

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

January 25, 2021

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 25, 2021, in the Community & Recreation Center, 1551 Mayview Road, Pittsburgh, PA 15241.

PRESENT:	Commissioner Christie	President
	Commissioner Paoly	Vice President
	Commissioner Plutko	
	Commissioner Enck	
	Commissioner Orchowski	
	Commissioner Pardini	
	Commissioner Waller	
	Mark S. Mansfield	Assistant Township Manager
	Mark P. Romito	Director of Finance
	Adam A. Benigni	Director of Planning & Community Development
	Irving S. Firman	Township Attorney
	Jennifer Slagle, P.E.	Township Engineer
	Laura Long	Recording Secretary

EXCUSED: Matthew R. Serakowski Township Manager

PUBLIC: Approximately 4 people attended.

ANNOUNCEMENTS

Commissioner Christie announced that earlier in the evening a Budget & Finance Committee meeting of the Board was held and that there would be an update provided later this evening. He also shared that the Board held an Executive Session to discuss legal and personnel matters.

CITIZENS' COMMENTS

Commissioner Christie asked if there were any citizens comments from the public and there were none.

INFORMATIONAL ITEMS

COMMUNITY DEVELOPMENT – OLD BUSINESS

None.

COMMUNITY DEVELOPMENT – NEW BUSINESS

Recommendation Re. PLC21-5701 – Amendment to Chapter 57 of the Township Code Entitled “Fees”.

Mr. Benigni stated that the Townships Planning & Community Development Department has recommended fee adjustments for electrical permits and inspections based on increases proposed by the Township’s contractor for electrical inspections, Middle Department Inspection Agency, Inc. Staff will prepare a Bill for Board consideration at the February 1, 2021 Regular Meeting.

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

GENERAL AFFAIRS

Recommendation Re. 2021 Township Engineer Fee Schedule.

Mr. Mansfield stated that the Board has received the Township Engineer’s 2021 Fee Schedule with an excerpt of the Township’s current consultant rates. Approval of the Fee Schedule may be accomplished at the February 1, 2021 Regular Meeting of the Board by a simple motion and voice vote.

In response to Commissioner Orchowski’s inquiry, Ms. Slagle stated that the principal rate has been eliminated. She shared that this rate schedule reflects how project teams can be put together to use the lowest staff type to complete a given task in an effort to be more cost effective. There is flexibility for the client to use higher levels of staff for special projects when requested as well.

In response to Commissioner Paoly’s inquiry, Ms. Slagle verified that survey teams will be assembled to be appropriate for the type of survey needed. She confirmed that surveys would now fall under staff type as teams are built to complete a given project.

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

Status Report Re. Budget and Finance Committee of the Board of Commissioner’ Meeting of January 25, 2020.

Mr. Romito shared that the Budget & Finance Committee of the Board met earlier in the evening to discuss the 2021 Bond Issue ordinance. Three (3) members of the bond team attended the meeting including Mike Bova of Boening & Scattergood, Jay Wenger of Susquehanna Group Advisors, and Anthony Ditka of Dinsmore & Shohl. He shared that what was reviewed flows into the next Agenda item and asked Commissioner Christie if he could move on.

Commissioner Christie confirmed that the meeting could proceed into the next item.

Discussion Re. 2021 Bond Issue Parameters Ordinance.

Mr. Romito stated that as reviewed during the budget development process, the 2021 Budget includes funding for debt service of a new \$14 million bond issue to fund capital projects which include the renovation of the Township Library, Police Department, and other areas of the Municipal Building. In order to continue the planning for these projects and position the Township for a favorable market environment, Staff has worked with the Township’s bond team to develop an ordinance authorizing the issuance of the debt.

In addition to the new bonds, there is a potential that the Township may also be able to achieve savings during the year by refunding one or both series of existing bonds that were issued in 2017. Therefore, the ordinance is being drafted to also include authorization for such a refunding in the event we are presented with a savings opportunity.

Staff will work with the bond team to finalize a parameters ordinance during the week and will recommend its adoption at the Board's Regular Meeting on February 1, 2021.

Commissioner Orchowski shared that earlier in the week he requested to see what other cash flow options were available. Mr. Romito verified that a 20-year wrap is what is being recommended and that all options will be made available for the Board to review later this week along with a draft ordinance.

Commissioner Christie noted that the Budget & Finance Committee meeting was well attended by members of the Board and Staff and he thanked everyone for their time and participation.

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

Consideration of the January 2021 Bill Sheet.

