

Township of Upper St. Clair

THERE WILL BE AN INFORMATIONAL AND GENERAL AFFAIRS MEETING OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF UPPER ST. CLAIR AT 7:30 P.M. ON MONDAY FEBRUARY 22, 2021 AT THE COMMUNITY & RECREATION CENTER, 1551 MAYVIEW ROAD, UPPER ST. CLAIR, PA 15241.

AGENDA

1. Call to Order.
2. Roll Call.
3. Citizens' Comments.

INFORMATIONAL ITEMS

4. Community Development
 - A. March 1, 2021 Regular Meeting Agenda Items. (Memorandum enclosed)
 1. Old Business:
 - (a.) None.
 2. New Business:
 - (a.) Discussion Re. PLC16-0008 - Tuscany Pointe PRD – Final Approval - Extension Request.
 - B. Other.
 - (a.) None.
5. Other Agenda and Discussion Items
 - A. Discussion Re. Disposal of Records. (Memorandum enclosed)
 - B. Discussion Re. School District Intergovernmental Agreement – Truxton Drive Earth Disturbance & Wall. (Memorandum and Resolution No. 1697 enclosed)
 - C. Status Report Re. Public Works Committee of the Board of Commissioners Meeting. (Commissioner Plutko to report)

- D. Discussion Re. Approval of Contracts. (Memorandums enclosed)
- Truxton Drive Retaining Wall Installation
 - 2021 Street Improvement Program
 - Tennis Air Structure “B” Courts 7 & 8 Replacement
 - Police Vehicles
- E. Discussion Re. Approval for a Grant Application through the Redevelopment Authority of Allegheny County Community Infrastructure and Tourism Fund for the Morton Complex – Field Lighting Retrofit. (Memorandum enclosed)

GENERAL AFFAIRS

1. Recommendation Re. Affirm Planning Priorities 2.0 – Reboot for Year 2021. (Memorandum enclosed)
2. Review of the Informational and General Affairs Meeting Minutes of January 25, 2021. (Minutes enclosed)
3. Consideration of the February 2021 Bill Sheet. (Bill Sheet sent electronically 2/19/21)
4. Acknowledge Receipt of Financial Statements for One-Month Period ending January 31, 2021. (Financial Statements sent electronically 2/19/21)
5. Adjournment.

MEMORANDUM

To: **Matthew R. Serakowski, Township Manager**

From: **Adam A. Benigni, Director of Planning and Community Development**

Date: **February 19, 2021**

Subject: **COMMUNITY DEVELOPMENT DEPARTMENT INFORMATIONAL ITEMS FOR THE INFORMATIONAL AND GENERAL AFFAIRS MEETING ON FEBRUARY 22, 2021**



A. FEBRUARY 22, 2021 - REGULAR MEETING AGENDA ITEMS

Old Business

None.

New Business

1. DISCUSSION RE. PLC16-0008 – TUSCANY POINTE PRD – FINAL APPROVAL – EXTENSION REQUEST

Jeffrey W. Thomas, developer of Tuscany Pointe, has submitted a request for a two-year extension of the approval granted by the Board of Commissioners on November 7, 2016 by Ordinance No. 2154.

B. OTHER

None.

Attachment

1. Extension request, date stamp received January 19, 2021

Jeffrey and Patricia Thomas
212 Sussex Way
McMurray, PA 15317

January 19, 2021

RECEIVED

JAN 19 2021

**Township of Upper St. Clair
Community Development Dept.**

Township of Upper St. Clair
1820 McLaughlin Run Road
Upper St. Clair, PA 15241

In re: 1500 McLaughlin Run Road – Tuscany Pointe --- Request for Approval Extension

To Whom It May Concern,

I, Jeffrey W. Thomas, would like to formally request a 2-year extension of the approval for the Tuscany Pointe project on McLaughlin Run Road. I would like to forward this request to the Board of Commissioners so as to put on their next agenda.

