

BOARD OF COMMISSIONERS MEETING MINUTES

December 6, 2021

The regular meeting and public hearing 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, December 6, 2021 at the Township of Upper St. Clair Municipal Building, Board of Commissioners Meeting Room, Upper St. Clair, PA. The Pledge of Allegiance was recited by all present.

PRESENT: Commissioner Christie President
Commissioner Paoly Vice President
Commissioner Burlingame
Commissioner Enck
Commissioner Orchowski (via audio)
Commissioner Pardini
Commissioner Plutko

Matthew R. Serakowski Township Manager
Mark Mansfield Assistant Township Manager
Mark P. Romito Director of Finance
Adam A. Benigni Director of Community Development
Paul Besterman Director of Recreation & Leisure Services
Irving Firman Township Attorney
Jennifer Slagle Township Engineer
Missy Fenster Network Deposition Services
Amy Wiszczor Recording Secretary

PUBLIC: Approximately eight (8) people attended.

REVIEW OF BOARD OF COMMISSIONERS' REGULAR MEETING MINUTES OF NOVEMBER 1, 2021

Commissioner Paoly moved to approve the Regular Meeting Minutes of November 1, 2021. This was seconded by Commissioner Enck and carried with a 7-0 voice vote.

PUBLIC COMMENTS

Mr. Wayne Herrod, 89 Long Drive, attended the meeting to thank Commissioner Christie for his dedication and hard work as a Commissioner. He appreciates his service over the twelve years on the Board. Commissioner Christie thanked him for his comments.

OLD BUSINESS

None.

NEW BUSINESS

PRESENTATION RE. MORTON FIELDS COMPLEX STUDY

Mr. Paul Besterman introduced Ms. Heather Cuyler, who is a Recreation Planner with Pashek MTR, a landscape planning firm. She is attending tonight's meeting to provide an update on the Morton Fields Complex Study.

Ms. Cuyler began her PowerPoint presentation stating that this is the second of two (2) public input sessions. They believe the engagement of the community is important to the success of these plans. Some of the ways they received feedback was through a Project Website with over 2,000 visits, a Digital Questionnaire with over 1,100 completed, the Parks and Recreation Advisory Board and the Upper St. Clair Athletic Association (USCAA).

Ms. Cuyler reviewed the top three (3) improvements that the questionnaire revealed. Those improvements included, developing more walking and biking trails that connect to parks and neighborhoods, providing more shade in the complex, and developing additional passive recreation opportunities such as meadows and shelters. Another improvement that came up was to convert grass fields to synthetic turf.

The presentation continued with photos of trails, options for shaded areas such as trees and canopies, ways to sustain the area with rain gardens and storm water management and turf fields.

Ms. Cuyler continued by reviewing which activities currently bring patrons to Morton Field. These activities include the trails, multi-purpose fields, and the playgrounds. She shared different types of nature play that could be incorporated for younger children. For teenagers, it was suggested to include an obstacle course or sports equipment.

Through the community engagement, Pashek MTR, also heard from other user groups including Disc Golf, Ultimate Frisbee and Pickleball. They recognize that Pickleball is a growing sport for both the young and old and attempted to include Pickleball into the plan, but realized the Morton Complex may not be the place for Pickleball. This is due to the required amenities and the topography of the Morton Complex.

Ms. Cuyler stated they also talked with the USCAA and praised how well everyone worked together. They obtained an approximate number of USCAA participants on the fields, but since it was during a pandemic, it made it difficult to get an accurate number.

After gathering all the information, Ms. Cuyler advised they came up with (3) three renderings of the Morton Field Complex. She continued by reviewing each of these renderings.

Ms. Cuyler continued that at the conclusion of the first public meeting, the current rendering was developed. It includes different entrances and exits, added bleachers and shade; moving of the ADA parking, relocation of the batting cage, added teen obstacle course, and a nine-hole disc golf course. The trail did not need to be realigned.

Ms. Cuyler stated that this plan will take many years and dollars to complete. It is suggested that the plan be completed in phases: Phase 1 would be parking and circulation along with turfing field #1; Phase 2 would include expanding the trails; turfing field #2 would be Phase 3; and turfing field #3 and lighting would be in Phase 4.

Commissioner Christie asked if there were any questions from the Board.

