

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

January 28, 2008

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, January 28, 2008 in the Board of Commissioners' Meeting Room, Township Municipal Building, 1820 McLaughlin Run Road, Upper St. Clair, PA 15241.

PRESENT: Commissioner Mertz President
 Commissioner McElhinny Vice President
 Commissioner Brown
 Commissioner Dandoy
 Commissioner Del Re
 Commissioner Orchowski
 Commissioner Shimer

 Mark S. Mansfield Acting Township Manager
 Matthew R. Serakowski Assistant Township Manager
 August G. Stache, Jr. Director of Finance
 Shannon Miller Planning & Zoning Administrator
 Charles P. McCullough Township Attorney
 Ruthann L. Omer Township Engineer
 Cynthia Kane Recording Secretary

PUBLIC: Approximately 7 people attended.

CITIZENS' COMMENTS

Mr. Bill Babcock, 3410 Brookdale Drive, stated that although many communities in the area have Veterans Memorials, Upper St. Clair does not. He proposed that a Commission be formed which would report back to the Board of Commissioners.

Mr. Thomas J. McGarvey, 442 Diablo Drive, stated that either a Veterans Monument, honoring all veterans living or deceased, or a Veterans Memorial honoring veterans who have lost their lives, be created in the Township. He stated fundraisers could be held. He also asked if the Township could help in different ways, as needed. Township Attorney McCullough agreed to help in his capacity, if needed.

Commissioner Mertz stated this item will be on an upcoming Board agenda.

Community Development – Old Business

Continued Public Hearing Re. PLC07-0008 – YMCA – 52 McMurray Road – Unified Conditional Use/Preliminary and Final Subdivision and Land Development Approval

Mr. Serakowski stated this hearing was continued by the Board of Commissioners to February 4, 2008. The applicant is requesting an additional extension to March 3, 2008 due to an appeal pending before the State Department of Labor and Industry. Staff will recommend the tabling be granted.

Community Development – New Business

Public Hearing Re. PLC07-1302 – Amending Chapter 130 of the Code of the Township, entitled “Zoning” (1) To Add Definitions for Planning Commission Filing Deadline and Sponsorship Sign; (2) To Amend Article IV, District Regulations, to Include Dumpster and Rooftop Mechanical Screening; (3) To Add General Requirements for Sponsorship Sign; (4) To Replace Table A in Article V, Signs, which Summarizes Authorized Signs by Type and Zoning District; and (5) To Correct the Number of Copies for Application Submission

Mr. Serakowski stated this is the opening of a public hearing on an amendment to the Zoning Code, which was reviewed by the Planning Commission on November 15, 2007 and recommended for adoption. Staff will recommend that the hearing be continued to March 3, 2008.

Recommendation Re. PLC07-0014 – St. Clair Highlands Plan No. 4 – Preliminary and Final Subdivision Approval

Mr. Serakowski stated the Planning Commission completed its review of this application on January 17, 2008 and recommended approval. A Bill will be prepared for consideration by the Board at the Regular meeting of February 4, 2008.

Items of Interest Report

The Board reviewed items on the Items of Interest Report.

Other Agenda and Discussion Items**Continued Discussion Re. 2008 Bond Underwriting**

Commissioner Mertz stated that at 5:00 PM this evening, a Public Meeting of the Budget and Finance Committee of the Board of Commissioners was held. The Committee met with representatives from Ferris, Baker Watts; the Susquehanna Group; Buchanan Ingersoll; and the Township Attorney. The Budget & Finance Committee meeting will continue on Monday, February 4, 2008 at 6:30 PM.

Status Re. Boyce Mayview Park Community Recreation Center Construction

Commissioner Mertz introduced Mark Edelmann, EPM Architecture and Project Manager of the Boyce Mayview Park Community Recreation Center Construction project.

Mr. Edelmann stated that a Project Construction Update will be provided monthly and he will attend each Informational and General Affairs meeting of the Board to review the report. Mr. Edelmann reviewed the key construction items completed or in progress. The Project Construction Update is attached, for reference.

