

**UPPER BURRELL TOWNSHIP
ANNUAL ORGANIZATION MEETING
3735 SEVENTH STREET
NEW KENSINGTON, PA 15068
JANUARY 3, 2024**

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, Stephen Yakopec 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 Slahtovsky 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 \$110 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 2024.
- F) ACT 511 DELINQUENT TAX COLLECTOR:** Collection Service Center as collector of Delinquent Act 511 taxes for the year 2023.
- 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:** Peter Dombroski
- L) CODE ENFORCEMENT OFFICER, ZONING OFFICER, and BUILDING INSPECTOR:** Professional Code Services, Scott Chermak.
- M) UCC Appeals Board –** David Knox
- N) DEPOSITORY OF FUNDS:** First National Bank.
- O) ROADMASTER;** Michael Conley and Kenneth Slahtovsky.
- P) INDEPENDENT AUDITORS:** DeBlasio and DeBlasio.
- Q) ZONING HEARING BOARD SOLICITOR:** John Pallone
- R) PLANNING COMMISSION:** Dennis Matto and Rick Ryan, to a four year term which will expire the first Monday of January 2028.
- S) ZONING HEARING BOARD MEMBER:** Paul Schwan to a three-year term, ending January 2027.
- T) DEPUTY TAX COLLECTOR:** Joyce Ewing for the year 2024.

ORGANIZATIONAL BUSINESS: Motion made by Walker second by Slahtovsky to approve the business A thru E and G, H and J. All in favor. Motion passed 3 – 0. Letters F & I motion made by Walker second by Slahtovsky. All in favor. Motion passed 2 – 0. Conley abstained from F & I.

- 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.,. 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 2024 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 2024 at the established IRS rate.
- F) Approve the 2024 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 second year of their four year contract, retroactive to the beginning of the current pay period.
- H) Approve the Police Compensation as set by the fourth year of their five year contract, retroactive to the beginning of the current pay period.
- I) Approve the 2024 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 2024.

OPEN TO THE FLOOR – PUBLIC COMMENT:

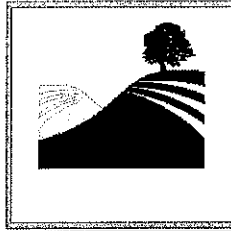
Dan Hosac, 1301 Menk Road, asked if the Supervisor’s looked into other banking institutions as the depositor for the township. Hosac stated he did mention this at the budget meeting. Hosac stated other institutions are paying higher interest and all banking can be done online.

ADJOURNMENT OF THE ORGANIZATIONAL MEETING:

Mr. Walker made a motion to adjourn second by Mr. Conley. Meeting adjourned at 7:05 p.m.

Minutes submitted by: Melissa Cortileso

Next meeting will held on Wednesday, February 7, 2024



**REGULAR MEETING OF THE
UPPER BURRELL SUPERVISORS
WEDNESDAY, JANUARY 2, 2024
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. Cortileso, Secretary
 Steve Yakopec, Solicitor

OPENING OF BIDS – None

OPEN TO THE FLOOR –

APPROVAL OF THE MINUTES -

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

CORRESPONDENCE -

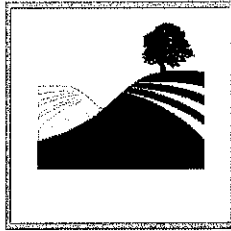
Chairman Walker asked Mrs. Cortileso, to review the correspondence from the month.

ROAD REPORT -

Supervisor Slahtovsky reported the time spent was cleaning up limbs and cleaning out inlets, patching Laing and Guyer Roads and painting STOP stencils down in Lincoln Beach, spreading anti-skid and winter maintenance on vehicles.

