

AGENDA
UPPER BURRELL TOWNSHIP
BOARD OF SUPERVISORS
REGULAR MEETING
JANUARY 4, 2021

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 2, 2020, 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 – 2021 - Adopting the general fee schedule, costs, charges and expenses.
 - #3 – 2021– Appointing Melissa A. Cortileso, Secretary, as the authorized representative to make requests and upon and receive any and all tax information and records from Berkheimer Associates.
 - #4 – 2021 - Adopting the Sewer Disposal Systems fees for the year 2018.
 - #5 – 2021 - Appointing Melissa A. Cortileso, Secretary, as the delegate to the Westmoreland County Tax Collection Committee and Greg Primm as the designated alternate for the year 2021.

- Received a letter of resignation from Connor Dobransky, Part-Time Patrolman, thanking the Chief and the Supervisors for the opportunity to have worked in the community.

- Received a letter of request from Kress Restoration asking for the funds for the Clark Fire Escrow funds for the fire damage at 205 Rocky Lane be released. Professional Code Services has issued the Occupancy Inspection.

- Received a request from Tax Collector, Joyce Ewing, asking for Resolution #6-2021, be passed in regards to raising the cost of tax certification and duplicate bill requests in the amount of \$20.00 and the Tax Collector is authorized to retain such fees.

- Received correspondence from DeBlasio & DeBlasio Associates in regards to the Tax Collector's 2018 & 2019 financial statements, stating they did not encounter any significant difficulties in dealing with management and completing the audit.

6) Road Report

7) Police Report

- a) Emergency Management

8) Engineers Report

9) Planning Commission –

Land Development Plan – Dollar General Store

Michael Lusaitis, P.E. of SESI, present to answer any questions the Commission had regarding their December 8, 2020 revision of the plans to respond to Bankson Engineers, November 13, 2020 comment letter. The Commission had not had time to review their revised plans and Bankson Engineers as of this date has not commented on their revised plans. Mr. Lusaitis did review some of the plan changes including shifting the building and dumpster area to meet Bankson's offset requirements from Dewey Drives. They have also added a screening fence along Dewey Drive to reduce visibility of their building from residents along Dewey Drive. The plans do not show a direct connection for the storm outflow pipe to the PennDot inlet along Route 780, although they would have no objections to do that. The Commission will wait for Bankson's review of the revised plans before taking action on the submission.

10) Solicitors Report

11) New Business

- A. Motion to adopt Resolution #2-2021, the general fee schedule, costs, charges and expenses pursuant to Township Ordinance for the year 2021.
- B. Motion to adopt Resolution #3-2021, to appoint Melissa A. Cortileso, 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 #4-2021 adopting the Sewer Disposal System fees for the year 2021.
- D. Motion to adopt Resolution #5-2021, to appoint Melissa A. Cortileso, Secretary as the delegate to the Westmoreland County Tax Collection Committee and Greg Primm as the designated alternate for the year 2021.
- E. Motion to accept the Engagement letter from DeBlasio & DeBlasio Associates for Audit fees for the year ending 2020 for the Township Records.
- F. Motion to accept the Engagement letter from DeBlasio & DeBlasio Associates for Audit fees for the year ending 2020 for the Tax Collector Records.
- G. Motion to accept with regrets the resignation of Part-Time Patrolman, Connor Dobransky.

- H. Motion to grant the request to Kress Builders to release the Clark Fire Escrow Funds for the fire damage at 205 Rocky Lane.
- I. Motion to pass Resolution #6-2021, to raise the cost of tax certification and duplicate bill requests in the amount of \$20.00 and the Tax Collector is authorized to retain such fees.
- J. Motion to pay all the bills and accept the financial report for the month of December 2020.

12. Pay all Bills & Financial Report

<u>GENERAL FUND</u>		<u>CAPITAL RESERVE FUND</u>	
Beginning Balance	\$ 825,443.85	Beginning Balance	\$ 649,652.28
Receipts	80,461.89	Receipts	100,166.28
Expenditures	238,829.53	Expenditures	237,237.44
Closing Balance	\$ 667,076.21	Closing Balance	\$ 512,581.12
 <u>FIRE HYDRANT TAX</u>		 <u>STATE AID FUND</u>	
Beginning Balance	\$ 4,378.62	Beginning Balance	\$ 313,975.89
Receipts	12.85	Receipts	80.00
Expenditures	0	Expenditures	0
Closing Balance	\$ 4,391.47	Closing Balance	\$ 314,055.89

12) 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.

13) 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 3, 2021 beginning at 7:00 p.m.