

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

June 1, 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, Tuesday, June 1, 2021, in the Board of Commissioners' Meeting Room, Township Municipal Building, 1820 McLaughlin Run Road, Upper St. Clair, PA 15241.

PRESENT: Commissioner Christie President
 Commissioner Burlingame
 Commissioner Enck
 Commissioner Orchowski
 Commissioner Pardini
 Commissioner Plutko

Matthew R. Serakowski	Township Manager
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: Commissioner Paoly Vice President

PUBLIC: Approximately 5 people attended.

ANNOUNCEMENTS

Commissioner Christie announced that the Board will meet for Executive Session later this evening to discuss legal and personnel matters.

CITIZENS' COMMENTS

State Representative, Natalie Mihalek, shared appreciation for the Board of Commissioners and Township Staff in regards to the amount of work put in to help Township residents navigate the past 15 months of the Pandemic. In response, Mr. Serakowski thanked Representative Mihalek for her availability to speak and provide updates from the Governor's office in Harrisburg which assisted the Township in making decisions during these times.

Representative Mihalek went on to congratulate Commissioner Burlingame for accepting his new appointment to the Board of Commissioners. She shared that it takes a special type of person to step up and show initiative to serve their community and answer that call of duty. She presented him with a special certificate on behalf of the Pennsylvania House of Representatives and shared

that her door is always open. She reminded the Board that her offices are located in the Township and introduced them to her Chief of Staff, Electra Janis, long-time resident of Upper St. Clair.

Ms. Danielle Pirain, 1681 Northgate Drive, and Ms. Terry Kish, 2535 Willowbrook Road, introduced themselves as trustees with the Upper St. Clair Community Foundation. Ms. Kish shared that the foundation has three (3) focus areas including STEM, the arts, and health. As co-chairs of the health group, they announced “Step Out St. Clair”. The goal of this program is to encourage community members to track their steps and find ways to walk or run more each day. Ms. Kish encouraged the Board to participate and to make it fun with a healthy competition. Ms. Pirain handed out a resource with additional details, such as general safety tips, including information on “Walker Awareness Day” which will kick things off on June 5th to remind drivers to be mindful and not use cell phones while driving and to watch for pedestrians to create a safe community for those who wish to participate in “Step Out St. Clair”.

Commissioner Christie thanked Ms. Kish and Ms. Pirain for their time and asked if there were any comments from the public and there were none.

INFORMATIONAL ITEMS

COMMUNITY DEVELOPMENT – OLD BUSINESS

None.

COMMUNITY DEVELOPMENT – NEW BUSINESS

Recommendation Re. Adoption of Resolution for Plan Revision for New Land Development (Planning Module) for the Deerfield Manor/Links View Drive Transfer Agreement Project.

Mr. Benigni stated that in 2009, the Township of Upper St. Clair and the Peters Township Sanitary Authority (PTSA) began discussions to partner on a grant in order to decommission the Deerfield Manor pump station. In the following years, the Township, PTSA, the Bethel Park Sanitary Authority and developer John Quigley agreed to a plan to essentially ‘swap’ sewer taps between PTSA and ALCOSAN which would allow Upper St. Clair to remove the Deerfield Manor pump station. After much effort from the Township, Gateway Engineers and Tucker Arensberg, the Township was notified in September 2020 that all entities (including the City of Pittsburgh and the Pittsburgh Water & Sewer Authority) finally formalized a Service Area Modification Agreement.

Before the Township can decommission the pump station, PTSA must complete sanitary sewer improvements to serve the Links View Drive sewershed. One of the steps in this process is the Township approving a resolution that will be submitted to the Pennsylvania Department of Environmental Protection (PADEP) by PTSA for planning module approval. On May 24, 2021, Peters Township approved a resolution for the same planning module.

The planning module for this project has been reviewed by the Township Engineer and has been found to be in good order. A Resolution adopting the planning module will be prepared for consideration by the Board on June 7, 2021.

In response to Commissioner Orchowski's inquiry, Mr. Benigni stated that the Brush Run pump station is still in operation. He shared that the decommissioning process should start in the late Summer or early Fall of 2022.