POLICE REPORT -

Chief Pate reported there were 908 - 911 calls for the year and an additional 10% of walk ins. The Chief stated that time has been spent on Greensburg Road, issuing speed warnings and citations. The department will be working on the 2024 MOPEC updates. Chief stated the new Officer Beaver is working out well, he is no stranger to the rural community. Officer Beaver did respond to the Lower Burrell last month. Dan Myers, stated the website still currently shows 7 Full Time Officers. Myers asked if any letters were mailed out to other communities for police support. Chief Pate stated, that his



understanding is that Washington Township wants to absorb Upper Burrell Township and not regionalize. Meaning they want to take everything, all equipment, etc. Supervisor Conley stated that Rich Gardner from Washington Township did reach out to him over the holidays. Conley stated he see if Mr. Gardner reaches out to him again. After some discussion it was determined that letters of support will be mailed out again to neighboring municipalities to see if there is any interest in Regionalization. Myers stated you need to determine what is best for the residents of the township and would you get better service is the department were to be absorbed. Chief replied yes you would probably have better service but once the contract were to expire the township would be left with nothing and would have to start all over again building a new department. Chief Pate stated you only have a few options, regionalize, hire more full time officers or disband. Chief Pate stated there are grants out there and the DCED is pushing for regionalization but no one wants to be aggressive with it. Putting services together and betting better use of money & resources.

Dan Hosac, 103 Menk Road, asked if the departments were to regionalize do they have to be from the same county. Chief Pate stated he believed that down in the Mon Valley they do cross county lines.

Dave Knox, Oak Lake Road, stated again about the speeding on Myers Drive. Knox stated the other day a car passed him on the double yellow line and he was able to snap a picture of the license plate. Chief Pate stated to call into the county to report this and they would file a citation on information received but that would require the person providing the information to have to go to court. Knox stated that when there is a call to 911 and no one in the township would be on duty, is there a list that 911 goes thru to neighboring communities to respond to the call. Chief Pate stated it is directed right to PSP.

EMC REPORT

Dave Knox, stated he did give two (2) radio quotes to Supervisor Slahtovsky to review. Knox stated that back in 2010 the monies for the radio's came thru a grant from the County and currently there is no funding for a new radio. Chief Pate stated asked to look at the radio and maybe he could be of some help. Pate stated for 5 years he did budget for new radio's so he would not run into this problem knowing the high cost of new radio's.

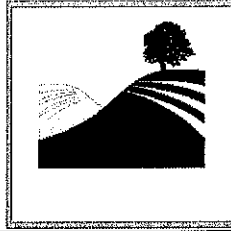
ENGINEERS REPORT –

Mike Moore stated there are 3 upcoming projects. Drainage and landslides on Lower Drennen Road and the cross drain in Lincoln Beach. Moore stated you may now want to start thinking about any paving or seal coating projects for the year.

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.

ZONING HEARING BOARD –

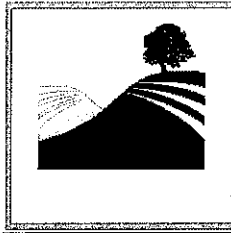
A meeting will take place on Wednesday, January 17, 2024 beginning at 7:00 p.m. A special meeting for general purposes on Wednesday, January 17, 2025 at 7:00 p.m. in person at the Upper Burrell Township Building.

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

SOLICITORS REPORT – None

NEW BUSINESS

- A. A motion was made by Walker second by Conley to adopt Resolution #2-2024, the general fee schedule, costs, charges and expenses pursuant to Township Ordinance for the year 2024. Motion passed 3 – 0.
- B. A motion was made by Walker second by Slahtovsky 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. Motion passed 3 – 0.
- C. A motion was made by Walker second by Conley to adopt Resolution #4-2024 adopting the Sewer Disposal System fees for the year 2024. Motion passed 3 – 0.
- D. A motion was made by Walker second by Slahtovsky 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. 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 2023 for the Township Records. Motion passed 3 – 0.

