BOARD OF COMMISSIONERS MEETING MINUTES

MAY 4, 2020

The regular 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 7:30 PM on Monday, May 4, 2020 in the Board of Commissioners’ Meeting Room, Township Municipal Building, 1820 McLaughlin Run Road, Upper St. Clair, PA 15241. The Pledge of Allegiance was recited by all present.

PRESENT: Commissioner Christie President
Commissioner Paoly Vice President (present via audio conference)
Commissioner Logan (present via audio conference)
Commissioner Orchowski
Commissioner Plutko (present via audio conference)
Commissioner Waller (present via audio conference)
Matthew R. Serakowski Township Manager
Mark S. Mansfield Assistant Township Manager
Mark P. Romito Director of Finance
Irving S. Firman Township Attorney
Prudence Cooper Recording Secretary

EXCUSED: Commissioner Pardini
Jennifer J. Slagle, P. E. Township Engineer
Adam A. Benigni Director of Community Development

PUBLIC: None

RECOGNITIONS
Commissioner Christie stated that the Board has several recognitions of students and services in the community to announce tonight; however, due to the social distancing guidelines during the COVID-19 pandemic, the recipients are unable to attend this evening. The honorees will be mentioned on social media in conjunction with the School District, so that they receive the proper recognition for their achievements and services.

Commissioner Christie read the Proclamation recognizing May 17-23, 2020 as National Emergency Medical Services Week in Upper St. Clair with the theme “EMS STRONG: Ready Today. Preparing for Tomorrow”.

Commissioner Plutko read the Proclamation recognizing Upper St. Clair High School Boys’ Swim Team Member, Josh Matheny, for his 1st place win at the Pennsylvania Interscholastic Athletic Association Championships (PIAA) in the 100-yard Breaststroke.

Commissioner Plutko also read the Certificate of Achievement recognizing Upper St. Clair High School Girls’ Swim Team Member, Taylor Connors, for her 1st place win at the Western Pennsylvania Interscholastic Athletic League (WPIAL) Championships in the 200-yard Freestyle.
Commissioner Orchowksi read the Certificate of Achievement recognizing Upper St. Clair High School Indoor Track and Field Team Member, Isaac Kane, for his 1st place win at the Western Pennsylvania Interscholastic Athletic League (WPIAL) Championships in the 60-meter sprint and the 200-meter dash.

**REVIEW OF BOARD OF COMMISSIONERS’ REGULAR MEETING MINUTES OF APRIL 6, 2020**

Commissioner Orchowksi moved to approve the Regular Meeting Minutes of April 6, 2020. This was seconded by Commissioner Plutko and carried with a 6-0 voice vote.

**PUBLIC COMMENTS**

Mr. Serakowski stated that due to social distancing restrictions, the Township has provided another way for the public to participate in the Township’s Board of Commissioner meetings by allowing them to submit questions or comments via email at citizencomments@twpusc.org.

Mr. Serakowski read an inquiry received earlier today from resident, Alan Golden of Old Meadow Road, who asked about the status of the repaving project on Lesnett and McMillan Roads. Mr. Golden thought this was discussed at a previous Board of Commissioners meeting in 2019, but the project has not been completed yet. Mr. Golden further added that according to the Township’s website and the most recent issue of the TODAY magazine, the streets being resurfaced this year are listed, but Lesnett and McMillan Roads are not included.

Mr. Serakowski explained that the Public Works Staff provided him with a status update on the repaving of Lesnett and McMillan Roads. Since these roads are under the jurisdiction of the Commonwealth of Pennsylvania, the project is being handled by PennDOT which should be resuming the work in two to three weeks. Due to COVID-19 restrictions, the contractor, Liberone, is in the process of submitting a company safety approval policy for working during this time. The policy must be reviewed and approved by PennDOT prior to starting the work. The asphalt plants are currently up and running so there will not be any delay from the supply end. Mr. Serakowski concluded by advising the Board that he wanted to go on record with Mr. Golden’s inquiry and Staff will be responding to Mr. Golden.

Commissioner Orchowksi commented on how the specifications for the road resurfacing program have evolved through the years and that there is also a backlog of utility road work to be completed.

Commissioner Christie asked if there were any additional comments from the Board and there were none.

**OLD BUSINESS**

None.

**NEW BUSINESS**

**RECOMMENDATION RE. RESOLUTION AUTHORIZING THE APPROPRIATE TOWNSHIP OFFICIALS TO EXECUTE THE REIMBURSEMENT AND MAINTENANCE AGREEMENT FOR INTERSECTION AND PEDESTRIAN IMPROVEMENTS ON STATE ROUTE 19**

Mr. Serakowski stated that as part of the PennDOT’s highway construction project on State Route 19/Washington Road, the Board of Commissioners must pass a resolution that designates the
appropriate Township Officials to execute a Reimbursement and Maintenance Agreement for the proposed intersection and pedestrian facility improvements.

Mr. Serakowski added that last year, the Board passed a similar Resolution; however, due to delays in the project, the expiration of certain approvals, and the amount of time that has passed, PennDOT has requested that the Township submit a new Resolution.

