

**UPPER BURRELL TOWNSHIP
ANNUAL ORGANIZATION MEETING
3735 SEVENTH STREET
NEW KENSINGTON, PA 15068
JANUARY 5, 2015**

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, Jr. and Secretary, Melissa Cortilesio. 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. Cortilesio. Motion made by Mr. Walker. Mr. Uhler second. All in favor.

SOLICITOR: Stephen Yakopec, Jr. at a rate of \$115 per hour. Motion made by Mr. Walker. Mr. Dombroski second. All in favor.

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

ACT 511 TAX COLLECTOR: Joyce A. Ewing as collector of Per Capita Taxes and Local Services Taxes for year 2015. Motion made by Mr. Walker. Mr. Uhler second. All in favor.

ACT 511 DELINQUENT TAX COLLECTOR: Collection Service Center as collector of Per Capita and Local Service Tax for 2015. Motion made by Mr. Walker. Mr. Uhler second. All in favor.

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

ALTERNATE SEWAGE ENFORCEMENT OFFICER: Professional Code Services, Robert Koch. Motion made by Mr. Walker. Mr. Dombroski second. All in favor.

ANIMAL CONTROL: Hoffman Kennels, Inc. Motion made by Mr. Walker. Mr. Uhler second. All in favor.

EMERGENCY MANAGEMENT COORDINATOR: David Knox. Motion made by Mr. Walker. Mr. Uhler second. All in favor.

VACANCY BOARD MEMBER: Timothy Weitzel. Motion made by Mr. Walker. Mr. Uhler second. All in favor.

CODE ENFORCEMENT OFFICER, ZONING OFFICER, and BUILDING INSPECTOR: Professional Code Services, Scott Chermak. Motion made by Mr. Walker. Mr. Dombroski second. All in favor.

DEPOSITORY OF FUNDS: First National Bank. Motion made by Mr. Walker. Mr. Uhler second. All in favor.

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.

ZONING HEARING BOARD SOLICITOR: Harlan Stone. Motion made by Mr. Walker. Mr. Uhler second. All in favor.

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 Wednesday, April 8th, and Wednesday, September 16th, and Planning Commission Meetings as the third Tuesday of every month beginning at 7:00 p.m. with the exception of Wednesday, May 20th, 2015. All meetings will be held at the Township Municipal Building. Mr. Dombroski second. All in favor.

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.

Mr. Walker made a motion to establish the Treasurer's Bond for 2015 in the amount of \$1,000,000.00. Mr. Dombroski second. All in favor.

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.

Mr. Walker made a motion to set the mileage reimbursement for 2015 at the established IRS rate. Mr. Uhler second. All in favor.

Mr. Walker made a motion to approve the 2015 Wage Schedule for Township Employees. Mr. Uhler second. Mr. Dombroski abstained. Motion passed 2-0. Retroactive to January 1, 2015

Mr. Walker made a motion to approve the Police Compensation as set by the first year of their three year contract. Mr. Dombroski second. All in favor. Retroactive to January 1, 2015

Mr. Walker made a motion to approve the 2015 Full-Time Benefit Schedule for Township Employees. Mr. Uhler second. Mr. Dombroski abstained. Motion passed 2-0. Retroactive to January 1, 2015

Mr. Walker made a motion to summarize all the appointments in resolution format and number at Resolution No. 1 of 2015. Mr. Dombroski second. All in favor.

PUBLIC COMMENT - None

ADJOURNMENT OF THE ORGANIZATION MEETING.

Mr. Walker made a motion to adjourn second by Mr. Dombroski, meeting adjourned at 7:08 pm.

Minutes submitted by:
Melissa A. Cortileso

Next Meeting will be held on Monday, February 2, 2015