

**UPPER BURRELL TOWNSHIP
ANNUAL ORGANIZATION MEETING
3735 SEVENTH STREET
NEW KENSINGTON, PA 15068
JANUARY 5, 2026**

Supervisor Kenneth Slahtovsky 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, Steve Yakopec 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 Slahtovsky second by Walker. All in favor. Motion passed 2-0.

VICE-CHAIRMAN: Michael P. Conley. Motion made by Walker second by Mr. Slahtovsky. All in favor. Motion passed 2-0.

APPOINTMENTS: Motion made by Walker second by Slahtovsky to approve appointments A – T.
All in favor. Motion passed 2 – 0. Excluding Item T.

- 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:** Cristina Longwill as collector of Per Capita and Local Service Tax for the year 2026.
- F) ACT 511 DELINQUENT TAX COLLECTOR:** Collection Service Center as collector of Delinquent Act 511 taxes for the year 2025.
- G) SEWAGE ENFORCEMENT OFFICER:** The EADS Group, Anthony DiPippa
- 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:** W. Kahle Johnson
- 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:** Thomas O'Brien to a four-year term which will expire the first Monday of January 2030.
- S) ZONING HEARING BOARD MEMBER:** Scott Brown to a three-year term, ending January 2028.
- T) DEPUTY TAX COLLECTOR:** for the year 2026.

ORGANIZATIONAL BUSINESS: Motion made by Walker second by Slahtovsky to approve the business A thru J. All in favor. Motion passed 2 – 0.

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.

- A) Establish office hours as 8:00 a.m. until 4:00 p.m., Monday through Friday.
- B) Treasurer's Bond for 2026 in the amount of \$1,000,000.00.
- C) Authorize the Treasurer to pay the payroll bi-weekly and the bills weekly.
- D) Set the mileage reimbursement for 2026 at the established IRS rate.
- E) Approve the 2026 Wage Schedule for Township Employees, retroactive to the beginning of the current pay period.
- F) Approve the Road Department Compensation as set forth by the fourth year of their four-year contract, retroactive to the beginning of the current pay period.
- G) Approve the Police Compensation as set by the first year of their five-year contract, retroactive to the beginning of the current pay period.
- H) Approve the 2026 Full-Time Benefit Schedule for Township Employees, retroactive to the beginning of the year.
- I) Approve appointments in resolution format and number at Resolution No. 1 of 2026.

OPEN TO THE FLOOR – PUBLIC COMMENT: - None

ADJOURNMENT OF THE ORGANIZATIONAL MEETING:

Walker made a motion to adjourn second by Slahtovsky. All in favor. Motion passed 2 – 0.
Meeting adjourned at 7:03 p.m.

Next meeting will be held on Wednesday, February 4, 2026