In response to Commissioner Orchowski's question regarding seating and shaded seating for Field #3, Ms. Cuyler advised that they took a look at the seating on that field and it was decided that the seating seemed to be adequate; however, they added shading structures over the bleachers. Ms. Cuyler also confirmed for Commissioner Orchowski that Fields #2 and #3 would be kept as soccer fields and that Field #2 could be used for flag football if necessary.

Commissioner Plutko shared his concerns on Field #2 and the distance between outlining fields for space for parents to stand or sit and the ability for emergency vehicles to access the fields. Ms. Cuyler confirmed an emergency vehicle can access that field. Commissioner Plutko also asked if a trail or walkway could be added near the lower end of Field #2 toward the tree line which Ms. Cuyler advised she would discuss and consider this option with her team.

Discussion ensued between Ms. Cuyler and Commissioner Christie, Commissioner Burlingame and Commissioner Enck regarding the parking spaces, the drop-off area, and the congestion throughout the parking area. Ms. Cuyler advised that the parking spaces would be increased to 225 spaces and 13 ADA spaces. She advised their concerns would be taken back to her team for consideration.

Commissioner Paoly and Commissioner Enck expressed their concerns for the location of the playground and would like it to be in a more centralized location where parents can keep an eye on their children. Ms. Cuyler stated they would take another look at the location for the playground; however, the areas are very limited within the Morton Complex.

In response to Commissioner Paoly's question regarding the parking lot and the use of porous paving, Ms. Cuyler stated that it is asphalt and allows water to permeate through it, to help with storm water management in the area.

Ms. Cuyler concluded her presentation by stating it was an enjoyable process to work with the community and she will take the suggestions back to her team for consideration.

Commissioner Christie asked if there were any questions or comments from the public.

Mr. Wayne Herrod, 89 Long Drive, spoke of his concerns with completing the turf fields in stages and possible damage to the other fields if drainage is not completed properly.

Commissioner Burlingame asked for the cost to complete the Morton Field Complex. Ms. Cuyler gave a rough estimate of \$17 million, which includes the items shown in the most recent rendering along with moving the overhead power to underground, under draining, reconfiguring the parking lots, adding a restroom near the playground, and running the utilities to that restroom.

Ms. Cuyler advised Commissioner Paoly that this project would take at least five (5) years to complete.

Commissioner Christie asked if there were any additional questions or comments from the Board or the public.

Mr. Serakowski addressed the concern from the public regarding the increase in taxes due to this project. He advised that this project would be viewed as a multi-phase, multi-year project that will provide a roadmap for this Board and future Boards to follow.

Commissioner Christie stated that the Morton Field Complex Plan will be discussed further at a later meeting.

PUBLIC HEARING RE. PLC21-0014 – MCLAUGHLIN RUN STORAGE – NONRESIDENTIAL – CONDITIONAL USE APPROVAL

Mr. Benigni stated that this is the Public Hearing regarding PLC21-0014 – McLaughlin Run Storage – Nonresidential – Conditional Use Approval.

Mr. Benigni reviewed the recommended public hearing procedures and stated that Staff recommends that the Board of Commissioners continue this Public Hearing to the Board of Commissioners' Regular Meeting on Monday, January 3, 2022 for the purpose of taking Staff testimony. This may be accomplished by a simple motion and voice vote.

Those wishing to testify were sworn in by Commissioner Christie.

Mr. Benigni then entered Township Exhibits #1 through #9 and Applicant Exhibits #1 through #3 into the record and introduced Mr. Nic Brenlove and Mr. Kevin McKeegan.

Mr. Nic Brenlove, Principal, Fairfield Southpointe, L.P., stated that they are requesting conditional use approval for property located at 1341 McLaughlin Run Road that they are under agreement to purchase. The property is 1.095 acres and it is currently completely paved and covered with an existing building and there is no landscaping on the site. The existing building is approximately 16,000 square feet and was previously used as an athletic club. The building has been vacant since January 2021. The proposed development would be to convert the existing building to interior only self-storage units. These units would be climate controlled. Because of the height of the building, a second floor would be added and the entrance would remain in the same location, but would be enhanced architecturally. They plan to provide approximately 1900 square feet of landscaped area around the existing building. Mr. Brenlove continued that they have met the parking requirements. Lighting would be mounted on the building and it would not be facing or projecting into any residential areas. They do not plan to make any changes to the exterior of the building or the site. The site has some easements that are not buildable and they do not intend to have any activity on those easements. The applicant is requesting a modification of the zoning ordinance.

