners did not like where the current line exits to Mr. Kerchner did change the alignment and now the homeowners would like to review this change.

Supervisor Walker stated he thought the Township was in line with the 537 Plan, but New Kensington cannot accept the flow. Kerchner stated a draft plan had been submitted to the DEP but got put on hold due to New Kensington updating the plant, since then the DEP has stated that too much time has passed and the Township will need to update the current 537 Plan.

Supervisor Walker at this time introduced James Plant, HHEX, Public Affairs Advisor. Mr. Plant stating that we will be seeing him more often at the meetings. Mr. Plant gave an update on the Zeus Well Pad stating that the plan is for the rig to arrive on Monday, January 14, 2019, with the drilling of two (2) more wells that such each take about 20 days.

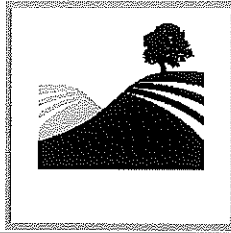
PLANNING COMMISSION – None

SOLICITORS REPORT – Mr. Sekula thanked the Supervisors for Steve Yakopec's reappointment.

NEW BUSINESS

- A. A motion was made by Walker second by Dombroski 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.
Motion passed 3 - 0

- B. A motion was made by Walker second by Conley to adopt Resolution #3-2019, the general fee schedule, costs, charges and expenses pursuant to Township Ordinance for the year 2019.
Motion passed 3 - 0



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- C. A motion was made by Walker second by Dombroski 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.
Motion Passed 3 - 0

 - D. A motion was made by Walker second by Conley to adopt Resolution #5-2019 adopting the Sewer Disposal System fees for the year 2019.
Motion passed 3 - 0

 - E. A motion was made by Walker second by Dombroski 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.
Motion passed 3 - 0

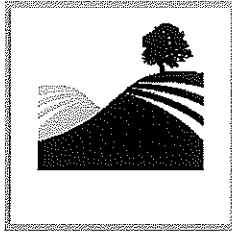
 - F. A motion was made by Walker second by Dombroski to accept the Engagement letter from DeBlasio & DeBlasio Associates for Audit fees for the year ending 2018 for the Township Records.
Motion passed 3 - 0

 - G. A motion was made by Walker second by Conley to accept the Engagement letter from DeBlasio & DeBlasio Associates for Audit fees for the year ending 2018 for the Tax Collector Records.
Motion passed 3 - 0

 - H. A motion was made by Walker second by Conley to approve tentative collective bargaining agreement with USW, retroactive to January 1, 2019.
Motion passed 2 – 0, with Dombroski abstaining

 - I. A motion was made by Conley second by Walker to pay all the bills and accept the financial report for the month of December.
Motion passed 3 – 0

 - J. A motion was made by Walker second by Dombroski to send if interested any member to attend the Ninth Annual Municipal Roundtable, on Friday, January 25, 2019.
Motion passed 3 - 0



OPEN TO THE FLOOR –

Paul Romito, 900 Menk Road, asked if by chance under the financial report if possible, could a yearly report be posted?

Mr. Romito officially announced he was planning to run for Supervisor in the May Primary.

Ken Slahtovsky, 6200 Schafer Drive, if the letter from the PennDot contained any more information about the planned work for Schafer and Milligantown Roads?

ADJOURNMENT

Motion made by Walker, second by Conley to adjourn, meeting adjourned at 7:38 p.m.

Minutes Submitted by: Melissa A. Cortileso,

Note*** Next monthly meeting, will be held on February 6, 2019 beginning at 7:00 p.m.

**UPPER BURRELL TOWNSHIP
ANNUAL ORGANIZATION MEETING
3735 SEVENTH STREET
NEW KENSINGTON, PA 15068
JANUARY 7, 2019**

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, Raymond Sekula 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. Conley. 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. Conley. 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 2019. Motion made by Mr. Walker second by Mr. Conley. 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 2019. 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. Conley. 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. Conley. 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 2018. All in favor. Motion passed 3-0.

PLANNING COMMISSION: Rick Ryan, four year term which will expire the first Monday of January 2023. Motion made by Mr. Walker second by Mr. Dombroski. All in favor. Motion passed 3-0.

ZONING HEARING BOARD MEMBER: Pete Raspanti to a three-year term, ending January 2022 Motion made by Mr. Walker second by Mr. Conley . All in favor. Motion passed 3-0.

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

DEPUTY TAX COLLECTOR: Jeff Ewing for the year 2019, 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., and Planning Commission Meetings as the third Tuesday of every month beginning at 7:00 p.m., with the exception of Wednesday, May 22, 2019. 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. Dombroski second. All in favor. Motion passed 3-0.

Mr. Walker made a motion to establish the Treasurer's Bond for 2019 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. Dombroski second. All in favor. Motion passed 3-0.

Mr. Walker made a motion to set the mileage reimbursement for 2019 at the established IRS rate. Mr. Conley second. All in favor. Motion passed 3-0.

Mr. Walker made a motion to approve the 2019 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 fourth year of their five year contract. Mr. Dombroski second. All in favor. Motion passed 3-0.

Mr. Walker made a motion to approve the 2019 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 2019. 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 7:11 p.m.

Minutes submitted by: Melissa Cortileso

Next meeting will held on Wednesday, February 6, 2019