

**UPPER BURRELL TOWNSHIP
ANNUAL ORGANIZATION MEETING
3735 SEVENTH STREET
NEW KENSINGTON, PA 15068
JANUARY 6, 2025**

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, John Pallone 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 Conley to approve appointments A – S. All in favor. Motion passed 3 – 0. Excluding Item K.

- A) TOWNSHIP SECRETARY:** Melissa Cortileso.
- B) RIGHT TO KNOW OFFICER:** Melissa Cortileso.
- C) SOLICITOR:** Stephen Yakopec, Jr.
- 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:**
- 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:** Babst Calland and Associates.
- R) PLANNING COMMISSION:** George Richard to a four-year term which will expire the first Monday of January 2029.
- S) ZONING HEARING BOARD MEMBER:** Paul Schwan to a three-year term, ending January 2028.
- T) DEPUTY TAX COLLECTOR:** Joyce Ewing for the year 2025.

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 third-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 2025 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 2025.

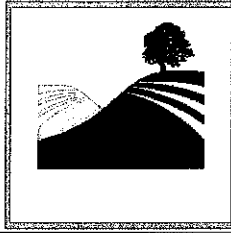
OPEN TO THE FLOOR – PUBLIC COMMENT: - None

ADJOURNMENT OF THE ORGANIZATIONAL MEETING:

Mr. Walker made a motion to adjourn second by Mr. Conley. Meeting adjourned at 7:02 p.m.

Minutes submitted by: Melissa Cortileso

Next meeting will be held on Wednesday, February 5, 2025



**REGULAR MEETING OF THE
UPPER BURRELL SUPERVISORS
MONDAY, JANUARY 6, 2025
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
John Pallone, Solicitor

OPENING OF BIDS – None

OPEN TO THE FLOOR – None

APPROVAL OF THE MINUTES -

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

CORRESPONDENCE -

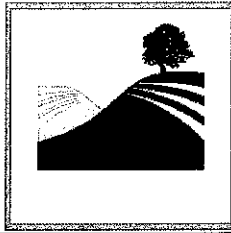
Chairman Walker asked Mrs. Cortileso, to review the correspondence from the month.

ROAD REPORT -

Supervisor Slahtovsky reported most of the time was spent maintaining the winter equipment and spreading anti-skid and salt.

POLICE REPORT -

Chief Pate reported that the new speed limit signs on Greensburg Road have been installed along with the radar speed sign which he will leave through January. Chief Pate stated the cars are still moving pretty good along that stretch of Greensburg Road once the weather clears up, they will start enforcing the speeding issue. Chairman Walker asked about the No U-Turn sign. Pate stated the only complaint on that sign is the sign being installed. Pated reported there were 894 calls for 2024 which was high of those calls around 9.5% were State Police. Pate stated a lot of the State Police calls do get deferred and



they are told to call the department when they are back on duty. Pate stated that the taser training is up to date and this month they will complete first aid CPR training.

Paul Schwan, 831 Merwin Road, asked about the speed limit on Greensburg Road. Chief Pate stated in some areas the speed limit is still 55 mph and in the small section of Upper Burrell the speed limit is now 45 mph. This area does cover 6 different municipalities and 2 different counties. Mr. Schwan also stated that the trucks leaving the well site on Merwin Road do not stop they just go straight through. Pate stated he will talk with the security at the well site.

EMC REPORT – None

ENGINEERS REPORT –

Michael Moore stated that he does recommend paying the first and final payment request to NorthRock Construction for \$29,500.00, this project will be paid for by Westmoreland County CDBG grant funds. Moore stated the request to advertise for the Lower Drennen Road Slides along with the Turkey Ridge Draining Improvement are listed below.

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.

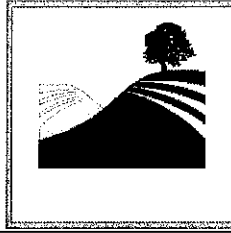
ZONING HEARING BOARD – None

SOLICITORS REPORT –

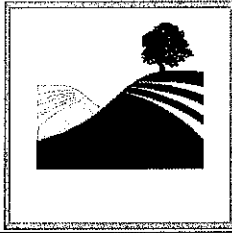
Solicitor Pallone wished everyone a Happy New Year.

NEW BUSINESS

- A. A motion was made by Walker seconded by Slahtovsky to adopt Resolution #2-2025, the general fee schedule, costs, charges and expenses pursuant to Township Ordinance for the year 2025. Motion passed 3 – 0.
- B. A motion was made by Walker seconded by Conley to adopt Resolution #3-2025, to appoint Melissa A. Cortileso, Secretary, as the authorized representative to make requests upon and receive all tax information and records from Berkheimer Associates. Motion passed 3 – 0.



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- C. A motion was made by Walker seconded by Slahtovsky to adopt Resolution #4-2025 adopting the Sewer Disposal System fees for the year 2025. Motion passed 3 - 0.
 - D. A motion was made by Walker seconded by Conley to adopt Resolution #5-2025, 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 2025. Motion passed 3 – 0.
 - E. A motion was made by Walker seconded by Slahtovsky to accept the Engagement letter from DeBlasio & DeBlasio Associates for Audit fees for the year ending 2024 for the Township Records. Motion passed 3 – 0.
 - F. A motion was made by Walker seconded by Conley to accept the Engagement letter from DeBlasio & DeBlasio Associates for Audit fees for the year ending 2024 for the Tax Collector Records. Motion passed 3 – 0.
 - G. A motion was made by Walker seconded by Slahtovsky 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. Motion passed 3 – 0.
 - H. A motion was made by Walker seconded by Conley to have the Engineer prepare and advertise for bid the Lower Drennen Road Repair of Slides 1 and 6 – Contract Number 24-6. Motion passed 3 – 0.
 - I. A motion was made by Walker seconded by Slahtovsky to have the Engineer prepare and advertise for bid the Turkey Ridge Road Drainage Improvements – Contract Number 25-1. Motion passed 3 – 0.
 - J. A motion was made by Walker seconded by Conley 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. Motion passed 3 – 0.
 - K. A motion was made by Walker seconded by Slahtovsky to make final payment to NorthRock Construction, Inc. in the amount of \$29,500 for Contract #24.4, Lincoln Blvd., Cross Drain Replacement. Motion passed 3 – 0.
 - L. A motion was made by Conley seconded by Walker to pay all the bills and accept the financial report for the month of December 2024.



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

Open to the Floor

Allen Uhler asked about the correspondence from Penneco Environmental Solutions. Uhler asked if this well is an injection well. After looking over the correspondence it was determined that this is an injection well site. Walker stated they are currently working on an injection well ordinance.

Paul Schwan, 831 Merwin Road, asked what is being altered at the site. Walker replied the correspondence submitted does not state what the alteration is going to be.

Marcella Moore, Lincoln Blvd., stated she will not be able to attend a few meetings due to bible class.

George Richard, 350 Hunter Hill Road thanked the board for getting the clock fixed.

Motion to Adjourn

Motion to adjourn was made by Walker seconded by Slahtovsky at 7:26 p.m.

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