Mr. Kevin McKeegan, Attorney with Meyer, Unkovic & Scott Law firm, is representing Fairfield Southpointe, L.P. Mr. McKeegan stated this project needs to be treated as the adapted re-use of an existing structure. He displayed a plot plan and explained the easements on the land that benefit the other property owner and stated these areas need to be left vacant. The land is limited to the building itself and the area around the building.

Mr. McKeegan continued that there are three (3) provisions in the Township Code that are of concern for this project. The first being the requirement for a human being to be on site 24 hours a day. He stated the security for this project includes interior climate-controlled storage units; the vestibule and door would be controlled by electronic access control; and the building would only be accessible to customers and employees that have an access code; and there will also be a 24-hour video surveillance system installed. They believe these security measures are consistent with the current industry and contemporary practice. The second provision is in regards to the easements and the Code states that a mini warehouse of this type needs to be on a site that is two (2) acres in size. They do not believe this requirement is applicable because an existing building is being used and is staying within its confinements. Mr. McKeegan also stated that all required parking will be provided around the building and because the parking is completely paved, they advised there is no need for any storm water changes. The final provision that is of concern is the Code requirement for a mini warehouse be in a single-story building and no more than 15 feet in height. Since this is an existing building, the second story is not a building story, and because the building is not getting any higher, this requirement is not applicable.

Mr. McKeegan closed with stating that the Planning Commission recommended approval of the application.

Commissioner Christie asked if there were any questions from the Board.

In response to Commissioner Paoly's question regarding trucks visiting this site and loading docks, Mr. McKeegan confirmed that there are two (2) loading bays in the corner of the building. Commissioner Paoly stated this is a great adaptive use of this property.

Mr. McKeegan confirmed for Commissioner Pardini that self-storage facilities of this type are geared toward residences, apartment dwellers, and anyone that needs more space to store items such as household goods. They may also be used by businesses to store documents. Mr. Brenlove confirmed this building would be converted into a business where a customer rents a space to store items.

Commissioner Plutko asked if the surveillance cameras would be actively monitored, to which Mr. Brenlove advised they would not be actively monitored, but the cameras would be recording.

Commissioner Paoly asked if the self-storage business on Boyce Road has someone on site for security. Mr. Benigni was unsure of their security practices, but he would check into it and advise.

In response to Commissioner Christie's question regarding the building having a sprinkler system, Mr. McKeegan advised it does have a sprinkler system that will be modified to cover all the self-storage units.

Commissioner Christie asked if there were any questions or comments from the public.

Mr. Nick Aspiotes, 189 Carriage Lane, is representing his father that owns the property behind this site. His concern is regarding the easements and it appears that they are going to be maintained and they have been recorded. He confirmed for Commissioner Christie that he is satisfied as long as the easements remain and they are recorded.

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

**MOTION AND VOTE TO CONTINUE PUBLIC HEARING RE. PLC21-0014 -
MCLAUGHLIN RUN STORAGE – NONRESIDENTIAL – CONDITIONAL USE
APPROVAL**

Commissioner Burlingame moved to continue Public Hearing Re. PLC21-0014 – McLaughlin Run Storage – Nonresidential – Conditional Use Approval to the Board of Commissioners' Regular Meeting on January 3, 2022. This was seconded by Commissioner Plutko and carried with a 7-0 voice vote.

**RECOMMENDATION RE. PHASE II CONSENT ORDER AND AGREEMENT (COA),
PREPARED AS A COOPERATIVE EFFORT BETWEEN THE PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION (PA DEP) AND THE
ALLEGHENY COUNTY HEALTH DEPARTMENT (ACHD).**

Mr. Serakowski stated as discussed over the past five (5) Board meetings, this has been in process over the last two (2) years with the Pennsylvania Department of Environmental Protection and the Allegheny County Health Department. Mr. Serakowski advised that there was also a presentation with the Township Engineer and the Department of Public Works that reviewed the elements of this agreement prior to its finalization.

Staff is recommending to move forward with the approval by adoption of Resolution No. 1712. This may be accomplished by a simple motion and roll call vote.

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

MOTION AND VOTE TO ADOPT RESOLUTION NO. 1712

Commissioner Paoly moved to approve Resolution No. 1712 Re. Phase II Consent Order and Agreement (COA), Prepared as a Cooperative Effort Between the Pennsylvania Department of Environmental Protection (PA DEP) and the Allegheny County Health Department (ACHD). This was seconded by Commissioner Burlingame and carried with a 7-0 roll call vote.

