

AGENDA
UPPER BURRELL TOWNSHIP
BOARD OF SUPERVISORS
REORGANIZATIONAL MEETING
JANUARY 5, 2026

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. Cortiles, /Secretary/Treasurer for the year 2026.
- b) Motion to Re-appoint Melissa A. Cortiles, Right to Know Officer for the year 2026.
- c) Motion to appoint Stephen Yakopec, Solicitor, for the year 2026.
- d) Motion to appoint Michael Moore and Bankson Engineers as the Township Engineer at the company rate for services.
- e) Motion to appoint Cristina Longwill as the Collector of Per Capita and Local Service Tax for 2026.
- f) Motion to appoint Collection Services Center as Per Capita Delinquent Tax Collector for Per Capita Tax for 2026.
- g) Motion to appoint Anthony Dipippa, 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 2026.
- m) Motion to appoint David Knox to UCC Appeals Board.
- n) Motion to appoint First National Bank as the Depository of Funds for 2026.
- 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 12/31/2025.
- q) Motion to appoint Babst Calland as the Zoning Hearing Board Solicitor.
- r) Motion to appoint Thomas O'Brien to a four-year term on the Planning Commission which will expire the first Monday of January 2030.
- s) Motion to appoint Scott Brown to a three-year term of the Zoning Hearing Board which will expire the first Monday of January 2029.
- t) Motion to appoint _____ as Deputy Tax Collector for the year 2026.

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 2, 2026). 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 2026 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 2026 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 fourth 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 first 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 2026.

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 4, 2026, beginning at 7:00 p.m.

AGENDA
UPPER BURRELL TOWNSHIP
BOARD OF SUPERVISORS
REGULAR MEETING
JANUARY 5, 2026

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 3, 2025, 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 – 2026- Adopting the general fee schedule, costs, charges and expenses.
#3 – 2026– Appointing Melissa A. Cortiles, Secretary, as the authorized representative to make requests and upon and receive all tax information and records from Berkheimer Associates.
#4 – 2026 - Adopting the Sewer Disposal Systems fees for the year 2025.
#5 – 2026 - Appointing Melissa A. Cortiles, Secretary, as the delegate to the Westmoreland County Tax Collection Committee and Greg Primm as the designated alternate for the year 2026.
- Received correspondence from CNX stating they are notifying the township that CNX Gas Company, LLC is applying for permits to drill and operate gas wells. The gas well may be located inside, adjacent to, or within 3000' of our municipality.
Proposed CNX Wells: MAM14JHSU, MAM14KHSU, MAM14LHSU, MAM14MHSU, all located in Washington Township.
- Received correspondence from Jackie McGrail, Westmoreland County Elections Bureau, requesting the use of the Township Building for the polling location for the General Primary on May 19, 2026, and the General Election to be held on November 3, 2026.
- Received the 2026 Cooperation Agreement between the County of Westmoreland and Allegheny Township, City of Lower Burrell, City of New Kensington, Upper Burrell Township, East Vandergrift Borough, Vandergrift Borough and West Leechburg Borough for the Alle-Kiski Intergovernmental Council. Upper Burrell share is \$904.01.
- Received correspondence from Thomas J. Valiknac, P.E., stating that TEFCUSIONS KEYSTONE LLC, has applied to the PA DEP and the Westmoreland Conservation District

for General NPDES Permit for Stormwater Discharges Associated with Construction Activities for the following: 6,200' of sewer line from the Arconic Technology Center in Upper Burrell Township to the Kiski Valley Water Pollution Control Authority's existing manhole #148 in Washington Township.

- Received a letter of resignation from Scott Brown, Alternate Zoning Hearing Board Member resigning as an alternate member of the board.

5. Road Report

6. Police Report

- b) Emergency Management

7. Engineers Report

8. Planning Commission – None

9. Zoning Hearing Board - None

10. Solicitors Report

11. New Business

- A. Motion to adopt Resolution #2-2026, the general fee schedule, costs, charges and expenses pursuant to Township Ordinance for the year 2026.
- B. Motion to adopt Resolution #3-2026, 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 #4-2026 adopting the Sewer Disposal System fees for the year 2026.
- D. Motion to adopt Resolution #5-2026, 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 2026.
- E. Motion to accept the Engagement letter from DeBlasio & DeBlasio Associates for Audit fees for the year ending 2025 for the Tax Collector Records.
- F. 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.
- G. Motion to grant the request of the Westmoreland County Election Bureau to use the Township Building as the polling location for the General Primary and General Election for the year 2026.
- H. Motion to execute the 2026 cooperation agreement with the County of Westmoreland and Upper Burrell Township for the member governments of the Alle-Kiski Intergovernmental Council. Upper Burrell share is \$904.01.

- I. Motion to accept with regrets the resignation of Scott Brown as an alternate member of the Zoning Hearing Board.
- J. Motion to pay all the bills and accept the financial report for the month of December 2025.

12. Pay all Bills & Financial Report

GENERAL FUND

Beginning Balance	\$ 1,159,670.12
Receipts	87,676.17
Expenditures	128,564.47
Closing Balance	\$ 1,118,781.82

CAPITAL RESERVE FUND

Beginning Balance	\$ 612,393.89
Receipts	1,100.00
Expenditures	13,320.81
Closing Balance	\$ 600,173.09

FIRE HYDRANT TAX

Beginning Balance	\$ 2,579.55
Receipts	286.63
Expenditures	0
Closing Balance	\$ 2,866.18

STATE AID FUND

Beginning Balance	\$ 265,271.56
Receipts	550.00
Expenditures	0
Closing Balance	\$ 265,821.56

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 4, 2026, beginning at 7:00 p.m.

***** Informational meeting with TECfusion will be held on Monday, January 26, beginning at 7:00 p.m. Here at the township building. Please send all questions or concerns to the township so we can try to eliminate duplicate questions. ubtwp@upperburrelltwp.com or call the office 724-335-3517.

