AGENDA
UPPER BURRELL TOWNSHIP
BOARD OF SUPERVISORS
REGULAR MEETING
DECEMBER 3, 2025

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

   Opening of Bids – Sale of 2011 Ford Crown Victoria

   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 Regular Meeting held on Wednesday, November 5, 2025, are submitted for the Board's review and approval.

3. **Correspondence**

   - Received the 2026 – 2027, Renewal from Hoffman's Boarding Kennels to render service for the performance of the duties of dog law enforcement at the rate of $200/monthly for 24 months and emergency dispatch fees of $120.00.

   - Received correspondence from Attorney, John E. Pallone, requesting an additional 90 day extension to try and resolve the issue with ALCOA, the Arconic Corporation and Howmet Aerospace, Inc. to ensure that Mr. Schopke properly complies with the Upper Burrell Township Ordinance by way of approved use of his real property on Oak Lake Road currently zoned Industrial (formerly the Oak Lake Gold Course, back nine).

   - Received a letter of interest from Daniel J. Myers, formally requesting an additional term on the Zoning Hearing Board.

   - Received email notice from Thomas O'Brien, Chairman of the Planning Commission stating he would like to be considered for reappointment to the Board.

   - Received correspondence from DeBlasio &DeBlasio Associates outlining the Audit Scope and Objectives for the year ended December 31, 2025, audit.

   - Received correspondence from Bankson Engineers asking to execute PennDOT M-950-AA, Applicant's Authorization for Agent to Apply for Highway Occupancy Permit form. This is a yearly from granting permission to Bankson to apply for the permit.

4. **Road Report**

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

6. **Engineers Report –**

7. **Planning Commission** - None

8. **Zoning Hearing Board –** None

9. **Solicitor's Report**

10 **New Business**

A. Motion to adopt Resolution #12-2025, adopting the 2026 General Budget and the budget for special funds.

B. Motion to adopt Resolution #13-2025, fixing the tax rate for the fiscal year 2026 at 12.0 mills for the General Township purposes and the Fire Hydrant Tax at .3 mills

C. Motion to set and advertise the Annual Organizational Meeting for January 2026, which will be held on Monday, January 5, 2026, beginning at 7:00 p.m.

D. Motion set and advertise the Annual Auditor's meeting for January 2026, which will be held on Tuesday, January 6, 2026, beginning at 11:00 a.m.

E. Motion to transfer the employee health insurance contributions from the Payroll Fund into the General Fund in the month of December 2025.

F. Motion to enter into an agreement with Hoffman's Boarding Kennels to render service for the performance of the duties of dog law enforcement at the rate of $200/monthly for 24 months and emergency dispatch fee of $120.00.

G. Motion to hire Christopher Kovacs as a Full-Time Patrolman beginning January 5, 2026.

H. Motion to appoint Crystal Smicik to the recreation committee.

I. Motion to allocate $2,700.00 for the 2025 Senior Christmas Luncheon, which will be held on Saturday, December 20, 2025, beginning at 12:00 pm.

J. Motion to grant the request of Attorney, John E. Pallone, granting the 90-day extension to try and resolve the Oak Lake Road issue.

K. Motion to grant Bankson Engineers to execute the PennDOT M-950AA yearly Authorization for Agent to apply for Highway Occupancy Permit form.

L. Motion to pay and ratify all the bills and accept the financial report for the month of November 2025.

11. Pay all Bills & Financial Report

GENERAL FUND	
Beginning Balance	$ 1,109,845.38
Receipts	128,534.87
Expenditures	78,711.33
Closing Balance	$ 1,159,668.92

CAPITAL RESERVE FUND	
Beginning Balance	$ 611,468.74
Receipts	925.15
Expenditures	0
Closing Balance	$ 612,393.89

FIRE HYDRANT TAX	
Beginning Balance	$ 2,603.05
Receipts	.50
Expenditures	24.00
Closing Balance	$ 2,579.55

STATE AID FUND	
Beginning Balance	$ 273,035.29
Receipts	410.33
Expenditures	8,174.06
Closing Balance	$ 265,271.56

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 Monday, January 5, 2026, beginning @ 7:00 pm

Please not the following vacancies are open please send letter of interest:
Vacancy Board Member, Planning Commission and Zoning Hearing Board