Mr. Serakowski explained that Resolution No. 1687 designates the appropriate Township Officials to execute all documents with regard to the Reimbursement and Maintenance Agreement between the Township of Upper St. Clair and PennDOT. This Resolution may be adopted by a simple motion and roll call vote.

In response to Commissioner Christie’s question, Mr. Romito stated that the Township’s contribution for this project is $150,000 per intersection.

Commissioner Christie asked if there were any additional comments or questions from the Board and there were none.

**MOTION AND VOTE TO ADOPT RESOLUTION NO. 1687**

Commissioner Orchowski moved to adopt Resolution No. 1687 authorizing the appropriate Township Officials to execute the Reimbursement and Maintenance Agreement for Intersection and Pedestrian Improvements on State Route 19. This was seconded by Commissioner Logan and carried with a 6-0 roll call vote.

**CONSIDERATION OF THE APRIL 2020 BILL SHEET**

Commissioner Logan stated that the Bill Sheet was reviewed and everything is in order. Commissioner Logan requested an update on the Township financials from Mr. Romito with respect to the closures due to COVID-19.

Mr. Romito stated that the financial statements through the end of March, that the Board will acknowledge this evening, and preliminarily for April look good because the timing of the items for which the revenues represent are largely first quarter experiences. The impact from earned income tax, the largest revenue source for the Township (40-50% of total general fund revenue), will not be known until July or August as those revenues represent the months of April, May, and June. This is when it is expected the Township will take the largest hit.

Mr. Romito added that another large revenue for the Township is the deed transfer tax which is less than 10% of total general fund revenue. It is expected the tax based on April activity will come in lower than usual; however, the Township had a large transaction in January involving the Torrente property, which will allow the Township to fare well for the next several months.

Mr. Romito further explained that an additional economically sensitive revenue is sales tax (less than 5% of general fund revenue), that is received in May, which only represents transactions in March. Even though sales tax has little impact on general fund revenue, it will impact RAD funding as that funding comes from the same revenue as sales tax. This may impact the operational and capital funding from the RAD grant that serves Boyce Mayview Park and the library.
Discussion ensued between the Board and Mr. Romito, who provided the following additional information.

The impact of additional revenue sources, including liquid fuels funding of approximately $650,000 annually could be felt in 2021 and beyond. Pension investment performance will impact the Minimum Municipal Obligation (MMO) as far in the future as 2022.

Mr. Romito commented that as we look beyond 2020 for future economic impacts of the pandemic, the Township may also be affected by recovery plans and requirements of the Township as an employer from the State Legislature. If the Township is forced to comply, that is an unfunded mandate which will cause more pressure on the expense side of the budget.

Mr. Romito concluded that we will not have definite information about the impact the pandemic has on revenue sources until June, July, and August, and due to the lag in revenue timing, there is a potential impact to the 2021 budget process. Depending on how swift the recovery is, revenues could stay low in the first part of 2021 and beyond. Staff is exploring different scenarios with Township departments to creatively handle the expense side of the budget in the event we need to respond to the impact of the current situation.

Commissioner Christie asked if there were any additional comments or questions from the Board and there were none.

Commissioner Logan moved for approval of the April 2020 Bill Sheet, which was seconded by Commissioner Paoly and approved by a 6-0 voice vote.

**ACKNOWLEDGE RECEIPT OF FINANCIAL STATEMENTS FOR THE THREE-MONTH PERIOD ENDING MARCH 31, 2020**


Commissioner Logan thanked Mr. Romito for his thorough explanation, tracking and staying on top of the financial impacts from the COVID-19 restrictions.

**OTHER BUSINESS**

Mr. Serakowski wanted to go on the record to state that the County Board of Elections has voted to consolidate in-person polling locations for the June 2nd primary election. This is based on legislation signed by Governor Wolf and was voted on by the State Legislature. In Upper St. Clair, its eighteen (18) precincts will be consolidated into one (1). The Township’s formal request to have two (2) polling places was denied by the County.

Mr. Serakowski mentioned the challenges with this mandate, including voters standing in long lines, the increased time to vote with a paper ballot versus electronic ballots, the impact of the weather on voters waiting outside, advertising, and signage directing voters of the change in polling venues. There will be a police presence at the polling place on June 2nd and social distancing will be enforced.

Mr. Serakowski further stated that the Township will do its best to alert residents about this change, because the Township wants residents to vote. A Reverse 911 message will not go out to residents until a decision is made as to the location of the polling place.
Mr. Serakowski is in communication with the School District to determine if a current polling place at one of the schools would work the best. The County Executive Office issued a directive that the polling place should be in each community’s municipal building; however, most municipalities are not capable of handling large crowds.

Further discussion ensued between the Board and Mr. Serakowski regarding possible locations for the polling place, and the disadvantages of having one polling place in the Township for the general election in the fall.

Commissioner Orchowski commended Township Staff for getting the word out about the various changes to events in the Township such as the changes in refuse pickup by Waste Management.

Commissioner Christie asked if there were any additional comments or questions from the Board and there were none.

**ADJOURNMENT**

Following a motion for adjournment by Commissioner Plutko and a second by Commissioner Logan, which carried with a 6-0 voice vote, the meeting was adjourned at approximately 8:07 PM.

Prudence Cooper
Recording Secretary
May 2020