

**UPPER BURRELL TOWNSHIP
ANNUAL ORGANIZATIONAL MEETING
3735 SEVENTH STREET
NEW KENSINGTON, PA 15068
JANUARY 5, 2009**

Supervisor Ross G. Walker, III with the Pledge of Allegiance called the meeting to order at 7:00 p.m. Present at the meeting were Supervisors Peter F. Dombroski, Jr., Thomas C. Baker, Engineer David Kerchner, Solicitor Stephen Yakopec, Jr. and Manager Amy Rockwell. These appointments were made and voted upon as follows:

CHAIRMAN OF THE BOARD: Ross G. Walker, III. Motion made by Mr. Dombroski. Mr. Baker second. Mr. Walker abstained. Motion passed 2-0.

VICE-CHAIRMAN: Peter F. Dombroski, Jr. Motion made by Mr. Walker. Mr. Baker second. All in favor.

TOWNSHIP MANAGER: Amy Rockwell. Motion made by Mr. Walker. Mr. Dombroski second. All in favor.

SOLICITOR: Stephen Yakopec, Jr. Motion made by Mr. Walker. Mr. Baker second. All in favor.

ENGINEER: Bankson Engineers – David Kerchner. Motion made by Mr. Walker. Mr. Dombroski second. All in favor.

ACT 511 TAX COLLECTOR: Joyce A. Ewing. Motion made by Mr. Walker. Mr. Baker second. All in favor.

ACT 511 DELINQUENT TAX COLLECTOR: Collection Service Center of New Kensington. Motion made by Mr. Walker. Mr. Dombroski second. All in favor.

SEWAGE ENFORCEMENT OFFICER: Robert Koch, Professional Code Services. Motion made by Mr. Walker. Mr. Baker second. All in favor.

DOG CATCHER: Hoffman Kennels. Motion made by Mr. Walker. Mr. Dombroski second. All in favor.

EMERGENCY MANAGEMENT COORDINATOR: Michael P. Conley. Motion made by Mr. Walker. Mr. Baker second. All in favor.

ASST. EMERGENCY MANAGEMENT COORDINATOR: David Madeja. Motion made by Mr. Walker. Mr. Dombroski second. All in favor.

VACANCY BOARD MEMBER: James Luffy. Motion made by Mr. Walker. Mr. Baker second. All in favor.

CHIEF OF POLICE: Ed Kruse. Motion made by Mr. Walker. Mr. Dombroski second. All in favor.

BUILDING INSPECTOR/ZONING OFFICER: Scott Chermak. Professional Code Services, Inc. Motion made by Mr. Walker. Mr. Baker second. All in favor.

CODE ENFORCEMENT OFFICER: William Swanger. Motion made by Mr. Walker. Mr. Baker second. All in favor.

DEPOSITORY OF FUNDS: PNC Bank – Lower Burrell Branch. Motion made by Mr. Walker. Mr. Dombroski second. All in favor.

ROADMASTER: Peter F. Dombroski, Jr. Motion made by Mr. Walker. Mr. Baker second. Mr. Dombroski abstained. Motion passed 2-0.

MONTHLY MEETING
JANUARY 5, 2009

TOWNSHIP AUDITORS: Jodi Olearchick, Peter Eberle, David Jordan. Motion made by Mr. Walker. Mr. Dombroski second. All in favor.

PLANNING COMMISSION MEMBER: Eric Ryan, Tom O'Brien. Motion made by Mr. Walker. Mr. Dombroski second. All in favor.

ZONING HEARING BOARD MEMBER: Peter Raspanti. Motion made by Mr. Walker. Mr. Baker second. All in favor.

Mr. Walker made a motion to approve the 2009 Employee Wage Schedule for township employees. Mr. Baker second. Mr. Dombroski abstained. Motion passed 2-0.

