

**REGULAR MEETING OF THE
UPPER BURRELL SUPERVISORS
WEDNESDAY, DECEMBER 3, 2025
MEETING ROOM, 3735 - 7TH STREET ROAD**

Board of Supervisors, Vice Chairman, Michael Conley, 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 the Council responded to roll call:

Present: Ross G. Walker, III, Chairman - Absent
Michael P. Conley, Vice Chairman -
Kenneth R. Slahtovsky, Supervisor

Also present: Michael Moore, Engineer
Melissa A. Cortilesio, Secretary
Steve Yakopec, Solicitor

OPENING OF BIDS – Sale of the 2011 Ford Crown Victoria

2 bids received -	Diversi-VAC (Dan Spiering)	\$1,055.00
	Emergency Remarketing	\$ 778.18

A motion was made by Conley seconded by Slahtovsky to award the bid to the highest bidder being, Diversi-VAC (Dan Spiering) in the amount of \$1,055.00. Motion passed 2 – 0.

OPEN TO THE FLOOR – None

APPROVAL OF THE MINUTES -

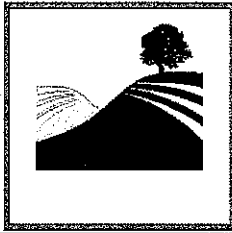
Motion made by Conley, seconded by Slahtovsky to approve the minutes of the Regular Meeting held on Wednesday, November 5, 2025. Motion passed 2-0.

CORRESPONDENCE -

Vice Chairman Conely asked Mrs. Cortilesio, to review the correspondence from the month.

ROAD REPORT -

Supervisor Slahtovsky reported most of the time was spent cleaning snow and ice, getting the trucks ready for the snow, cleaning ditches on Baxter and putting up delineator markers throughout the township. Michael Drive and Guyer Road repairs were completed. Guyer Road from the Zeus Pad to Michael Drive had a 2" overlay put down, also dug out and put in stone base of 6" of 19 mm base also did ditch work. Slahtovsky hoping in the spring he can get EQT to tar and chip Michael Drive.



POLICE REPORT – Chief Pate reported there were 80 calls for service for the month of November. Chief Pate stated the department is still finishing up on their updates, new police car is ready to go, and they are still running speed on Milligantown Road.

EMC REPORT – None

ENGINEERS REPORT – Michael Moore stated the post road inspections on Rich Hill Road and Lower Drennen Road have been completed, and he did not see any damage and does recommend returning the bond. Slahtovsky stated he also checked Rich Hill Road and did not see any issue.

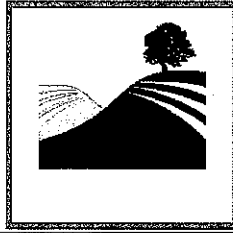
PLANNING COMMISSION – None

ZONING HEARING BOARD – None

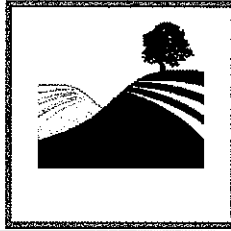
SOLICITORS REPORT – Wished everyone a Merry Christmas and Happy New Year.

NEW BUSINESS

- A. A motion was made by Slahtovsky seconded by Conley to adopt Resolution #12-2025, adopting the 2026 General Budget and the budget for special funds. Motion passed 2 – 0.
- B. A motion was made by Slahtovsky seconded by Conley 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. Motion passed 2 – 0.
- C. A motion was made by Slahtovsky seconded by Conley 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. Motion passed 2 – 0.
- D. A motion was made by Slahtovsky seconded by Conley 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. Motion passed 2 – 0.
- E. A motion was made by Shahtovsky seconded by Conley to transfer the employee health insurance contributions from the Payroll Fund into the General Fund in the month of December 2025. Motion passed 2 – 0.



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- F. A motion was made by Slahtovsky seconded by Conley 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. Motion passed 2 – 0.
 - G. A motion was made by Slahtovsky seconded by Conley to hire Christopher Kovacs as a Full-Time Patrolman beginning January 5, 2026. Motion passed 2 – 0.
 - H. A motion was made by Slahtovsky seconded by Conley to appoint Crystal Smicik to the recreation committee. Motion passed 2 – 0.
 - I. A motion was made by Slahtovsky seconded by Conley 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. Motion passed 2 – 0.
 - J. A motion was made by Slahtovsky seconded by Conley opposing the request of Attorney, John E. Pallone, to grant a 90-day extension to try and resolve the Oak Lake Road issue. Motion passed 2 – 0.
 - K. A motion was made by Slahtovsky seconded by Conley to grant Bankson Engineers to execute the PennDOT M-950AA yearly Authorization for Agent to apply for Highway Occupancy Permit form. Motion passed 2 – 0.
 - L. A motion was made by Conley seconded by Slahtovsky to pay and ratify all the bills and accept the financial report for the month of November 2025. Motion passed 2 – 0.



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

FIRE HYDRANT TAX

Beginning Balance	\$ 2,603.05
Receipts	.50
Expenditures	24.00
Closing Balance	\$ 2,579.55

CAPITAL RESERVE FUND

Beginning Balance	\$ 611,468.74
Receipts	925.15
Expenditures	0
Closing Balance	\$ 612,393.89

STATE AID FUND

Beginning Balance	\$ 273,035.29
Receipts	410.33
Expenditures	8,174.06
Closing Balance	\$ 265,271.56

Open to the Floor

Gloria Butler, Oak Lake Road asked if there was more information on the data center located at the old Arconic site. It was stated that a possible residential informative meeting will take place sometime in January 2026.

Chester Lockwood, 4427 – 7th Street, asked the location of the Senior Christmas Party. It was stated that it will be held at the church on 7th Street across the road from the township building.

Motion to Adjourn

Motion to adjourn was made by Conley seconded by Slahtovsky at 7:15 p.m.

The next monthly meeting will be held on Monday, January 5, 2026, beginning at 7:00 p.m.

**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.

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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 note the following vacancies are open please send letter of interest:

Vacancy Board Member, Planning Commission and Zoning Hearing Board