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

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 6, 2023, 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 – 2024- Adopting the general fee schedule, costs, charges and expenses.
     #3 – 2024– 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 – 2024 - Adopting the Sewer Disposal Systems fees for the year 2022.
     #5 – 2024 - 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 2024.

   - Received a letter resignation from Joyce Ewing, Elected Auditor, due to the position having a conflict of interest.

   - Received correspondence from the Westmoreland County Elections Bureau requesting the use of the Township Building as a polling location for the April 23, 2024, General Primary and November 5, 2024 for the General Election.

   - Received a request from Dan Myers, Zoning Hearing Board asking the Supervisors to consider adding two alternates to the Zoning Hearing Board.

   - Received correspondence from Jeffrey Balzer, Westmoreland County Controller, stating the financial statements for the Tax Collector period ending February 28, 2023 for Westmoreland County General Real Estate taxes and the supplemental taxes for the period ended September 30, 2022 present fairly.

Police Report

b) Emergency Management

6) **Engineers Report**

7) **Planning Commission –**

Kaforey Holdings/Xodus Medical Lot Consolidation

No one from the plan submitters attended. The plan consolidates two adjacent parcels to accommodate an addition to the Leeds parcel. After Bankson Engineers review comments, the engineer revised the drawing to indicate "Lot line to be removed". After a discussion, Chester Lockwood moved to approve the plan, seconded by George Richard an all were in favor.

Kaforey Holdings/Xodus Medical Preliminary/Final Land Development Plan at 702 Prominence Drive

No one from the plan submitters attended. The plan involves the necessary site grading and paving for a building addition to the Leeds parcel. The plans were reviewed by Bankson Engineers and comments were outlined in the December 6, 2023, letter. Bankson indicated that items including lot consolidation plan, E & S Control Plan, and Stormwater Management Plan should be approved prior to issuing an approval of this site plan. After a discussion, Dennis Matto recommend plan approval contingent on the above mentioned plan approvals, seconded by Rick Ryan and all were in favor.

8) **Zoning Hearing Board**

A meeting will take place on Wednesday, January 17, 2024 beginning at 7:00 p.m. A special meeting for general purposes on Wednesday, January 17, 2025 at 7:00 p.m. in person at the Upper Burrell Township Building.

The purpose is to announce the findings of the Board when an appeal is taken to Common Pleas Court as in this case. This would be for the Gary Schoepke variance for 1151 Oak Lake Road.

9) **Solicitors Report**

10) **New Business**

A. Motion to adopt Resolution #2-2024, the general fee schedule, costs, charges and expenses pursuant to Township Ordinance for the year 2024.

B. Motion to adopt Resolution #3-2024, 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 #4-2024 adopting the Sewer Disposal System fees for the year 2024.

D. Motion to adopt Resolution #5-2024, 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 2024.

E. Motion to accept the Engagement letter from DeBlasio & DeBlasio Associates for Audit fees for the year ending 2023 for the Township Records.

F. Motion to accept the Engagement letter from DeBlasio & DeBlasio Associates for Audit fees for the year ending 2023 for the Tax Collector Records.

G. Motion to accept with regrets the resignation of Joyce Ewing, Elected Auditor.

H. Motion to grant permission to the Westmoreland County Election Bureau to use the Township Building as the polling location for the General and Primary 2024 Elections.

I. Motion for Supervisor Michael Conley to attend the annual conference as the delegate on behalf of the Township as well as Ross Walker and Ken Slahtovsky as conference attendees.

J. Motion to grant the request of Dan Myers and add two additional alternate members to the Zoning Hearing Board.

K. Motion to approve the Kaforey Holdings/Xodus Medical Lot Consolidation based on the recommendation of the Planning Commission.

L. Motion to pay all the bills and accept the financial report for the month of December 2023.

12. Pay all Bills & Financial Report

GENERAL FUND	
Beginning Balance	$ 910,095.69
Receipts	87,374.22
Expenditures	143,643.74
Closing Balance	$ 802,839.82

CAPITAL RESERVE FUND	
Beginning Balance	$ 526,122.90
Receipts	1,050.00
Expenditures	0
Closing Balance	$ 527,172.90

FIRE HYDRANT TAX	
Beginning Balance	$ 451.75
Receipts	23.63
Expenditures	0
Closing Balance	$ 475.38

STATE AID FUND	
Beginning Balance	$ 395,160.90
Receipts	750.00
Expenditures	0
Closing Balance	$ 395,910.90

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.

The next monthly meeting will be held on Wednesday, February 7, 2024, beginning at 7:00 p.m.