

**UPPER BURRELL TOWNSHIP  
ANNUAL ORGANIZATION MEETING  
3735 SEVENTH STREET  
NEW KENSINGTON, PA 15068  
JANUARY 4, 2021**

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 Kenneth R. Slahtovsky, Ross G. Walker, III (call in) Engineer, David Kerchner, Solicitor, John Pallone 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. Conley second by Mr. Slahtovsky. All in favor. Conley & Slahtovsky 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: Motion made by Walker second by Conley to approve appointments A – U. All in favor. Motion passed 3 – 0.**

- A) TOWNSHIP SECRETARY:** Melissa Cortileso.
- B) RIGHT TO KNOW OFFICER:** Melissa Cortileso.
- C) SOLICITOR:** Stephen Yakopec, Jr. at a rate of \$100 per hour.
- D) ENGINEER:** Bankson Engineers – Dave Kerchner at the company rate for services.
- E) ACT 511 TAX COLLECTOR:** Joyce A. Ewing as collector of Per Capita and Local Service Tax for the year 2021.
- F) ACT 511 DELINQUENT TAX COLLECTOR:** Collection Service Center as collector of Delinquent Act 511 taxes for the year 2021.
- G) SEWAGE ENFORCEMENT OFFICER:** Professional Code Services, Norm George.
- H) ALTERNATE SEWAGE ENFORCEMENT OFFICER:** Tim Neal and Randy Louis.
- I) ANIMAL CONTROL:** Hoffman Kennels, Inc.
- J) EMERGENCY MANAGEMENT COORDINATOR:** David Knox.
- K) VACANCY BOARD MEMBER:** Timothy Weitzel.
- L) CODE ENFORCEMENT OFFICER, ZONING OFFICER, and BUILDING INSPECTOR:** Professional Code Services, Scott Chermak.
- M) DEPOSITORY OF FUNDS:** First National Bank.
- N) ROADMASTER:** Kenneth R. Slahtovsky & Michael Conley.
- O) FULL TIME EMPLOYEE:** Michael Conley retroactive to the beginning of the year.
- P) INDEPENDENT AUDITORS:** DeBlasio and DeBlasio.
- Q) ZONING HEARING BOARD SOLICITOR:** Harlan Stone.
- R) PLANNING COMMISSION:** George Richard, to a four year term which will expire the first Monday of January 2024.
- S) ZONING HEARING BOARD MEMBER:** Paul Schwan to a three-year term, ending January 2023.
- T) DEPUTY TAX COLLECTOR:** Jeff Ewing for the year 2021.
- U) ELECTED AUDITOR:** Motion to appoint Ross G. Walker, IV, to fill vacant Elected Auditor seat vacated by Mr. Jordan.

**ORGANIZATIONAL BUSINESS: Motion made by Walker second by Slahtovsky to approve the business A thru I. All in favor. Motion passed 3 – 0.**

- A) 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 the month of May which will be held on, Wednesday, May 19, 2021. All meetings will be held at the Township Municipal Building.
- B) Establish office hours as 8:00 a.m. until 4:00 p.m., Monday through Friday.
- C) Treasurer's Bond for 2021 in the amount of \$1,000,000.00.
- D) Authorize the Treasurer to pay the Payroll bi-weekly and the bills weekly.
- E) Set the mileage reimbursement for 2021 at the established IRS rate.
- F) Approve the 2021 Wage Schedule for Township Employees, retroactive to the beginning of the current pay period.
- G) Approve the Police Compensation as set by the first year of their five year contract, retroactive to the beginning of the current pay period.
- H) Approve the 2021 Full-Time Benefit Schedule for Township Employees, retroactive to the beginning of the year.
- I) Approve appointments in resolution format and number at Resolution No. 1 of 2021.

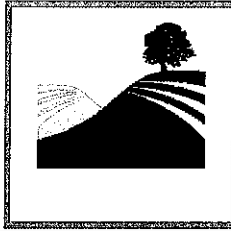
**OPEN TO THE FLOOR – PUBLIC COMMENT:**

**ADJOURNMENT OF THE ORGANIZATIONAL MEETING:**

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

Minutes submitted by: Melissa Cortileso

Next meeting will held on Wednesday, February 3, 2021



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**REGULAR MEETING MINUTES**  
**REGULAR MEETING OF THE**  
**UPPER BURRELL SUPERVISORS**  
**MONDAY, JANUARY 4, 2021**  
**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 (CALLED IN)**  
                          **Michael P. Conley, Vice Chairman**  
                          **Kenneth R. Slahtovsky, Supervisor**

**Also present:** David Kerchner, Engineer  
                          Melissa A. Cortileso, Secretary  
                          John Pallone, Solicitor

**OPENING OF BIDS** – None

**OPEN TO THE FLOOR** – None

**APPROVAL OF THE MINUTES**

Motion made by Walker, second by Slahtovsky to approve the minutes of the December 2, 2020 regular meeting. Motion passed 3-0.

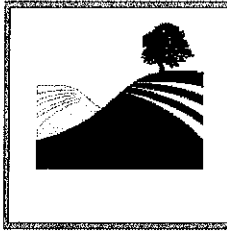
**CORRESPONDENCE**

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 Slahtovsky reported that most of the time spent was on snow removal and maintenance of the winter equipment. Slahtovsky commended the Road Department a job well done and reminded residents that any help they can give by keeping the area around their mailbox and driveway cleared during the winter storms would be appreciated.

**POLICE REPORT** – None

**EMC REPORT** – None.



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**ENGINEERS REPORT – Dave Kerchner reported the following:**

The contractor for the Whitten Hollow and Turkey Ridge Road paving project has successfully turned in all the required paperwork and has been paid in full.

