

**UPPER BURRELL TOWNSHIP
ANNUAL ORGANIZATION MEETING
3735 SEVENTH STREET
NEW KENSINGTON, PA 15068
JANUARY 6, 2020**

Supervisor Michael P. Conley 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, Kenneth R. Slahtovsky, Engineer, David Kerchner, Solicitor, Stephen Yakopec and Secretary, Melissa Cortilesos. 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. Conley second by Mr. Slahtovsky. All in favor. Mr. Walker abstained. Motion passed 2-0.

VICE-CHAIRMAN: Michael P. Conley. Motion made by Mr. Walker second by Mr. Slahtovsky. All in favor. Mr. Conley abstained. Motion passed 2-0.

APPOINTMENTS:

TOWNSHIP SECRETARY: Melissa Cortilesos. Motion made by Mr. Walker second by Mr. Conley. All in favor. Motion passed 3-0.

RIGHT TO KNOW OFFICER: Melissa Cortilesos. 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. Conley. 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 2020. 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 2020. Motion made by Mr. Walker second by Mr. Conley. All in favor. Motion passed 3-0.

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

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

ROADMASTER: Kenneth R. Slahtovsky. Motion made by Mr. Walker second by Mr. Conley. Mr. Slahtovsky abstained. Motion Passed 2-0.

INDEPENDENT AUDITORS: DeBlasio and DeBlasio. Motion made by Mr. Walker second by Mr. Conley for year ending 2019. All in favor. Motion passed 3-0.

PLANNING COMMISSION: John Daniel Hosac, to a four year term which will expire the first Monday of January 2024. Motion made by Mr. Walker second by Mr. Conley. All in favor. Motion passed 3-0.

ZONING HEARING BOARD MEMBER: Paul Schwan to a three-year term, ending January 2023.

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 2020, Motion made by Mr. Walker second by Mr. Conley. All in favor. Motion passed 3 -0.

ELECTED AUDITOR: Motion to appoint _____ to fill vacant Elected Auditor seat vacated by Mr. Jordan. Motion made by Walker second by Conley to table this item. Due to not having interest at this point.

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. Conley second. All in favor. Motion passed 3-0.

Mr. Walker made a motion to establish the Treasurer's Bond for 2020 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 2020 at the established IRS rate. Mr. Conley second. All in favor. Motion passed 3-0.

Mr. Walker made a motion to approve the 2020 Wage Schedule for Township Employees. Mr. Conley second. Motion passed 3-0.

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

Mr. Walker made a motion to approve the 2020 Full-Time Benefit Schedule for Township Employees. Mr. Conley second. Motion passed 3-0.

Mr. Walker made a motion to summarize all the appointments in resolution format and number at Resolution No. 1 of 2020. Mr. Conley second. All in favor. Motion passed 3 - 0

Mr. Walker made a motion second by Mr. Conley to send Ross G. Walker, III and Kenneth Slahtovsky to attend the Annual PSAT'S Annual Conference to be held on May 3 – 6, 2020 in Hershey, PA. All in favor. Motion passed 3 – 0

Mr. Walker made a motion second by Mr. Slahtovsky to designate Ross G. Walker, III as the designated voting delegate in attendance at the Annual PSAT'S Conference. All in favor. Motion passed 3 - 0

OPEN TO THE FLOOR – PUBLIC COMMENT:

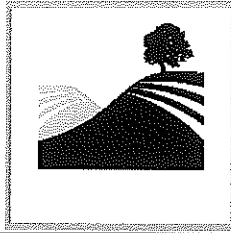
Dan Myers, 200 Barnview Drive, asked if any bids were solicited for the depository of funds. Walker replied no we did not.

ADJOURNMENT OF THE ORGANIZATIONAL MEETING:

Mr. Walker made a motion to adjourn second by Mr. Slahtovsky. Meeting adjourned at 7:06 p.m.