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

OTHER AGENDA AND DISCUSSION ITEMS

Discussion Re. Approval of Contract for Trotwood Park Playground Equipment.

Mr. Mansfield stated that Staff has received a proposal from General Recreation, Inc. for the purchase and delivery of playground equipment for Trotwood Park under the PA COSTARS government Contract #14-122659 for \$61,040.00. The Public Works Department will perform the labor to install the playground equipment.

The playground equipment will be of high quality and be a fully functioning playground meeting ADA accessibility standards and American Society for Testing Materials (ASTM) technical performance standards relating to playgrounds. The proposed surface will be engineered wood fiber (EWF) specifically designed to meet and exceed fall protection requirements set forth by ASTM.

The Parks and Recreation Advisory Board has reviewed the future renovation of the Trotwood Park playground, and its design was shared at their meeting held on May 24, 2021. It is anticipated that Public Works will install the playground equipment during this summer. Further upgrades to Trotwood Park include milling, paving and fencing of the tennis courts. All proposed improvements, including the playground equipment, has been incorporated and approved within the 2021 Budget.

Staff will recommend that the proper Township Officials be authorized to enter into a contract with General Recreation, Inc. in the amount of \$61, 040.00 at the June 7, 2021 Regular Meeting of the Board.

In response to Commissioner Pardini's inquiry, Mr. Mansfield stated that it has been at least 15 years since the park has been updated.

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

GENERAL AFFAIRS

Status Report Re. NextGen Municipal Building Renovation Project.

Mr. Mark Edelmann of EPM Architecture shared a presentation with an update on the Municipal Building Renovation project. The presentation included a review of the project design, the project schedule, the construction phasing, and the project budget.

Design renovations will include:

- Upgrading restrooms and shower areas to accommodate ADA guidelines
- Enhancing the Library Community Room
- Improving Library accessibility through converting to one (1) level on the second floor
- New finishes including lighting, windows, ceilings, carpeting

- New three (3) bay garage for the Police Department with a designated Sally Port
- Increasing storage areas, offices, and interview rooms in the Police Department
- Creating a centralized lobby to the public for Township services including Community Development, Administration and the Police Department
- Enhancing the reception area, archives, and creating additional offices within the departments
- Creating an outdoor open-air plaza that can be used as a flexible space for Library and Township programming

Conversation between the Commissioners and Mr. Edelman ensued regarding windows, gear lockers, and storage for the Police Department. Mr. Edelman confirmed that the offices have been intentionally planned for the exterior to accommodate natural lighting through windows in every office. He shared that each officer will have a designated duty gear locker with a 24” wide bench and referenced where the new storage spaces would be located within the design map. The Commissioners shared support for these design improvements, noting the current need for increased natural lighting and storage within the Police Department.

Mr. Serakowski stated that the last Police Department renovation took place in 1985. It was titled “Project 2000” so the Township has gained an additional 21 years from what was initially planned. He agreed with the Board and stated that there is much need for improvement, expansion, and storage.

In response to Commissioner Orchowksi’s inquiry, Mr. Edelman confirmed that the current retaining wall near the Police car port will remain intact.

In response to Commissioner Burlingame’s inquiry, Mr. Serakowski stated that there are no immediate plans to repurpose the current Community Development space but that Staff will discuss possible options in the future.

Mr. Edelman conveyed that this will be a phased project to ensure that all departments will remain open and function during the entire duration of construction. He stated that this will be a public bidding process and discussed the prequalification process for bidders.

Mr. Edelman shared a high-level project schedule:

- Pre-Qualify Bidders: July 5, 2021 through July 23, 2021
- Project Bidding: July 28, 2021 through August 23, 2021
- Upper St. Clair Board of Commissioners’ Request to Award Projects: September 6, 2021
- Project Construction Start: end of October 2021
- Project Construction Complete: November 2022

Mr. Edelman shared that the estimated total project cost is \$8.7 million with the estimated construction cost at about \$7 million. He stated that this cost has increased by roughly \$350K since the last time he met with the Board to review the project budget.

