

**BOARD OF COMMISSIONERS INFORMATIONAL  
AND GENERAL AFFAIRS MEETING MINUTES**

**OCTOBER 31, 2016**

The Informational and General Affairs Meeting of the Board of Commissioners of the Township of Upper St. Clair, duly advertised and posted in accordance with law, was called to order at approximately 7:30 PM, Monday, October 31, 2016, in Community Room B, Community & Recreation Center, 1551 Mayview Road, Upper St. Clair, PA 15241.

PRESENT:   Commissioner Christie                    President  
              Commissioner Waller                Vice President  
              Commissioner Del Re  
              Commissioner Orchowski  
              Commissioner Pardini  
              Commissioner Seitanakis

              Mark S. Mansfield                   Assistant Township Manager  
              Mark P. Romito                     Director of Finance  
              Adam A. Benigni                    Director of Planning & Community Development  
              Richard Tucker                    Township Attorney  
              Ruthann L. Omer, PE               Township Engineer  
              Cynthia Kane                        Recording Secretary

EXCUSED:   Commissioner Paoly  
              Matthew R. Serakowski        Township Manager

PUBLIC:       Three persons attended.

**CITIZENS' COMMENTS**

None.

**Community Development – Old Business**

None.

**Community Development – New Business**

Discussion Re. Engine Brake Retarder

Mr. Benigni stated that Mr. Al Buerkle, business owner, had contacted the Township requesting a sign prohibiting engine brake retarder usage on McMurray Road. Staff forwarded the request to PennDOT as McMurray Road is a State Road. PennDOT then completed an engine brake retarder restriction study in the McMurray Road corridor and determined that the criteria were met for a prohibition of engine brake retarders from Wiltshire Drive to the on-ramp to US 19. In order to proceed with a prohibition of such usage, the Township must enact an ordinance, then procure, erect and maintain the required signage. Staff is seeking consensus from the Board of Commissioners whether to proceed with such action.

Commissioner Christie invited Mr. Buerkle to address the Board.

Mr. Al Buerkle, 41 McMurray Road, stated he had talked to Chief Burkholder in the past about a request for a sign prohibiting engine brake retarders on McMurray Road. He continued that there is heavy truck traffic coming down from the Wiltshire Park area and the “jake brakes” are so loud he cannot keep the door to his business open.

Discussion ensued among the Board, staff, and Mr. Buerkle, with a concern of the Board’s being the enforcement of such a restriction.

Commissioner Christie stated that at this time it is the consensus of the Board not to move forward with an ordinance prohibiting engine brake retarders in the area from Wiltshire Drive to the on-ramp to US 19. He did ask the staff to monitor additional complaints of such noise in this area.

Commissioner Christie thanked Mr. Buerkle.

Recommendation Re. PLC16-0008 Tuscany Pointe – Planned Residential Development – Final Approval

Mr. Benigni stated that an application was filed by Jeffrey and Patricia Thomas for Final Approval of a Planned Residential Development for 144 multifamily units located at 1500 McLaughlin Run Road. On October 20, 2016, the Planning Commission recommended final approval subject to certain conditions. A Bill granting approval will be prepared for consideration by the Board of Commissioners on November 7, 2016.

Recommendation Re. PLC16-0009 – South Hills Community Baptist Church – Preliminary and Final Subdivision Approval

Mr. Benigni stated this application for Preliminary and Final Subdivision Approval to subdivide property at 1400 Old Washington Road into three (3) lots was reviewed by the Planning Commission on October 20, 2016 and recommended for approval subject to certain conditions. A Bill granting approval will be prepared for consideration by the Board on November 7, 2016.

Recommendation Re. Establish Public Hearing Date Re. PLC16-0010 – 1371 McLaughlin Run Road – Nonresidential – Conditional Use Approval

Mr. Benigni stated this application for Conditional Use Approval is to allow for warehousing at 1371 McLaughlin Run Road. At its meeting on October 20, 2016, the Planning Commission recommended approval subject to certain conditions. The Township Code requires that a public hearing be held for Conditional Use Approval. A Resolution establishing the public hearing date of December 5, 2016 will be prepared for consideration by the Board on November 7, 2016.

Recommendation Re. PLC16-1251 – Amendment to Chapter 125 of the Township Code entitled “Vehicles and Traffic” to Update Schedule VII Regarding the Posting of Stop Signs throughout the Township

Mr. Benigni stated staff has recently completed a review of Chapter 125 of the Township Code regarding the posting of stop signs throughout the Township. This ordinance amendment will update Schedule VII, which lists all posted stop signs in the Township with any new stop signs that have been installed since the last amendment in 2014. Mr. Benigni continued this is a basic housekeeping item and since 2014 some stop signs were added because of traffic calming and some due to new subdivisions. A Bill will be prepared for consideration by the Board on November 7, 2016.