Mr. Edelmann stated that change orders are needed on occasion and suggested the Board decide on a dollar limit to decide when a change order needs to be reviewed by the Board before authorization is given. The Board agreed to a \$20,000 limit on change orders. Any changes above that amount will need Board approval.

Discussion Re. Silo Demolition at Boyce Mayview Park

Commissioner Mertz stated he and Commissioner Brown had toured the silos earlier today and it is apparent they are in seriously deteriorating condition.

Commissioner Brown stated bands are beginning to snap and tiles are falling off.

Commissioner Shimer stated the Township did not maintain the silos. He suggested a contingency plan could be adopted to rebuild the silos, appearing the same as the originals.

Commissioner Orchowski asked if the tiles could be saved or, if not, could they be crushed and used on-site?

Superintendent of Buildings & Grounds Walter Jarosh, and Township Engineer Ruthann Omer agree the silos are dangerous and need to be demolished.

MOTION AND VOTE AUTHORIZING THE DEMOLITION OF FOUR SILOS AT BOYCE MAYVIEW PARK

Commissioner Brown motioned to authorize the demolition of the four silos at Boyce Mayview Park. The motion was seconded by Commissioner Del Re and approved by a 7-0 voice vote.

Recommendation Re. Sale of 1983 American LaFrance Ladder Truck

Mr. Mansfield stated the Upper St. Clair Volunteer Fire Department has been marketing its 1983 American LaFrance Ladder Truck and has received a letter of intent from North Strabane Volunteer Fire Department to purchase the truck for \$16,000. Staff will recommend that at the Regular meeting of February 4, 2008, the Board authorizes the proper Township officials to execute a contract for this sale.

Commissioner Orchowski questioned whether enough avenues had been explored in marketing the truck. Research will be done and an update will be provided before the Regular meeting of February 4, 2008.

Recommendation Re. Authorizing the Execution of a Contract with Tri-State Design and Development, Inc. for Retaining Wall Engineering Services – Mayview Road Widening Project

Mr. Mansfield stated that due to soil conditions along the portion of Mayview Road which needs widened for construction of the turn lane, it has been determined that a retaining wall is required. Staff will recommend that at the Regular meeting of February 4, 2008, the Board authorizes the proper Township officials to execute a contract with Tri-State Design and Development, Inc. (Carnegie, PA) in an amount not to exceed \$31,500 for the design and specifications of a retaining wall.

Recommendation Re. Authorizing a Contract with Franklin Fixtures for the Children's Library Bookcase Shelving Project, Phase II

Mr. Mansfield stated that in May 2007, the Board approved the purchase of specialized bookcase shelving from Franklin Fixtures for the pre-school area of the Township's Children's Library. The shelving is functional, durable, and esthetically pleasing. Therefore, Staff will recommend that at the Regular meeting of February 4, 2008, the Board authorize a contract with Franklin Interiors for shelving in the amount of \$35,000 for the school-age area of the Children's Library. The old shelving will be donated to a Library in need.

Update Re. Pennsylvania Environmental Defense Fund (PEDF)

Township Engineer Ruthann Omer, P.E. stated the Township is involved in the Pennsylvania Environmental Defense Fund (PEDF) through the Consent Order. There is a responsibility to work with other municipalities to test the Township's overflow that it has in Scott Township. Scott Township has completed the testing and the results are available in the Township Library.

Recognitions Announcement

Commissioner Mertz stated that at the Regular meeting of February 4, 2008, the 50th Anniversary of the Upper St. Clair Athletic Association will be acknowledged by Proclamation. Several Athletic Association officers are expected to attend. Commissioner McElhinny will present the Proclamation.

