

AGENDA  
UPPER BURRELL TOWNSHIP  
BOARD OF SUPERVISORS  
REORGANIZATIONAL MEETING  
JANUARY 6, 2025

**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. Cortilesio, /Secretary/Treasurer for the year 2025.
- b) Motion to Re-appoint Melissa A. Cortilesio, Right to Know Officer for the year 2025.
- c) Motion to appoint Stephen Yakopec, Solicitor for the year 2025.
- 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 2025.
- f) Motion to appoint Collection Services Center as Per Capita Delinquent Tax Collector for Per Capita Tax for 2025.
- 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 \_\_\_\_\_ 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 2025.
- m) Motion to appoint David Knox to UCC Appeals Board.
- n) Motion to appoint First National Bank as the Depository of Funds for 2025.
- o) Motion to appoint Kenneth Slahtovsky and Michael Conley as Road Masters.
- p) Motion to appoint DeBlasio and DeBlasio as the independent auditors for year ending 12/31/2024.
- q) Motion to appoint Babst Calland as the Zoning Hearing Board Solicitor.
- r) Motion to appoint George Richard to a four-year term on the Planning Commission which will expire the first Monday of January 2029.
- s) Motion to appoint Paul Schwan to a three-year term of the Zoning Hearing Board which will expire the first Monday of January 2028.
- t) Motion to appoint Joyce Ewing as Deputy Tax Collector for the year 2025.

**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. (with the exception of May which will be held on Wednesday, May 21, 2205). 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 2025 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 2025 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 third 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 fifth 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 2025.

**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 5, 2025, beginning at 7:00 p.m.

AGENDA  
UPPER BURRELL TOWNSHIP  
BOARD OF SUPERVISORS  
REGULAR MEETING  
JANUARY 6, 2025

**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 taxpayers 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 4, 2024, 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 – 2025- Adopting the general fee schedule, costs, charges and expenses.
  - #3 – 2025– Appointing Melissa A. Cortileso, Secretary, as the authorized representative to make requests and upon and receive all tax information and records from Berkheimer Associates.
  - #4 – 2025 - Adopting the Sewer Disposal Systems fees for the year 2025.
  - #5 – 2025 - 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 2025.
  
- Received correspondence from Penneco Environmental Solutions stating they are notifying the township of their intention to alter the gas/oil well shown. 1815 Old Leechburg Road, Allegheny County, Plum Borough
  
- Received correspondence from DeBlasio & DeBlasio Associates stating that the financial statements for the year ended December 31, 2022, and 2023 for the Tax Collector, stated they did not encounter any significant difficulties in dealing with management in performing and competing the audit.
  
- Received a request from ARDC, (Allegheny River Development Corporation, Natrona Heights, PA) requesting support for the Allegheny River Development Co., a non-profit organization dedicated to the long-term economic growth and stability of the Allegheny River and its surrounding communities.
  
- Received correspondence from Bankson Engineers recommending payment to NorthRock Construction in the amount of \$29,500.00, for the Lincoln Blvd., Cross Drain Replacement, Contract #24-4.

5. **Road Report**

6. **Police Report**

b) Emergency Management

7. **Engineers Report**

8. **Planning Commission –**

Gary Schoepke Concept, Land Development Plan, Oak Lake Road

Gary Schoepke presented a Concept Plan for the proposed new location for his paving business within the Industrial Zone on his property along Oak Lake Road. The plan has been reviewed by Bankson Engineers and Scott Chermak and their comments have been presented in email dated, December 16, 2024. These emails were sent to Gary prior to the meeting. After a discussion, Gary indicated he plans to send the Commission formal plans in February 2025. In general the Commission members had no major issues with the plan if his engineer follows the township's conceptual plan review comments. No formal action was taken.

9. **Zoning Hearing Board - None**

10. **Solicitors Report**

11. **New Business**

- A. Motion to adopt Resolution #2-2025, the general fee schedule, costs, charges and expenses pursuant to Township Ordinance for the year 2025.
- B. Motion to adopt Resolution #3-2025, to appoint Melissa A. Cortilesio, Secretary, as the authorized representative to make requests upon and receive all tax information and records from Berkheimer Associates.
- C. Motion to adopt Resolution #4-2025 adopting the Sewer Disposal System fees for the year 2025.
- D. Motion to adopt Resolution #5-2025, 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 2025.
- E. Motion to accept the Engagement letter from DeBlasio & DeBlasio Associates for Audit fees for the year ending 2024 for the Township Records.
- F. Motion to accept the Engagement letter from DeBlasio & DeBlasio Associates for Audit fees for the year ending 2024 for the Tax Collector Records.
- G. Motion for Supervisor Ross Walker to attend the annual conference as the delegate on behalf of the Township as well as Mike Conley and Ken Slahtovsky as conference attendees.
- H. Motion to have the Engineer prepare and advertise for bid the Lower Drennen Road Repair of Slides 1 and 6 – Contract Number 24-6.

- I. Motion to have the Engineer prepare and advertise for bid the Turkey Ridge Road Drainage Improvements – Contract Number 25-1.
- J. Motion to make a resolution to support the ARDC and its dedication for the long-term economic growth and stability of the Allegheny River and its surrounding communities.
- K. Motion to make final payment to NorthRock Construction, Inc. in the amount of \$29,500 for Contract #24.4, Lincoln Blvd., Cross Drain Replacement.
- L. Motion to pay all the bills and accept the financial report for the month of December 2024.

**12. Pay all Bills & Financial Report**

GENERAL FUND

Beginning Balance	\$ 976,954.64
Receipts	74,696.53
Expenditures	113,137.72
Closing Balance	\$ 938,513.45

CAPITAL RESERVE FUND

Beginning Balance	\$ 570,782.13
Receipts	1,095.43
Expenditures	0
Closing Balance	\$ 571,877.56

FIRE HYDRANT TAX

Beginning Balance	\$ 589.90
Receipts	41.35
Expenditures	0
Closing Balance	\$ 631.25

STATE AID FUND

Beginning Balance	\$ 319,861.04
Receipts	569.90
Expenditures	24,486.15
Closing Balance	\$ 295,944.79

**13. 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.*

**14. Adjournment**

Motion to adjourn \_\_\_\_\_ Second \_\_\_\_\_ at \_\_\_\_\_ p.m.

The next monthly meeting will be held on Wednesday, February 5, 2025, beginning at 7:00 p.m.

