AGENDA
UPPER BURRELL TOWNSHIP
BOARD OF SUPERVISORS
REGULAR MEETING
JULY 3, 2024

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

   Opening of Bids -

   Open to the Floor-Item on the Agenda
   The Board will now hear public comments from residents and taxpayers 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 June 5, 2024, Regular Meeting are submitted for the Board's review and approval.

3. **Correspondence**

   - A proposed Ordinance of Upper Burrell Township, requested by Gary Schoepke to rezone 20.81 acres of property adjacent to Oak Lake Road, from RA to I will be held on Thursday, July 18, 2024, beginning at 7:00 pm, at the township building.

   - Received the annual donation request in the amount of $20,000 and the 35% LST Tax which will get paid in December from the Upper Burrell Township Volunteer Fire Department.

   - Received an address request from Andrew & Nicole Reed on Myers Drive. As per Westmoreland County 911 Addressing Agency they recommend said address to be 768 Myers Drive.

   - Received correspondence from Bankson Engineers recommending Payment Request #2 (Final) for the Menk Road 1-1/2-inch-thick WMA 9.5 mm wearing course overlay in the amount of $ 7,390.40 to Tresco Paving contingent upon the following items:

     1.Receipt and approval of final payrolls.
     2.Receipt and approval of asphalt weigh slips.
     3.PennDOT approval
     4.Receipt of the One-Year Maintenance Bond and Consent of Surety to Final Payment.

   - Received correspondence from Bankson Engineers recommending Payment No.1 (Final) for the Michael Drive (6,650 sy) and Laing Road (2,950 sy) Double Asphalt Seal Coat Contract Number 24-1 in the amount of $ 39,148.00 to Russell Standard.

4. **Road Report**

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

6. **Engineers Report –**

7. **Planning Commission - None**

8. **Zoning Hearing Board –**
A hearing was held on Thursday, June 13, 2024, beginning at 7:00 pm, to hear the request of Clint Craft 1520 Menk Road, requesting to re-establish a non-conforming residential use in the C-3 Highway Commercial District and a special exception to change the use of non-conforming use on the same property. Said requests were granted to Mr. Craft.

Scott Chermak, Professional Code Services, Zoning Officer/Building Official did request a 60-day continuance for Austin Schafer due to Mr. Schafer not having his septic approval. The Sewage Enforcement Officer was on vacation. Mr. Schafer produced drawings. Within 60 days he needs his septic permit, building permit and substantial completion of the project for the next hearing.

9. **Solicitor's Report –**

10 **New Business**

A. Motion to adopt Resolution #8-2024, the 5-year Winter Service Agreement with PennDOT.

B. Motion to grant the 2024 annual donation in the amount of $20,000 to the UBVFD.

C. Motion to grant the 2024 – 35% LST Tax funds in the month of December to the UBVFD.

D. Motion to advertise that the Road Department is seeking to hire a Full-Time Employee and will accept applications through July 31, 2024.

E. Motion to grant the address request to Nicole and Andrew Reed as per Westmoreland County 911 Addressing Agency as 768 Myers Drive.

F. Motion to pay Tresco Paving Payment No. 2 (final) in the amount of $7,390.40 for the Menk Road 1-1/2 inch Thick WMA 9.5 mm Wearing Course Overly based on Bankson Engineering recommendation.

G. Motion to pay Russell Standard Payment No. 1 (final) for the Michael Drive (6,650 sy) and Laing Road (2,950 sy) Double Asphalt Seal Coat based on Bankson Engineering recommendation.

H. Motion to transfer the 2023 Act 13 funds in the amount of $62,109.91, from the General Fund into the Capital Fund for future maintenance and repair of roads.

I. Motion to pay and ratify all the bills and accept the financial report for the month of June 2024.

11. Pay all Bills & Financial Report

GENERAL FUND	
Beginning Balance	$ 1,063,186.75
Receipts	320,712.44
Expenditures	98,598.72
Closing Balance	$ 1,063,186.75

CAPITAL RESERVE FUND	
Beginning Balance	$ 408,763.81
Receipts	752.57
Expenditures	0
Closing Balance	$ 409,516.38

FIRE HYDRANT TAX	
Beginning Balance	$ 3,261.63
Receipts	32.87
Expenditures	0
Closing Balance	$ 3,294.50

STATE AID FUND	
Beginning Balance	$ 436,886.09
Receipts	801.27
Expenditures	2,033.12
Closing Balance	$ 435,654.24

12. Open to the Floor

The Board will now hear public comments from residents and taxpayers of Upper Burrell Township on any non-agenda item at this time. Please state your name and address for the official meeting minutes.

13 Adjournment

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

Next meeting of the Township Supervisors will be held on Wednesday, August 7, 2024, beginning @ 7:00 pm