AGENDA
UPPER BURRELL TOWNSHIP
BOARD OF SUPERVISORS
REORGANIZATIONAL MEETING
JANUARY 2, 2024

1) **Call to Order, Pledge of Allegiance – Michael Conley**

2) **Board of Supervisors – Election of Officers**

   a) Selection of Chairman of the Board

   b) Selection of Vice-Chairman

3) **Appointments**

   a) Motion to Re-appoint Melissa A. Cortileso, /Secretary/Treasurer for the year 2024.

   b) Motion to Re-appoint Melissa A. Cortileso, Right to Know Officer for the 2024.

   c) Motion to appoint Stephen Yakopec, Solicitor for 2024, at the rate of $110.00 per hour.

   d) Motion to appoint Michael Moore and Bankson Engineers as the Township Engineer at the company rate for services.

   e) Motion to appoint Melissa Baronie as the Collector of Per Capita and Local Service Tax for 2024.

   f) Motion to appoint Collection Services Center as Per Capita Delinquent Tax Collector for Per Capita Tax for 2024.

   g) Motion to appoint Jonathan Barron, The EADS Group as Sewage Enforcement Officer.

   h) Motion to appoint The EADS Group as the Alternate Sewage Enforcement Officer.

   i) Motion to appoint Hoffman Kennels as the Animal Control agency.

   j) Motion to appoint David Knox as the Emergency Management Coordinator.

   k) Motion to appoint Peter Dombroski as a Vacancy Board Member.

   l) Motion to appoint Scott Chermak and Professional Code Services as the Code Enforcement Officer, Zoning Officer and Building Inspector for 2024.

   m) Motion to appoint David Knox to UCC Appeals Board.

   n) Motion to appoint First National Bank as the Depository of Funds for 2024.

   o) Motion to appoint Kenneth Slahtovsky and Michael Conley as Road masters.

   p) Motion to appoint DeBlasio and DeBlasio as the independent auditor for year ending 12/31/2023.

   q) Motion to appoint John Pallone as the Zoning Hearing Board Solicitor.

   r) Motion to appoint Rick Ryan and Dennis Matto to a four-year term on the Planning Commission which will expire the first Monday of January 2028.

   s) Motion to appoint Paul Schwan to a three-year term of the Zoning Hearing Board which will expire the first Monday of January 2027.

   t) Motion to appoint Joyce Ewing as Deputy Tax Collector for the year 2024.

4) **Organizational Business**

a) Motion to establish Regular Meetings of the Board of Supervisors as the first Wednesday of every month beginning at 7:00 p.m., Planning Commission Meetings as the third Tuesday of every month beginning at 7:00 p.m. All meetings will be held at the Township Municipal Building.

b) Motion to establish office hours as 8:00 a.m. through 4:00 p.m., Monday through Friday.

c) Motion to establish Treasurer's Bond for 2024 in the amount of $1,000,000.00.

d) Motion to authorize the Treasurer to pay Payroll Bi-weekly and bills paid weekly.

e) Motion to set the mileage reimbursement for 2024 at the established IRS rate.

f) Motion to approve the Wage Schedule for Township Employees, retroactive to the beginning of the current pay period.

g) Motion to approve the Road Department Compensation. Road Department Wages as set forth by the second year of the four year contract according to the Collective Bargaining Agreement, specifically Article VI - Section 1, retroactive to the beginning of the current pay period.

h) Motion to approve Police Compensation. Police Wages as set by the fourth year of their five year contract according to the Collective Bargaining Agreement, specifically Article VI, Section 1, retroactive to the beginning of the current pay period.

i) Motion to approve of the Full-Time Employee Benefit Schedule, retroactive to the beginning of the year.

j) Motion to summarize these appointments in resolution format and number as Resolution No. 1 of 2024.

5) **Public Comment**

6) **Adjournment of the Organization Meeting.**

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

Next regular scheduled meeting will be held on Wednesday, February 7, 2024, beginning at 7:00 p.m.