Commissioner Enck stated that the Bill Sheet was reviewed and asked Commissioner Orchowski if he had any additional questions than what he asked earlier in the week. Commissioner Orchowski shared for the record that he wasn't questioning the charges; however, he was gathering more information to understand them and that he has no additional questions. Commissioner Christie asked if there were any additional questions relating to the Bill Sheet and there were none. Commissioner Enck moved for approval of the January 2021 Bill Sheet, which was seconded by Commissioner Waller and approved by a 7-0 voice vote.

Acknowledge Receipt of Financial Statements for the Twelve-Month Period ending December 31, 2020.

Commissioner Enck shared that she reviewed the financial statements and asked Mr. Romito to share additional comments. Mr. Romito pointed out that the end of year financial statements are preliminary and not a final reflection of the 2020 numbers as the finance team wraps up year-end transactions and expense reporting for the prior year. He shared that the statements reflect nothing contrary to what has been reported over the past few months. Revenues have performed strongly and while the three (3) areas of concern: local services tax, sales tax and earned income tax, all fell short of where they performed last year, they did not fall anywhere near the early concern levels. The biggest area of concern is the Community & Recreation Center (C&RC) fund. The C&RC endured another period of closure in December which resulted in lower revenue for January 2021. C&RC Staff is working to regrow membership and bring members back. The facility is still busy and there are still active members which is a good sign.

Commissioner Christie asked if the December closure impacted C&RC membership. Mr. Romito confirmed that more members were lost during the recent closure. Staff was able to sell more memberships in January than in recent months and comparatively speaking, the amount of memberships sold this January 2021 was not far behind the amount sold in January 2020 prior to the COVID-19 related concerns which is a positive sign.

Commissioner Christie asked for a status report of the recent water damage to the gymnasium at the C&RC. Mr. Romito shared that at this point Staff is still evaluating the extent of the damage.

Commissioner Enck asked if the C&RC was able to add any online programming in an effort to keep memberships. Mr. Romito confirmed that virtual options have become available and shared that there has been enthusiasm from the Recreation department regarding the participation in online programming.

Commissioner Christie expressed appreciation to the Staff and shared that reflecting back to April and May of 2020, the Township's financial performance was much stronger than initially anticipated. He thanked Staff for continuing to hold the line on taxes and acknowledged receipt of the Financial Statements for the Twelve-Month Period ending December 31, 2020.

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

ADJOURNMENT

Commissioner Enck moved to adjourn the Informational & General Affairs Meeting, which was seconded by Commissioner Pardini. This was approved by a 7-0 voice vote and the meeting was adjourned at approximately 7:47 PM.

Laura Long
Recording Secretary
January 25, 2021

**LITIGATION REPORT - SUMMARY
TOWNSHIP OF UPPER ST. CLAIR
December 2020**

I. CASES WHERE TOWNSHIP IS PLAINTIFF

- A. Township of Upper St. Clair v. James Hawk - Nos. CV-222-2016 & CV-223-2016) (Allegheny County)
- B. Township of Upper St. Clair v. Family Property, LLC, No. CV-87-2020 (Magistrate Arnoni).
- C. Township of Upper St. Clair v. Rene Marasco, No. CV-114-2020 (Magistrate Arnoni).
- D. Township of Upper St. Clair v. Barbara Jean Depp Family Trust (No. CV-192-2020) (Magistrate Arnoni).
- E. Township of Upper St. Clair v. Path Generations, LLC (No docket number assigned) (Magistrate Arnoni):

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

NONE.

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

- A. Estate of Wendy Abbott vs. Bloomin' Brands Inc. et al., GD 20-6398 (Allegheny County).
- B. Zatta Martin LLC vs. Upper St. Clair Township and Bridgeville Borough, GD 20-6870 (Allegheny County).
- C. Jeffrey S. Valperga ey ux. vs. The Municipal Authority of the Township of Upper St. Clair, Township of Upper St. Clair, and Municipality of Bethel Park, GD 20-9879 (Allegheny County).

IV. OTHER LITIGATION INCLUDING BANKRUPTCY MATTERS

V. **LAND USE**

M & D Properties - Land Use Appeal, SA 20-469 (Allegheny County).

VI. **OTHER LEGAL MATTERS**

- A. REDINGER V. ALLEGHENY COUNTY HEALTH DEPARTMENT
- B. UNITED STATES ENVIRONMENTAL PROTECTION AGENCY ACTION
PURSUANT TO 33 U.S.C. §138
- C. TOWNSHIP OF UPPER ST. CLAIR V. SUJILIDA, S.A. NO. 19-000168
- D. M & D Properties BOARD OF VIEWERS, NO. GD20-10982