Minutes submitted by: Melissa Cortileo

Next meeting will held on Wednesday, February 5, 2020



REGULAR MEETING MINUTES
REGULAR MEETING OF THE
UPPER BURRELL SUPERVISORS
WEDNESDAY, JANUARY 6, 2020
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
 Michael P. Conley, Vice Chairman
 Kenneth R. Slahtovsky , Supervisor

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

OPENING OF BIDS – None

OPEN TO THE FLOOR – None

APPROVAL OF THE MINUTES

Motion made by Walker, second by Conley to approve the minutes of the December 4, 2019, regular meeting of the Township Supervisors.

Motion passed 3-0.

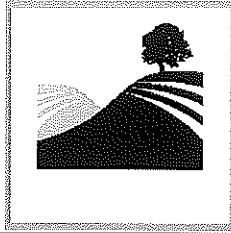
CORRESPONDENCE

Chairman Walker asked Mrs. Cortilesio, to review the correspondence from the month. Mrs. Cortilesio reviewed the items that were listed on the agenda.

ROAD REPORT – Supervisor Slahtovsky reported that for the month of December time was spent spreading Anti -Skid, cleaning culverts, patching roads and normal maintenance on vehicles and equipment.

POLICE REPORT – None

EMC REPORT -None



ENGINEERS REPORT – Dave Kerchner reported the Pete and someone from Dave’s office and the contractor will be meeting next Tuesday, January 14, 2020 to look at reprofile road work on Whitten Hollow and Turkey Ridge and they will also be looking at cross drains. Mr. Kerchner stated that the Lincoln Beach Paving Project will need to be rebid again, these funds will come from the CDBG Program. Mr. Kerchner stated he hopes to have estimates for next month’s meeting and get permission to bid.

Conley asked about some catch basins in the Chapeldale area of the Township. Mr. Kerchner stated that in the report he received from the Road Department this has been asked to be looked at. Kerchner stated he wanted to look into the grade adjustments by using a rubber material which seems to hold up better than concrete and also look into the inlet work.

PLANNING COMMISSION

Dohmen No. 1 Subdivision Lot Line Revision

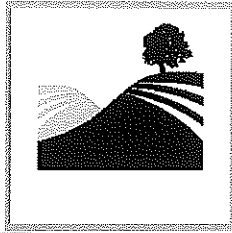
John Dohmen presented a lot line revision for their two lot subdivision along Oak Lake Road. The 2.58 acre lot was expanded to 3.0 acres to accommodate the needed side yard setback for an existing carport. The adjacent 3.67 acre lot was reduced to 3.25 acres.

The Zoning Hearing Board previously approved a variance for a front yard setback for the existing carport. After a discussion Leon Yurkin moved to approve the plan, seconded by Rick Ryan and Tom O’Brien and George Richard were in favor. Ken Slahtovsky abstained.

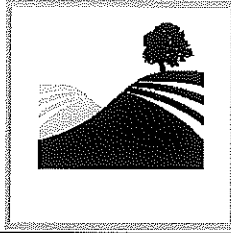
SOLICITORS REPORT – None

NEW BUSINESS

- A. Motion made by Walker second by Slahtovsky to adopt Resolution #2-2020, the general fee schedule, costs, charges and expenses pursuant to Township Ordinance for the year 2020. Motion passed 3 – 0.
- B. Motion made by Walker second by Conley to adopt Resolution #3-2020, 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.
- C. Motion made by Walker second by Slahtovsky to adopt Resolution #4-2020 adopting the Sewer Disposal System fees for the year 2020. Motion passes 3 – 0.
- D. Motion made by Walker second by Conley to adopt Resolution #5-2020, 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 2020. Motion passed 3 – 0.