GENERAL AFFAIRS

Approval of Informational and General Affairs Meeting Minutes of December 17, 2007

Commissioner Brown moved to approve the meeting minutes of December 17, 2007. The motion was seconded by Commissioner Shimer and carried by a 4-0 voice vote. The 4-0 vote was due to the fact that Commissioners Dandoy and Del Re were not sworn in until January 7, 2008 and Commissioner McElhinny was not present at the December 17, 2007 meeting.

Consideration of January 2008 Bill Sheet

Commissioner Orchowski stated he has reviewed the January 2008 Bill Sheet and moved to approve it. Commissioner Dandoy seconded the motion which was approved by a 7-0 voice vote.

Acknowledge Receipt of Financial Statements for the Twelve-Month Period Ending December 31, 2007

Commissioner Orchowski acknowledged receipt of the Financial Statements for the twelve-month period ending December 31, 2007. Commissioner Orchowski also announced the 2008 Budget is available on the Township website. Commissioner Mertz requested that Mr. Stache present an update at the February Informational and General Affairs Meeting (February 25, 2008) on the financial state of the Township.

Other

Top Ten Priorities

Commissioner Mertz stated a "brainstorming session" was held at 6:00 PM this evening to discuss priorities for the years 2008-2009. The top ten are as follows:

1. Salary Structure – Administration & Township Management Structure
2. Community Recreation Center Matters
3. Commercial Development Assessment
4. Veterans Memorial
5. Gilfillan Farm/Park Plan
6. CRC Fundraising
7. Open Fields Complex
8. 911 Integration
9. Comprehensive Plan Benchmark Review
10. Police Manpower Review

Commissioners Email

Commissioner Shimer stated that the Commissioners received directions re. email accounts in their Friday packets.

ADJOURNMENT

Following a motion for adjournment by Commissioner Brown and a second by Commissioner Dandoy, the motion carried with a 7-0 voice vote and the meeting adjourned at approximately 9:09 PM. An Executive Session followed for the purpose of discussing legal and personnel matters.

Cynthia Kane
Recording Secretary

LITIGATION REPORT – SUMMARY

TOWNSHIP OF UPPER ST. CLAIR

JANUARY 24, 2008

I. CASES WHERE TOWNSHIP IS PLAINTIFF

1. Township of Upper St. Clair v. Philip Robinson, No. GD06-26113.
2. Dominion Cases, No. GD 05-031635 and S.A. 07-800.
3. Township of Upper St. Clair v. Highley, et al., No. GD07-3585.
4. Township of Upper St. Clair v. Stinger Asphalt Co., CV 370-08.
5. Township of Upper St. Clair v. Christine Bloedel, CV 371-08.
6. Township of Upper St. Clair v. Flow & Fill, LLC, CV 372-08

II. CASES WHERE TOWNSHIP IS DEFENDANT NOT DEFENDED BY INSURANCE CARRIER

1. Thomas S. White, Mark G. Trombetta, M.D., Robert E. Faust, Leonard C. Highley and H. Scott Hawkins v. Township of Upper St. Clair, Robert Crown, t/d/b/a Crown Communications, and Barbara Crown, his wife, No. GD96-16806.

III. CASES WHERE UPPER ST. CLAIR IS DEFENDANT AND INSURANCE COMPANY IS DEFENDING

None.

IV. TAX APPEALS

1. County Base Year Assessment Litigation
2. 2007 Residential Property Assessment Appeals

V. CONDEMNATION

1. Township of Upper St. Clair v. Bedner, et al., GD 03-12776

VI. LAND USE

1. Godish vs. Zoning Hearing Board of Upper St. Clair, SA 04-1171.
2. Upper St. Clair School District vs. Zoning Hearing Board of the Township of Upper St. Clair, S.A. 06-17.
3. Ross Development – Land Use Appeal of Commerce Partnership #9505, S.A. 07-641.