The factors of this cost increase include:

- Upgrading the sprinkler system throughout the building to meet current code requirements
- Adding a new water service to the building is needed to upgrade the sprinkler system
- Removing non-fibrous asbestos that was discovered

In response to Commissioner Christie and Commissioner Enck's inquiries regarding how the current trends of rising construction costs and material shortages due to the Pandemic may affect the project, Mr. Edelmann shared that the commercial construction market should be stabilizing soon and he does not anticipate delays due to these factors.

Commissioner Christie asked if there would be an opportunity to have a coffee area in the Library that community members may be able to use. Mr. Edelmann confirmed that a wet area is included in the design to give the Library staff the ability to offer refreshments for various programming needs.

Commissioner Burlingame and Commissioner Orchowski offered suggestions on some of the factors that should be reviewed when qualifying bidders. In response to Commissioner Orchowski's inquiry, Mr. Edelmann confirmed that his firm is doing the project management for this renovation.

Commissioner Christie thanked Mr. Edelmann for the great presentation and asked if there were any additional comments from the Board and there were none.

Review of the Informational and General Affairs Meeting Minutes of April 26, 2021

Commissioner Orchowski moved to approve the Informational and General Affairs Meeting Minutes of April 26, 2021. This was seconded by Commissioner Plutko and carried with a 6-0 voice vote.

Consideration of the May 2021 Bill Sheet.

Commissioner Enck stated that the Bill Sheet was reviewed and moved for approval of the May 2021 Bill Sheet, which was seconded by Commissioner Pardini and approved with a 6-0 voice vote.

Acknowledge Receipt of Financial Statements for the Four-Month Period ending April 30, 2021.

Commissioner Enck stated that she reviewed the financial statements and asked Mr. Romito to share additional comments. Mr. Romito provided a brief update sharing that there is good news to report regarding the earned income tax. Through May, the Township has reported 4% ahead of where the earned income tax results reported in May of last year and 5% ahead of the current budget. He indicated that the results from last May had not yet been affected by COVID-19.

Mr. Romito shared that sales tax revenue received in May, which reflects March sales activity, was about 10% above the average May. He stated that deed transfer tax has been reporting ahead of budget. The volume of the deed transfer tax has been standard, but the average sales price has increased.

The C&RC fund had a net gain in May of 150 memberships. In response to Commissioner Christie's inquiry, Mr. Romito stated that the membership count is lower than last May due to the COVID-19 closures from Spring and December of 2020. He indicated that there is much work to be done; however, the increased May membership count is a positive indicator to getting back on track.

Commissioner Christie acknowledged receipt of the Financial Statements.

ADDITIONAL COMMENTS

Commissioner Orchowski provided a report to the Board about the Playing Fields Committee Meeting that he attended earlier in the month. He indicated that the Township has a great group of Staff who work cooperatively with the School District representatives within the committee. He commended Gary Schafer and George Kostelich of the Township along with Dr. Rozzo and Lou Angelo of the School District for their cooperation. He encouraged the Board to review the meeting minutes for more details.

ADJOURNMENT

Commissioner Enck moved to adjourn the Informational & General Affairs Meeting, which was seconded by Commissioner Pardini. This was approved by a 6-0 voice vote and the meeting was adjourned at approximately 8:40PM.

Laura Long
Recording Secretary
June 1, 2021

LITIGATION REPORT - SUMMARY
TOWNSHIP OF UPPER ST. CLAIR
MAY 26, 2021

I. CASES WHERE TOWNSHIP IS PLAINTIFF

- A. Township of Upper St. Clair v. Rene Marasco, No. CV-114-2020 (Magistrate Arnoni).
- B. Township of Upper St. Clair v. Barbara Jean Depp Family Trust (No. CV-192-2020) (Magistrate Arnoni).
- C. Township of Upper St. Clair v. Path Generations, LLC (No. CV-222-2020) (Magistrate Arnoni).
- D. Township of Upper St. Clair v. South Hills Village Associates L.P. (No Docket Number) (Magistrate Arnoni).
- E. Township of Upper St. Clair v. Randi L. Fowler (No Docket Number) (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. 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).
- C. Depp vs Township of Upper St, Clair PHRC No.202001376.

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