AGENDA
UPPER BURRELL TOWNSHIP
BOARD OF SUPERVISORS
REGULAR MEETING
February 1, 2023

1. **Call to Order – Chairman Walker**

   Opening of Bids - None

   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.

2. **Minutes**
   Minutes from the January 2, 2023, Reorganizational and Regular Meeting are submitted for the Board's review and approval.

3. **Correspondence**

   - Received correspondence from Michael Moore, Bankson Engineers, requesting the following to be put out bid (see below) and have the bid opening, Friday, February 24, 2023 at 11:00 am and award said bids at the March 1, 2023 meeting.

     Contract #22-22 (Rebid)
     Whitten Hollow Road Single Asphalt Seal Coat – 3650 s.y.
     Turkey Ridge Road – Single Asphalt Seal Coat – 13,225 s.y.
     Hillview Drive Double Asphalt Seal Coat – 3900 s.y.
     Woodland Road Double Asphalt Seal Coat – 5670 s.y.

     Contract #23-1
     Hillvew Drive 1-1/2" thick WMA Wearing Court – 3900 s.y.

   - Received correspondence from Bankson Engineers on behalf of HMP grant, needing Resolution #2427 passed – Designation of agent, this is designating someone to sign off to receive the payments once they begin. Julie Yu from PEMA recommends this person to be the Township Secretary.

   - Received an address request from Jordan Beecan, Lots 96 – 100, Mosaic Blvd., as per 911 addressing agency they recommend said address to be 287 Mosaic Blvd.

   - Received correspondence from Westmoreland County Election Warehouse Manager, confirming the use of the township building as the polling place for the May 16, 2023 – Municipal Primary and November 7, 2023 – Municipal Election.

4. **Road Report**

5. **Police Report –**
    a) Emergency Management Report

6. **Engineers Report**

7. **Planning Commission -**

Nonn Plan of Lots No. 3

Steve Nonn was present to discuss their property on both sides of Lower Drennen Road. After their internal discussion they have decided to rescind the subdivision plan they submitted to the township last fall. They now plan to resubmit a plan that indicates removing the lot lines between Parcel B and the residual area of Parcel 1 (9.09 acres) to make one larger lot that includes their dwelling. Parcel 301 and Parcel 2 would be combined as new Parcel 1. They also plan on possibly selling the area designated as Residual area of parcel 1 (7.852 acres) to an adjoining property owner. The Commission members had no problem with the Nonn's plan. They plan submitting a new plan showing the lot line removal. No Commission action was taken.

Zoning Change to Zoning Ordinance

Dan Myers was present to discuss the Supervisor's proposed zoning change to Chapter 350, Section 11F that would permit an accessory structure to be built on a lot without a principle structure on the lot for 3 years for the purpose of clearing the lot. This would apply only for parcels in the RA Zoning District. Dan had concerns about allowing this. At this time the Commission has not reviewed the proposed ordinance. Tom O'Brien said he understands the Solicitor is revising the original draft ordinance to include required stipulations prior to constructing an accessory structure. The Commission will comment on the revised draft ordinance after receiving an official copy from the Solicitor.

8. **Solicitor's Report**

9 **New Business**

A. Motion to have the Engineer prepare and advertise Contract #22-2.

B. Motion to have the Engineer prepare and advertise Contract #23-1.

C. Motion to adopt Resolution #2427 designating the Township Secretary, Melissa Cortileso to be the designation agent for all required forms and documents for the purpose of obtaining financial assistance for Hazard Mitigation Grant Program.

D. Motion to grant the address request to Jordan Beecan as per 911 addressing agency recommendation as 287 Mosaic Blvd.

E. Motion to grant permission to the Westmoreland County Elections Bureau to use the township building for the polling location for the May 16, 2023 Municipal Primary and November 27, 2023 Municipal Election.

F. Motion to adopt Resolution #6-2023, Upper Burrell Township declares its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved on July 16, 1993.

G. Motion to pay and ratify all the bills and accept the financial report for the month of January 2023.

10. Pay all Bills & Financial Report

GENERAL FUND		CAPITAL RESERVE FUND	
Beginning Balance	$ 802,839.82	Beginning Balance	$ 503,147.54
Receipts	20,424.54	Receipts	1,000.00
Expenditures	91,610.13	Expenditures	0
Closing Balance	$ 731,654.23	Closing Balance	$ 504,147.54

FIRE HYDRANT TAX		STATE AID FUND	
Beginning Balance	$ 1,909.01	Beginning Balance	$ 373,499.00
Receipts	55.67	Receipts	700.00
Expenditures	1,560.00	Expenditures	91,954.39
Closing Balance	$ 4 04.68	Closing Balance	$ 282,244.61

11. 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.

12. Adjournment

Motion to adjourn _____ Second _____ at _____ p.m.

Next meeting of the Township Supervisors will be held on Wednesday, March 1, 2023, beginning @ 7:00 pm