ROADS: Peter F. Dombroski, Jr. - \$26.50/hour

Travis Warden - \$17.00/hour

Gregory Moore - \$11.00/hour

POLICE: Ed Kruse - \$23.00/hour

Kenneth Pate - \$21.00/hour

Robert Cole Speer - \$19.48/hour

Charles W. Lutz, Jr. - \$11.00/hour

POLICE SECRETARY: Marcia Dombroski - \$11.00/hour

MANAGER: Amy Rockwell - \$21.63/hour

TAX COLLECTOR – 4% Commission

Mr. Walker made a motion to pay the IRS allowable mileage reimbursement rate for 2009. Mr. Baker second. Mr. Dombroski abstained. Motion passed 2-0.

Mr. Walker made a motion to approve the full-time benefit schedule for Upper Burrell Township for 2009. Mr. Baker second. Mr. Dombroski abstained. Motion passed 2-0.

Mr. Walker made a motion to approve the Hourly Charges by Job Classification schedule for the compensation of Bankson Engineers. Mr. Baker second. All in favor.

Mr. Walker made a motion to pay Solicitor Stephen Yakopec \$100.00/hour. Mr. Dombroski second. All in favor.

Mr. Walker made a motion to pay bills and payroll bi-weekly. Mr. Baker second. Mr. Dombroski abstained. Motion passed 2-0.

Mr. Walker made a motion to set the Township Manager's Bond amount at \$1,000,000. Mr. Dombroski second. All in favor.

Mr. Walker made a motion to set office hours for Upper Burrell Township Monday – Friday, 8 a.m. to 4 p.m. Mr. Baker second. All in favor.

MONTHLY MEETING
JANUARY 5, 2009

Mr. Walker made a motion to set the Supervisor monthly meetings for the first Monday of the month at 7:00 p.m. except for Tuesday, September 2. Mr. Dombroski second. All in favor.

Mr. Walker made a motion to set the Planning Commission meetings for the second Tuesday of the month at 7:00 p.m. Mr. Baker second. All in favor.

APPROVAL OF MINUTES

Mr. Walker made a motion to approve the December 30, 2008 minutes. Mr. Dombroski second. All in favor.

**BID OPENING FOR ANTI-SKID TYPE 2 AND PROCESSED CINDERS
TYPE 1A:**

Coco Trucking, Inc.

Processed Cinders Type 1A - \$16.75 per ton delivered to job site or as directed.

Anti-Skid Type 2 - \$21.00 per ton delivered to job site or as directed.

Mr. Dombroski made a motion to have the Engineer review the bids and award this bid to the lowest responsible bidder on his recommendation. Mr. Baker second. All in favor.

ROAD REPORT: Mr. Dombroski reported working hours in December were spent on snow removal, equipment repairs and pot hole patching.

POLICE REPORT: Chief Ed Kruse reported on police activity for the month of December.

ENGINEERS REPORT: Mr. David Kerchner reported Bankson Engineers attended a meeting with the Supervisors and the Municipal Authority of Washington Township in regard to updates to our Act 537 plan. Mr. Walker made a motion for Bankson Engineers to review any information in regard to the Washington Township Sewage collection project bordering the industrial park. Mr. Baker second. All in favor.

SOLICITORS REPORT: Mr. Yakopec had no report.

OPEN TO THE FLOOR

George Banyas, Hunter Hill Road, requested township wages for 2009.

Allen Uhler, Turkey Ridge Road, questioned the reason behind the pipe being run in Whitten Hollow.

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Peter Raspanti, 1051 Merwin Road, wanted to volunteer to fill the vacancy on the Zoning Hearing Board.

FINANCIAL REPORT

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>RECEIPTS</u>	<u>EXPENDITURES</u>	<u>ENDING BALANCE</u>
GENERAL	\$225,156.77	\$31,750.53	\$88,637.66	\$169,168.58
FIRE HYDRANT	68.48	38.68	-0-	107.16
STATE AID	900.60	-0-	-0-	1,894.87
CAPITAL RESERVE	53,998.45	35.09	-0-	54,035.41

Mr. Baker made a motion to accept the December financial report and pay all bills. Mr. Dombroski second. All in favor.

Mr. Walker made a motion to adjourn. Mr. Dombroski second. All in favor. Meeting adjourned at 7:25 p.m.

Respectfully submitted,

Amy Rockwell, Township Manager