

**UPPER BURRELL TOWNSHIP
ANNUAL ORGANIZATION MEETING
3735 SEVENTH STREET
NEW KENSINGTON, PA 15068
JANUARY 3, 2023**

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, Engineer, Michael Moore, 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. Motion passed 2-0. Walker abstained.

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 – S.
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 – Michael Moore at the company rate for services.
- E) ACT 511 TAX COLLECTOR:** Melissa Baronie 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 2022.
- G) SEWAGE ENFORCEMENT OFFICER:** The EADS Group, Jonathan D. Barron
- H) ALTERNATE SEWAGE ENFORCEMENT OFFICER:** The EADS Group, on need basis
- 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:** Michael Conley and Kenneth Slahtovsky.
- O) INDEPENDENT AUDITORS:** DeBlasio and DeBlasio.
- P) ZONING HEARING BOARD SOLICITOR:** Harlan Stone.
- Q) PLANNING COMMISSION:** Tom O’Brien, to a four year term which will expire the first Monday of January 2025.
- R) ZONING HEARING BOARD MEMBER:** Pete Raspanti to a three-year term, ending January 2024.
- S) DEPUTY TAX COLLECTOR:** Joyce Ewing for the year 2023.

ORGANIZATIONAL BUSINESS: Motion made by Walker second by Slahtovsky to approve the business A thru J. 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 17, 2023. 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 2023 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 2023 at the established IRS rate.
- F) Approve the 2023 Wage Schedule for Township Employees, retroactive to the beginning of the current pay period.
- G) Approve the Road Department Compensation as set forth by the first year of their three year contract, retroactive to the beginning of the current pay period.
- H) Approve the Police Compensation as set by the third year of their five year contract, retroactive to the beginning of the current pay period.
- I) Approve the 2023 Full-Time Benefit Schedule for Township Employees, retroactive to the beginning of the year.
- J) Approve appointments in resolution format and number at Resolution No. 1 of 2023.

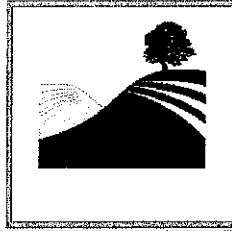
OPEN TO THE FLOOR – PUBLIC COMMENT: None

ADJOURNMENT OF THE ORGANIZATIONAL MEETING:

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

Minutes submitted by: Melissa Cortileso

Next meeting will held on Wednesday, February 1, 2023



**REGULAR MEETING OF THE
UPPER BURRELL SUPERVISORS
MONDAY, JANUARY 3, 2023
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: Michael Moore, Engineer
 Melissa A. Cortilesio, Secretary
 John Pallone, Solicitor

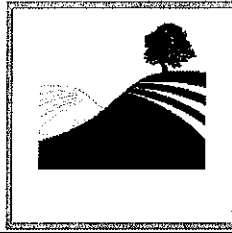
OPENING OF BIDS – None

OPEN TO THE FLOOR –

Dan Myers, 200 Barnview Drive asked about the correspondence from the solicitor in regards to amending the Zoning Code of Upper Burrell, Chapter 350, Section 350-11F, permitting an accessory structure to be built on a lot, without a structure on the lot, for 3 years for the purpose of clearing the lot. This applies only in the RA district. Myers wanted to know who directed the solicitor to make these changes and when the changes were discussed. Myers asked the Supervisors to look at the December meeting minutes to see if stated about giving the solicitor permission to make these changes and why this was not open to the public about the changes. Solicitor Pallone stated they are only giving the solicitor permission to advertise and that Mr. Myers wants to manage them and the statute allows for the Supervisors to make these changes. Pallone stated after the amendments are advertised the Supervisors will then take comments from the public. Myers stated that instead of amending the ordinance leave it the same and if a resident cannot follow the guidelines of the zoning ordinance they could then apply for a variance. After some discussion about how the changes came about, Conley stated that he had email communication with the solicitor in regards to these changes. Myers stated are these changes due to someone already in violation and now you want to change the rules. Pallone again stated that after the ordinance is advertised they will then ask for public comment.

APPROVAL OF THE MINUTES

Motion made by Walker, second by Slahtovsky to approve the minutes of the December 7, 2022, 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 most of the time was spent cleaning up storm debris, cleaning inlets and snow removal.

POLICE REPORT – None

EMC REPORT – None

ENGINEERS REPORT –

Michael Moore stated he just has the change order request and payment request which are included in the new business for Contract #22-3.