Kerchner also reported that the Lincoln Beach Paving Project is also having the same binding issue as the Turkey Ridge, Whitten Hollow Paving Project, stating the same material mixture was used. Kerchner stated they are working on getting this resolved. Kerchner stated they did discuss having the contractor place another layer of overlay, the contractor stated he is willing to do it but wants to split the cost with the Township. Kerchner stated that no the Township will not split the cost and he is still required to make the repairs. Conley stated the road is almost back to the original condition.

Kerchner reported that they did provide a 4 page review with around 20 issues with the Land Development Application for the Dollar General Site along with some Zoning issues. Kerchner reported they did not recommend approval until all issues have been addressed. Kerchner stated they will have a report ready before the January Planning Commission meeting.

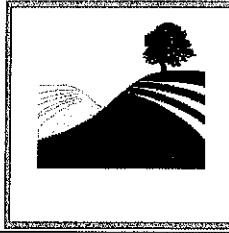
**PLANNING COMMISSION -**

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.

**SOLICITORS REPORT –**

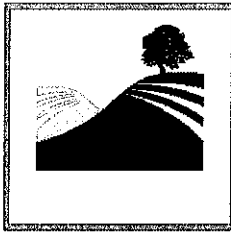
Mr. Pallone reported that Solicitor Yakopec did recommend meeting with the Auditor who did the Fire Department audit to review said report and get more details. Walker stated at this time the Supervisors have decided to delay the approval of the requested Fire Tax, 2 of the largest tax basis in the Township have filed an appeal with the County to have their taxes appealed. The Supervisor's want to wait until the courts make a decision on the taxes, to see how much this appeal could affect the overall funds the proposed tax could generate.



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## **NEW BUSINESS**

- A. A motion was made by Walker second by Slahtovsky to adopt Resolution #2-2021, the general fee schedule, costs, charges and expenses pursuant to Township Ordinance for the year 2021. Motion passed 3 – 0.
- B. A motion was made by Walker second by Conley to adopt Resolution #3-2021, 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. A motion was made by Walker second by Slahtovsky to adopt Resolution #4-2021 adopting the Sewer Disposal System fees for the year 2021. Motion passed 3 – 0.
- D. A motion was made by Walker second by Conley to adopt Resolution #5-2021, 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 2021. Motion passed 3 – 0.
- E. A motion was made by Walker second by Slahtovsky to accept the Engagement letter from DeBlasio & DeBlasio Associates for Audit fees for the year ending 2020 for the Township Records. Motion passed 3 – 0.
- F. 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 2020 for the Tax Collector Records. Motion passed 3 – 0.
- G. A motion was made by Walker second by Slahtovsky to accept with regrets the resignation of Part-Time Patrolman, Connor Dobransky. Motion passed 3 – 0.
- H. A motion was made by Walker second by Conley to grant the request to Kress Builders to release the Clark Fire Escrow Funds for the fire damage at 205 Rocky Lane. Motion passed 3 – 0.
- I. A motion was made by Walker second by Slahtovsky 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. Motion passed 3 – 0.
- J. A motion was made by Conley second by Walker to pay and ratify all the bills and accept the financial report for the month of December 2020. Motion passed 3 – 0.



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## **OPEN TO THE FLOOR –**

Curt Britton, 108 Rustic Lane, asked, is the proposed Fire Tax on hold? Conley replied yes, waiting for the court decision on the tax appeal filed by Arconic and Siemens. The school district will be handling this issue, however Solicitor Yakopec will be involved. Solicitor Pallone explained the calculating system that the County will use to determine the present assessed value of both properties.

Kevin Hogan, UBVFD, stated will there be a follow up meeting to discuss the tax? Hogan stated there are deadlines the fire hall has to meet.

Rick Jones, stated that he would like to be stated that once the Supervisor's meet with the Auditor who performed said audit and get the outcome of the tax appeal, that a another meeting will be held to include the committee that Chairman Walker set back in August. Walker replied yes there will be another meeting to continue discussions on the proposed fire tax.

Solicitor Pallone stated that before any decision can be made on a proposed fire tax, the Supervisor's must convene at a public meeting with a motion and passed.

Joyce Ewing, 201 Stoney Hill Road, asked Mr. Hogan what these deadline are.

Dan Myers, 200 Barnview Drive, stated is the new fire truck what is needed or just what they want. Myers stated you could save on the cost of the truck by having a shorter ladder. Myers asked what and how did you come to the figure of costing taxpayers around a \$40.00 increase? Myers also asked about the cost of insuring the new truck and cost of maintenance.

Pearl Jones, 201 Merwin Road, asked if the tax appeal that is currently being appealed going to affect all tax payers in the Township and open the Township up to being reassessed? Pallone replied no, this current appeal only affects the parcels of property that are being appealed. Pallone stated that usually the parties negotiate a settlement. Conley stated that he did his appeal over the phone due to the Covid restrictions, he explained that the property in question was no longer being used as a golf course and is now considered dead land. Conley stated there were no objections on his appeal. Dan Myers stated these companies were given tax breaks when the first built their businesses and now they want another break. Pallone stated the Industrial Park was done by using the Keystone opportunity which allowed the businesses to pay a percentage of taxes over a 10 year period. Pallone stated had this opportunity not been available there would probably not be an Industrial Park. Conley stated that Solicitor Yakopec is following the appeal and he will inform the Supervisors and meeting will get started and the Supervisors will come to a decision.

## **ADJOURNMENT**

Motion made by Walker, second by Conley to adjourn, meeting adjourned at 7:43 p.m.

Minutes Submitted by: Melissa A. Cortileso,

Note\*\*\* Next monthly meeting, will be held on March 3, 2021, beginning at 7:00 p.m.