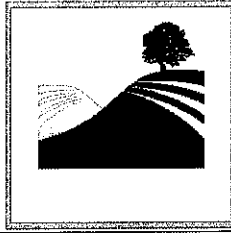


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- F. A motion was made by Walker second by Conley to accept the Engagement letter from DeBlasio & DeBlasio Associates for Audit fees for the year ending 2023 for the Tax Collector Records. Motion passed 3 – 0.
 - G. A motion was made by Walker second by Slahtovsky to accept with regrets the resignation of Joyce Ewing, Elected Auditor. Motion passed 3 – 0.
 - H. A motion was made by Walker second by Conley 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. Motion passed 3 – 0.
 - I. A motion was made by Walker second by Slahtovsky 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. Motion passed 3 – 0.
 - J. A motion was made by Walker second by Slahtovsky to add one additional alternate member to the Zoning Hearing Board. Motion passed 3 – 0.
 - K. A motion was made by Walker second by Conley to approve the Kaforey Holdings/Xodus Medical Lot Consolidation based on the recommendation of the Planning Commission. Motion passed 3 – 0.
 - L. A motion was made by Walker seconded by Conley to pay all the bills and accept the financial report for the month of December 2023. Motion passed 3 – 0.

OPEN TO THE FLOOR

Cari Armstrong, 260 Upper Drennen Road, asked how the Supervisors could just change the motion on the Agenda. In regards to item J on the Agenda under New Business stated that Myers asked for 2 additional alternate members. The Supervisors choose to only approve for 1 additional member. Armstrong asked how you can just change the motion and not have any comment about it. Myers stated the ZHB is allowed to have up to 3 alternate members. Myers stated sometimes members are out town or may have a conflict. Myers stated they just need to be available and it's at no cost to the township. Myers stated just accept letters of interest.

Dan Myers, 200 Barnview Drive, challenged the supervisors to read the section of the zoning ordinance that established and the powers the zoning hearing board has and what the board is supposed to do. Myers stated that when the decision came for the Todd Nonn hearing the members of the board had no right to do what they did for the Nonn hearing by granting the variance request and the board was out of order. Myers stated appoint people who are involved in the community.



A motion was made by Walker to rescind his previous motion (J) for one additional alternate member be added to the ZHB seconded by Conley. Motion passed.

A motion was made by Walker second by Slahtovsky to add two (2) additional alternate members to the Zoning Hearing Board. Motion passed 3 – 0.

Milton Pitts, Arnold, PA, asked how you would pick who would serve on the board. Walker replied but looking at references, it would be the same as hiring an employee. Pitts stated the people who attend the meeting are best suited for the position or else they not be here. Supervisor Slahtovsky stated that Mr. Pitts would make a good member.

Dan Myers, 200 Barnview Drive, stated that residents are building without permits. Myers stated that while the police are on patrol could they not turn in the addresses of the violations to the secretary who would then let the code officer know about the violation. Chief Pate stated this is a direct violation of Myers who sits on the ZHB to ask the police to look for violations when he sits on the board the violation could come in front of. Pate stated this is no different than the District Justice asking for the police to write more speeding tickets. Pate stated if it something that is blatant that is one thing but to stop cause a dumpster is out he won't do it. Pate stated this is government overreach. Pate stated to Myers why you don't sign the complaint form. Conley stated the police have come back with addresses of violations. Joyce Ewing stated she had to do it.

Dan Myers asked if there was any more movement on the sale of the Lincoln Beach appraisal. Solicitor Yakopec stated due to the holidays and his son's wedding and the Mr. Collodi is still recovering from his injuries he has not reached out him. Myers stated are you contracted with only one person. Conley stated see where Jim stands on this.

Dan Myers asked about the pa system for the meeting room. Conley stated he is waiting on a bid. Conley also stated he did try three (3) times to contact the person from the information that Cari Armstrong had provided. It was asked that if Cari had the time if she would also like to reach out and the person contact Supervisor Conley.

Adjournment

A motion was made by Walker second by Slahtovsky to adjourn, meeting adjourned at 7:55 p.m.

Minutes Submitted by: Melissa A. Cortilesio,

Note*** Next monthly meeting, will be held on Wednesday, February 7, 2024, beginning at 7:00 p.m.