RECOMMENDATION RE. APPROVAL OF CONTRACTS

Mr. Mansfield stated that Staff recommends the following contracts for the Board's approval in accordance with Township Code:

Digitech Computer, LLC Chappaqua, NY	EMS Billing and Collection Services for TCS (3-year contract with annual one- year renewal options)	4.15% of net collected revenue
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Technology Systems for Phase 5 Next Generation Facility Improvements:

Aargent Telecom Pittsburgh, PA	Supply and install of all required communications, data, CCTV security cameras and controlled access door systems cabling.	\$145,553.45
Horizon Information Services Glenshaw, PA	Supply and install of all required CCTV Camera systems and licensing requirements to match existing systems in place within the facility.	\$ 59,925.00
Johnson Control, Inc. Cranberry Township, PA	Supply and install of all required door access hardware and security systems to match existing systems in place within the facility.	\$126,361.00
Magna 5 Pittsburgh, PA	Supply and install of Wireless Access Points (WAPs) hardware, switches and 5-year licenses and support to coordinate with existing systems in place within the facility.	\$ 22,531.86

A simple motion and voice vote will authorize the above actions.

Mr. Mansfield confirmed for Commissioner Christie that all the above costs were included in the budget.

Commissioner Christie asked if there were any questions or comments from the Board.

In response to Commissioner Orchowski's questions, Mr. Mansfield advised that Ambcoach, Inc. was the previous vendor for the EMS billing. He also confirmed that the Township did solicit proposals and the percentage quote is competitive based on the service upgrade and improved reporting.

Commissioner Plutko questioned if these vendors would be matching the Technology Systems to the existing system. Mr. Mansfield advised that these vendors are very familiar with the Township building and all of the existing systems and Mr. Serakowski confirmed that they will match the existing system that has been part of the multi-phase renovations.

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

MOTION AND VOTE TO APPROVE THE ABOVE MENTIONED CONTRACTS

Commissioner Burlingame moved to approve the above-mentioned contracts. This was seconded by Commissioner Pardini and carried with a 7-0 voice vote.

DISCUSSION RE. NEXT GENERATION RENOVATION PROJECT FURNISHINGS CONTRACT

Mr. Mansfield stated as discussed at the Informational and General Affairs Board of Commissioners' meeting on November 29, 2021, the furnishing selections for the Next Generation Renovation Project is still in progress.

Therefore, it is Staff's intent to request the Board's approval for these purchases from Anderson Interiors at the Informational and General Affairs meeting on December 20, 2021 so that the furnishings can be ordered by the end of fiscal year 2021. Final pricing will be provided to the Board before that time.

Commissioner Christie asked if there were any questions or comments from the Board.

Commissioner Plutko expressed his concerns for exceeding pricing on the furnishings and Mr. Mansfield advised that 70 to 80% of the items will have firm pricing; however, there may be some custom items with fluctuating prices.

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

RECOMMENDATION RE. SNOW REMOVAL AGREEMENT WITH UPPER ST. CLAIR SCHOOL DISTRICT

Mr. Serakowski stated Resolution No. 1713 authorizes the approval of the Agreement between the Township of Upper St. Clair and the Upper St. Clair School District under which the Township performs snow and ice removal services on School District properties for the next three (3) winter seasons through 2023/2024.

The annual fee represents a 2.5% annual increase from the previous Agreement. The School District approved this Agreement at its meeting on November 22, 2021.

Staff is recommending the approval of Resolution No. 1713. This may be accomplished by a simple motion and roll call vote.

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

MOTION AND VOTE TO ADOPT RESOLUTION NO. 1713

Commissioner Pardini moved to approve Resolution No. 1713 Re. Snow Removal Agreement with Upper St. Clair School District. This was seconded by Commissioner Plutko and carried with a 7-0 roll call vote.

RECOMMENDATION RE. ADOPTION OF THE 2022 PROPOSED BUDGET

Mr. Romito stated in accordance with Section 906 of the Township Charter, Staff has prepared Bill No. 6-21 for the Board's consideration in the adoption of the 2022 Budget. Bill No. 6-21 holds the Real Estate Tax rate at 3.83 mills, the Earned Income Tax rate at .80%, the Local Services Tax at \$52 per year, and sets the Sanitary Sewer Multiplier at 1.86.