Commissioner Pardini inquired as to the criterion to request a stop sign.

Mr. Benigni answered that requests are reviewed on a case by case basis.

Recommendation Re. PLC16-9901 Street Name Signs – Amendment to Chapter 99 of the Township Code, entitled “Public and Private Improvements” to Update §99.4.14.1 Regarding Street Name Signs throughout the Township

Mr. Benigni stated the Township will be replacing all of the street name signs due to changes in Federal law. Section 99.4.14.1 of the Township Code contains the construction standards for street name signs on Township streets. This ordinance amendment will update the construction standards for street name signs relative to materials, lettering, measurement, and color. Mr. Benigni showed a new street sign to those in attendance. A Bill will be prepared for consideration by the Board on November 7, 2016.

Recommendation Re. Establish Public Hearing Date Re. PLC16-1303 – Amendment to Chapter 130 of the Township Code entitled “Zoning” to Amend the Provisions for Freestanding Business Identification Signage

Mr. Benigni stated the Township is proposing to amend §130.26 of the Township Code in order to add the SB-MU zoning district to the list of zoning districts where freestanding business identification signage is permitted and to clarify the provision for freestanding business signage in non-residential zoning districts and planned developments. This amendment was reviewed by the Planning Commission on October 20, 2016 and recommended for approval. Staff will recommend the public hearing be set for January 3, 2017 at the November 7, 2016 Board of Commissioners’ meeting.

### **Community Development – Other**

None.

### **Other Agenda and Discussion Items**

Status Report Re. the Budget and Finance Committee of the Board of Commissioners’ Meeting of October 20, 2016

Budget and Finance Committee Member Commissioner Seitanakis reported that on October 20, 2016 at 7:00 AM, he along with Committee Chair Paoly and Committee Member Waller met. Commissioner Orchowski and Township staff including Mr. Serakowski, Mr. Mansfield, Mr. Romito, and Ms. Peck were also in attendance.

Commissioner Seitanakis continued that items reviewed include: 2016 accomplishments, 2017 Budget assumptions, revenue and expenditure proposals for the Township’s General Fund, RAD fund, 5-year budget projections, future trends, struggles with sewer projects and new growth. Commissioner Seitanakis also commended Mr. Romito on a job well done.

Discussion Re. Public Hearing – 2 17 Proposed Budget

Mr. Romito stated a Public Hearing Re. the 2017 Proposed Budget is scheduled for November 7, 2016 and at that time he will have a presentation. The document is currently available in the Township Library and on the Township’s website.

Commissioner Del Re encouraged all Commissioners to review the proposed budget. He also stated that again there is no tax increase and thanked staff for their work.

Commissioner Christie commented that this Budget is a great accomplishment.

#### Discussion Re. Approval of Contracts

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- **Gasoline and Diesel Fuel**

Mr. Mansfield stated the SHACOG Purchasing Alliance recently received bids for gasoline and diesel fuel. Bradigan's Incorporated, Kittanning, PA, was the best responsible bidder for the quantities required by the Township, with a fixed margin price of \$.0145 on each gallon of gasoline and with a fixed margin price of \$.0175 on each gallon of diesel fuel. A winterized diesel fuel additive is also available at the cost of \$.025/gallon.

Mr. Mansfield stated that pricing is determined at the time an order is placed by adding a constant mark-up (fixed margin) to the OPIS Daily Pittsburgh Average (index) for the petroleum products.

Mr. Mansfield continued that the Township purchases 89 Octane Gasoline (approximately 80,000 gallons/year) and Diesel Fuel (approximately 30,000 gallons/year) under this contract. Funding for fuel expense is allocated in the Public Work's Equipment Maintenance Budget.

- **Street Signage**

Mr. Mansfield stated the Township has completed its review of Street Sign designs to provide an aesthetically pleasing appearance and meet the Federal requirements indicated in the Manual on Uniform Traffic Control Devices (MUTCD) for size and reflectiveness.

Mr. Mansfield continued that the Public Works Department received competitive pricing from four (4) participating members of the 2016 Spring Commodities SHACOG Purchasing Alliance contract. The Public Works Department recommends purchasing the new Township street signs from Walsh Equipment, Inc. as the best and lowest quotation.