-
- E. Motion made by Walker second by Slahtovsky to adopt Resolution #6-2020, fixing the tax rate for the fiscal year 2020. 10.0 mills for the general township and .2 mills for fire hydrants. Motion passed 3 – 0.
 - F. Motion made by Walker second by Conley to accept the Engagement letter from DeBlasio & DeBlasio Associates for Audit fees for the year ending 2019 for the Township Records. Motion passed 3 – 0.
 - G. Motion made by Walker second by Slahtovsky to accept the Engagement letter from DeBlasio & DeBlasio Associates for Audit fees for the year ending 2019 for the Tax Collector Records. Motion passed 3 – 0.
 - H. Motion made by Walker second by Slahtovsky to accept with regrets the resignation of Chester Lockwood, Alternate Member of the Zoning Hearing Board. Motion passed 3 – 0.
 - I. Motion made by Walker second by Conley to accept with regrets the resignation of Kenneth Slahtovsky, from the Planning Commission. Motion passed 3 – 0. Slahtovsky abstained.
 - J. Motion made by Walker second by Slahtovsky to appoint Chester Lockwood to the Planning Commission to fill the vacant seat of Kenneth Slahtovsky. Motion passed 3 – 0.
 - K. Motion made by Walker second by Conley to accept with regrets the resignation of Part Time Patrolman, Matthew DeChicchis. Motion passed 3 – 0.
 - L. Motion made by Walker second by Slahtovsky to hire Hunter Tackett as a Part Time Patrolman. Motion passed 3 – 0.
 - M. Motion made by Walker second by Conley to accept with regrets the resignation of Ignatius Bondi as a Part Time Patrolman. Motion passed 3 – 0.
 - N. Motion made by Walker second by Slahtovsky to grant the Dohmen No. 1 Subdivision Lot Line Revision. Motion passed 3 – 0.
 - O. Motion made by Walker second by Conley to hire Matthew Feldmeier as a Part Time Patrolman. Motion passed 3 – 0.



-
- P. Motion made by Conley second by Walker to pay all the bills and accept the financial report for the month of December 2019. Motion passed 3 – 0.
- Q. Motion made by Walker second by Conley to release the funds in the amount of \$33,235.00 for the purchase of the new 2020 Ford Explorer Interceptor through the current COSTAR state pricing contract through Tri Star Motors.
Motion passed 3 – 0.

OPEN TO THE FLOOR –

David Venter, 1200 Menk Road, thanked the Township for changing the pipes along Menk Road, but also wanted to know what if any plans were in place for this year for repairs to Menk Road other than patching and mowing? Mr. Venter stated that if wait much longer there won't be any road left to repair, Menk Road is nothing but potholes. Kerchner stated that Menk Road was a priority in 2019, however due to funding this work was postponed. Kerchner stated it is on the list the Road Department provided, again not sure if funding will be available.

Paul Romito, 900 Menk Road, stated that a number of years ago the Long Range Road Maintenance Plan was put together and since then nothing has been done. Mr. Romito stated that Menk Road is falling apart, there are 5 slides along this road. The township needs a plan and needs to devote funds to get this road work done.

George Richard, 350 Hunter Hill Road, asked if any repairs were planned for Hunter Hill Road for the upcoming year? Kerchner stated he believes possibly some cross drain replacement work. Mr. Richard also stated that Lower Drennen is also in bad shape.

Paul Kaczor, 1024 Merwin Road, asked if any permit has been issued yet for the property located next to his? Mr. Kaczor stated to date the horses have not been moved. Mr. Kaczor asked can the horses be moved until this matter is resolved and then be brought back at a later date? Conley stated that he will call Scott Chermak first thing tomorrow and see what can be done to this matter resolved. Kerchner stated the zoning map was created back in the early 1970's and someone should be able to determine approximately where the line is located that separates the properties two separate zoned areas.

Dan Myers, 200 Barnview Drive, asked if this new 2020 police vehicle will be a replacement vehicle or an addition to the fleet? Walker replied a replacement vehicle. Myers stated police are tough on vehicles, the Township should spend the amount of money used on the Police Department to fix roads. Myers stated with all the money the Township has they should spend it to fix the roads or reduce his taxes. Walker stated let's make the roads a priority.

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 5, 2020, beginning at 7:00 p.m.