Mr. Romito advised that there is one change to the budget which was incorporated into Bill No. 6-21. The Township was notified last week of a capital grant from RAD in the amount of \$275,000 which will help to go towards the Perimeter Trail.

It is recommended that the Board of Commissioners adopt Bill No. 6-21. This may be accomplished by a simple motion and roll call vote.

Commissioner Christie commented that the budget planning process started in May and is a very detailed and lengthy process and he thanked the staff for their work and success in maintaining the tax rates for multiple years.

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

MOTION AND VOTE TO ADOPT BILL NO. 6-21

Commissioner Enck moved to adopt Bill No. 6-21 Re. Adoption of the 2022 Budget. This was seconded by Commissioner Burlingame and carried with a 7-0 roll call vote.

RECOMMENDATION RE. TOWNSHIP TRAFFIC ENGINEER FEE SCHEDULE AND 2022 TOWNSHIP ATTORNEY FEE SCHEDULE

Mr. Serakowski stated as reviewed at the November 28th IGA BOC meeting, this is the Township Traffic Engineer's 2022-2023 Fee Schedule and the Township Attorney's 2022 Fee Schedule. Staff has reviewed their proposals and is recommending approval.

This approval may be accomplished by a simple motion and voice vote.

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

MOTION AND VOTE TO APPROVE TOWNSHIP TRAFFIC ENGINEER FEE SCHEDULE AND 2022 TOWNSHIP ATTORNEY FEE SCHEDULE

Commissioner Plutko moved to approve the Township Traffic Engineer Fee Schedule and 2022 Township Attorney Fee Schedule. This was seconded by Commissioner Burlingame and carried with a 7-0 voice vote.

RECOMMENDATION RE. REAPPOINTMENTS TO VOLUNTEER BOARDS/COMMISSIONS

Mr. Serakowski explained that the following Board/Commission terms are due to expire on December 31, 2021. He stated that Staff recommends the Board of Commissioners approve the

following appointments/reappointments which this may be accomplished by a simple motion and voice vote.

Building and Fire Codes Appeals and Advisory Board – 3 year term

- Anthony L. Pitassi (Chair)

Civil Service Board – 3 year term

- Neal Holmes (Secretary)

Library Board – 3 year term

- Joann Hockenberry

Municipal Authority – 5 year term

- Nicholas J. Seitanakis

Parks & Recreation Advisory Board – 3 year term

- Ryan Buries
- Jason Graves (Vice Chair)
- Matthew Weaver

Planning Commission – 4 year term

- Robin Weissert (Secretary)
- Jeffrey Krantz

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

MOTION AND VOTE TO APPROVE REAPPOINTMENTS TO VARIOUS TOWNSHIP BOARDS AND COMMISSIONS OF THE TOWNSHIP OF UPPER ST. CLAIR

Commissioner Paoly moved to approve the above appointments to various Township Boards and Commissions of the Township of Upper St. Clair. This was seconded by Commissioner Burlingame and carried with a 7-0 voice vote.

RECOMMENDATION RE. APPOINTMENT TO THE ZONING HEARING BOARD BY ADOPTION OF RESOLUTION NO. 1714

Mr. Serakowski explained that the Pennsylvania Municipalities Planning Code authorizes the Board of Commissioners to appoint residents of the municipality to the Zoning Hearing Board by Resolution. Therefore, Staff recommends the Board approve Resolution No. 1714 by a simple motion and roll call vote.

Zoning Hearing Board – 3 year term

- Anderson Bailey

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

MOTION AND VOTE TO ADOPT RESOLUTION NO. 1714

Commissioner Enck moved to adopt Resolution No. 1714 Re. the appointment of Anderson Bailey to the Zoning Hearing Board of the Township of Upper St. Clair. This was seconded by Commissioner Pardini and carried with a 7-0 roll call vote.

OTHER BUSINESS

Commissioner Orchowski commented that the Board was given a copy of the meeting minutes of the Fields Committee from November 19, 2021. He shared with the Committee that he is very impressed with the cooperation between the Fields Committee and the School District, Township Staff and Athletic Association and really appreciates the work they are doing.

ADJOURNMENT

Following a motion for adjournment by Commissioner Burlingame and a second by Commissioner Plutko, which carried with a 7-0 voice vote, the meeting was adjourned at approximately 8:46 PM.

Amy Wiszczor
Recording Secretary
December 2021