<u>Qty.</u>	<u>Walsh Price</u>	<u>Description</u>	<u>Total</u>
450 @	\$48.85	10" x 36" 2 Color Double Sided Top	\$21,982.50
293 @	\$39.85	7" x 36" 2 Color Double Sided Bottom	\$11,676.05
100 @	\$38.52	10" x 36" 2 Color Double Sided "Blank" Top	\$ 3,852.00
100 @	\$27.86	7" x 36" 2 Color Double Sided "Blank" Bottom	\$ 2,786.00
		Sub-Total	\$40,296.55
		Less courtesy discount for multi-purchase customer	(805.93)
			\$39,490.62

In addition to signage, the Public Works Department will separately purchase round sign poles and mounting brackets for attaching signs. The approximate cost for those purchases are as follows:

Estimated Pole Costs:	\$20,000
Estimated Mounting Bracket Costs:	\$15,000

The project's total hardware cost will be approximately \$75,000 well under the \$150,000 allocated in the 2016 Capital budget.

Mr. Mansfield stated staff will recommend the proper Township Officials be authorized to enter into the above stated contracts at the November 7, 2016 Regular Meeting of the Board.

Mr. Mansfield continued that the current signs will be up for bid and notice of this has been published in "Upper St. Clair TODAY" magazine. Commissioner Orchowski asked that this be publicized even more.

### **GENERAL AFFAIRS**

Recommendation Re. Authorizing the Filing of an Application for a Multimodal Transportation Fund Grant through the Commonwealth Financing Authority (CFA) for Boyce Road and Boyce Plaza Road Intersection Improvements

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Mr. Benigni stated the Township filed a grant application to the Commonwealth Financing Authority (CFA) in July 2016 seeking \$276,000 in funding for the Boyce Road and Boyce Plaza Road Intersection Improvements project. Since the initial application, the budget for the project has increased by \$51,512 due to changes resulting from PennDOT review. Staff has had discussions with a representative of the CFA regarding the budget and the CFA encouraged the Township to increase the requested funding amount to include the budget increase. Therefore, staff wishes to increase the requested amount of funding to \$327,512. This may be accomplished by adoption of Resolution No. 1628.

**MOTION AND VOTE TO ADOPT RESOLUTION NO. 1628 AUTHORIZING THE FILING OF AN APPLICATION FOR A MULTIMODAL TRANSPORTATION FUND GRANT THROUGH THE COMMONWEALTH FINANCING AUTHORITY (CFA) FOR BOYCE ROAD AND BOYCE PLAZA ROAD INTERSECTION IMPROVEMENTS**

Commissioner Del Re moved to adopt Resolution No. 1628 Authorizing the Filing of an Application for a Multimodal Transportation Fund Grant through the Commonwealth Financing Authority (CFA) for Boyce Road and Boyce Plaza Road Intersection Improvements. The motion was seconded by Commissioner Waller and Resolution No. 1628 was adopted by a 6-0 roll call vote.

Review of the Informational and General Affairs Meeting Minutes of September 26, 2016

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Commissioner Del Re moved to approve the Informational and General Affairs Meeting Minutes of September 26, 2016. This was seconded by Commissioner Pardini and approved by a 5-0-1 voice vote. Commissioner Waller was not in attendance at the September 26, 2016 meeting, therefore he abstained from the vote.

Consideration of the October 2016 Bill Sheet

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Commissioner Seitanakis stated the Board has received the October 2016 Bill Sheet and moved to approve it. This was seconded by Commissioner Orchowski and approved by a 6-0 voice vote.

Acknowledge Receipt of Financial Statements for the Nine-Month Period ending September 30, 2016

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Commissioner Seitanakis acknowledged receipt of the Financial Statements for the Nine-Month Period ending September 30, 2016.

Other Business

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Commissioner Del Re asked if there is any update on the Brookside Boulevard property that was discussed at the September 26, 2016 Informational & General Affairs Meeting.

Mr. Benigni answered that staff has been in touch with the daughter of the (deceased) owners. She is interested in selling the property once the estate is settled.

Mr. Benigni announced that the developer for Siena at St. Clair recently withdrew the Amended Final Land Development application to remove the street lights in the residential portion of the project.

Commissioner Christie reminded staff to monitor additional complaints re. jake brake usage in the Township especially on McMurray Road.

Commissioner Waller announced that Commissioner Orchowski was named Republican of the Year at the recent Upper St. Clair Annual Republican Dinner, which was attended by several Commissioners.

Commissioner Orchowski thanked staff for the information on PennDOT's proposed project at the Boyce Road/Mayview Road intersection.

Commissioner Christie announced that although an Executive Session usually follows the Board's Informational and General Affairs Meetings, there will not be such a session tonight. The next Executive Session is scheduled for November 7, 2016.

### **ADJOURNMENT**

Commissioner Del Re moved to adjourn the meeting. This was seconded by Commissioner Pardini and approved by a 6-0 voice vote. The meeting was adjourned at approximately 8:28 PM.

Cynthia Kane  
Recording Secretary