ARCHITECTURE
100 Branch of Road, Suite 3
Pottsville, PA 17855

MEMO

To:	Township of Upper St.Clair Board of Commissioners	Date:	1/24/08
RE:	USC-CRC Project Update 1-28-08 USC Commissioners Informational Meeting	Project Number:	200625.80
		Project:	USC- Community Recreation Center

Notes:

Dear Township of Upper St.Clair Board of Commissioners;

The following is a Project Construction update for the USC-Community Recreation Center, which we will be providing you each month, until the conclusion of the project. In addition to our appearance at each monthly Commissioner's Informational Meeting each month, we will include the following in a report packet to you;

- **Project Construction Status;** indicating specific issues, milestones and general progress of the project.
- **Current Project Site Construction Photos;** as included within the last construction job conference.
- **Current Project Schedule;** as included within the last construction job conference, and indicating progress of major construction milestones.
- **Current Project Cost Summarization Worksheet;** this includes project construction costs to date, taken from the previous months payment package provided to the Township.

A short summary of this month's Project Update include;

1) **Project Construction Status:**

Key Construction Items Completed and/of In Progress Include;

- Completion of all Erosion and Sedimentation temporary construction control structures.
- Completion of all initial stake-out of the site.
- Striping and stockpiling of all topsoil on site.
- Demolition of the barns complete.
- Rough grading complete for 90% of the site.
- New sedimentation basin-B is complete and end walls installed.
- Storm manholes #16 & #17 complete with storm line and working North.
- CRC building pad graded to sub grade and stable with temporary dressing. Building foundations to begin week of 1/28/08.
- Temporary power on site, and permanent power installations have begun.
- Permanent gas, water and sanitary line installation have begun.
- Stakeout survey for building corners and columns has begun in preparation to begin foundation installation week of 1/28/08.

Sent By: Mark M. Edelmann, AIA

Copies To: File

Phone Number: (724) 933-0229

Fax Number: (724) 933-0271

E-Mail Address: mme@epmarchitecture.com

2) **Current Project Site Construction Photos:**

Project site photographs taken from the last job conference (1/16/08) are attached. Doesn't look like much from these photos-but you can begin to see the following;

- Page-1;
 - The cut of the new internal circulation road East of the CRC.
- Page-2;
 - The building pad cut down to sub-grade, with the topsoil stock pile in the background to the right.
 - Northern new parking lot, being used to stage storm water piping materials.
- Page-3;
 - The cut of the new internal circulation road looking North and near the left field fence of the ball field.
 - The Northern parking lot, with topsoil stockpile in the background.
- Page-4;
 - Looking out over the new building pad.
 - Looking South towards the Dairy Barn, with wooden barn and root cellar barns gone.

3) **Current Project Schedule:**

Current Project Schedule from the last job conference (1/16/08) is attached. Some key items include;

- We have lost some time on the initial intended start of the foundation work due to weather. However we have been able to sequenced the foundation installation schedule to allow steel erection to follow portions of the completed foundation installation, which keeps us on the original completion date.
- The actual building construction will begin in the Southwest corner of the building (Indoor Aquatics Area) and work Northeast from there. Foundations, masonry and steel erection will all follow this path.

3) **Current Project Cost Summarization Worksheet:**

The attached Construction Contract Summarization Worksheet is attached to all monthly consolidated contract billing statements provided to the Township each month. The attached sheet is from the last billing; the December-07 contractor's billings. This sheet is a useful tool to allow you see the "Total Project Construction Costs to Date". Some key items include;

- Total contractors invoicing paid to date is; \$328,684.17
- Total contractor invoicing remaining to date is; \$20,610,493.77
- Percent of contractor invoicing completed to date is; 1.75%
- Total Project Construction Costs to date is: \$637,713.90

We look forward to our discussions on January 28th, and providing you with any additional information that you may require and answer any specific questions you may have.

Sincerely,
Mark M. Edelman, AIA
EPM Architecture

Attachments;

- Project Construction Photos from 1/16/08 Job Conference No.4- dated 1/16/08
- Project Construction Schedule from 1/16/08 Job Conference No.4- dated 1/16/08
- Project Cost Summarization Worksheet from December-07 Construction Billing- dated 1/9/08