PLANNING COMMISSION –

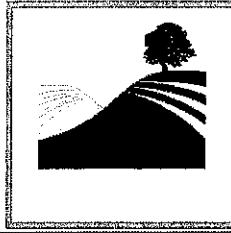
Ewing Consolidation Plan

David Ewing presented the plan along the south side of Route 780 to consolidate two adjacent parcels to from Lot 101. The Ewing's would like to build a garage on the vacant adjacent lot. Bankson Engineers reviewed the plan and in their letter dated November 15, 2022, had no negative comments. After a discussion, George Richard moved to approve the plan, seconded by Dennis Matto and all were in favor.

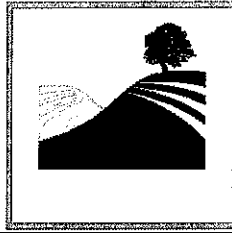
SOLICITORS REPORT – None

NEW BUSINESS

- A. A motion was made by Walker seconded by Conley to adopt Resolution #2-2023, the general fee schedule, costs, charges and expenses pursuant to Township Ordinance for the year 2023. Motion passed 3 – 0.
- B. A motion was made by Walker seconded by Sahtovsky to adopt Resolution #3-2023, 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. Motion passed 3 – 0.
- C. A motion was made by Walker seconded by Slahtovsky to adopt Resolution #4-2023 adopting the Sewer Disposal System fees for the year 2023. Motion passed 3 – 0.



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- D. A motion was made by Walker seconded by Conley to adopt Resolution #5-2023, 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 2023. Motion passed 3 – 0.
 - E. A motion was made by Walker seconded by Slahtovsky to accept the Engagement letter from DeBlasio & DeBlasio Associates for audit fees for the year ending 2022 for the Township records. Motion passed 3 – 0.
 - F. A motion was made by Walker seconded by Conley to accept the Engagement letter from DeBlasio & DeBlasio Associates for audit fees for the year ending 2022 for the Tax Collector records. Motion passed 3 – 0.
 - G. A motion was made by Walker seconded by Slahtovsky to have the solicitor advertise Ordinance #1-2023, amending the code of Upper Burrell Township, Zoning, Chapter 350, Section 350-11F, Permitting an accessory structure to be built on a lot, without a principle structure on the lots, for 3 years for the purposes of clearing the lot. This applies only the in the RA Zoning District. Motion passed 3-0
 - H. A motion was made by Walker seconded by Conley to approve the Ewing Consolidation Plan. Motion passed 3 – 0.
 - I. A motion was made by Walker seconded by Slahtovsky to appoint Ross G. Walker, III, Chairman, Upper Burrell Township Supervisors as the voting delegate representing the township at the annual business meeting, which will be held Tuesday, April 25, 2023, at the annual conference held in Hershey, PA. Motion passed 3 – 0.
 - J. A motion was made by Walker seconded by Conley to approve Change Order #1, in the deduct amount of \$27,075.00 for the reduction of guide rail length and number of posts, the reduction of guide rail removal, and the change in an end treatment. As per the Engineer’s recommendation. Motion passed 3 – 0.
 - K. A motion was made by Walker seconded by Slahtovsky to recommend payment in the amount of \$80,298.75 to Green Acres Contracting for the Whitten Hollow Road and Hartge Road Guide Rail Installation Project, Contract #22-3. No action taken on item K it has been moved to item M, as per the addendum page included with the meeting agenda.
 - L. A motion was made by Conley seconded by Walker to pay all the bills and accept the financial report for the month of December 2022.



M. A motion was made by Walker seconded by Slahtovsky to pay Green Acres Contracting in the amount of \$84,525.00 for the Whitten Hollow Road and Hartge Road Guide Rail Installation Project, Contract #22-3, as per the Engineer's recommendation.
Motion passed 3 – 0.

OPEN TO THE FLOOR

George Richard, 350 Hunter Hill Road stated a tree fell down across Hunter Hill Road stating part of the tree is covering the road allowing for one lane to remain open. Conley stated they will be down first thing in the morning to take care of it.

Dan Myers, 200 Barnview Drive, stated that in the October 5, 2022 meeting minutes, it stated that the solicitor would prepare correspondence that would go out to the residents stating about the state requirements in regards to smoke detectors and carbon monoxide detectors. Conley stated this has been done by the solicitor and the secretary stated she would send this to the Tax Collector so that it could be included in the tax statements that will be mailed out. Myers also asked about the seal coating project that was not able to be completed last year. Slahtovsky and the Engineer both stated they plan to advertise for bids in February and award the job at the March 2023 meeting.

Adjournment

A motion was made by Walker second by Conley to adjourn, meeting adjourned at 7:39 p.m.

Minutes Submitted by: Melissa A. Cortileso,

Note*** Next monthly meeting, will be held on Tuesday, January 3, 2023, beginning at 7:00 pm.