Thanks for your attention to this matter.

Sincerely,



Jeffrey W. Thomas

MEMORANDUM

To: Board of Commissioners
From: Matthew R. Serakowski, Township Manager
Date: February 19, 2021
Subject: **DISCUSSION RE. DISPOSAL OF RECORDS**

Staff will prepare a Resolution for the March 1, 2021 Regular Meeting of the Board to authorize disposal of various Township records in accordance with the Municipal Records Retention and Disposition Schedule referenced in Chapter 11.7. of the Township Code. The attached list of records will be an attachment to the disposal Resolution.

Staff will recommend that the Resolution be adopted at the March 1, 2021 Regular Meeting of the Board.

/pec
Attachment



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ATTACHMENT A

ADMINISTRATION***Retain as required by appropriate Administering/Funding/Licensing Agency***

2008 and prior Grant Administration Records

Retain 6 years after termination of General Written Contracts

2014 and prior Unsuccessful Request for Proposals, Renewable and One-Time Contracts

Retain 6 years after expiration – Insurance Policies

2013 and prior TCS Worker's Compensation Policies

Retain 5 years after termination of employment – Employee Personnel Records

2015 and prior Personnel Files with No Post-Termination Benefits

Retain 3 years – Time Cards & Attendance Records

2017 and prior Attendance Records and I9 Employment Eligibility Verification Forms

COMMUNITY DEVELOPMENT***Retain 7 years – Purchase Order Files***

2013 and prior Purchase Orders, Voucher & Invoice Files, Deposit Books,
Cash Receipt Books

Retain 5 years – Building and Housing Construction Records

2015 Residential Building Construction Records

Retain 3 years – Complaints, Citations, Notices of Violations, and Investigations

2016 Miscellaneous Complaints (COM Cases)

Retain 3 years – Permits and Licenses

2016 Alarm Permit Renewals

Retain Until Structure is Demolished – Building Permits and Applications

Commercial Building Permits, Occupancy & Use Permits

Retain as long as of Administrative Value – Administrative and Subject Files

2017 and prior Miscellaneous Correspondence, Planning Commission Recording
Secretary Folders, RealStats Transfer Lists, Block Party Requests

FINANCE***Retain 7 years – Account Distribution Summaries***

2013 and prior Monthly Journal Entries; Payroll Related, Pension, State Wire, Federal,
EIT, Act 32, and C&RC Operating Account Transfers; C&RC EFT Debits

Retain 7 years – Bank Statements and Reconciliations

2013 and prior Bank Statements and Reconciliations

Retain 7 years – Check Registers

2013 Check Registers and C&RC Credit Card Refunds

Retain 7 years – Deposit Slips

2013 Deposits for TCS, EIT, Library Endowment, Sewage, C&RC, C&RC Transactions, General Fund

Retain 7 years – Payroll Earnings and Deduction Registers

2013 Direct Deposit Reports

Retain 7 years – Tax Collector's Monthly Report to Taxing Districts

2013 and prior Jordan Tax Reports and Correspondence

Retain 7 years – Tax Return Forms/Cards

2013 Township & School District Real Estate Tax Receipts

Retain 7 years – Voucher Files

2013 Vouchers

Retain 5 years – Annual Audit & Financial Reports

2013 and prior Municipal Authority Financial Reports

Retain 3 years – Daily Cash Records

2017 Cash Receipts for TCS, General Fund, Sewage Agency Fund

Retain as long as of Administrative Value – Administrative and Subject Files

2012 TCS Documents and Correspondence, Duplicate Board of Commissioner Agendas and Meeting Minutes

LIBRARY

Retain 3 years – Time Cards and Attendance Records

2017 Employee Time Sheets

Retain as long as of Administrative Value – Administrative and Subject Files

2019 and prior Duplicate Bank Deposit Sheets, Packing Slips, Planning Calendars, memorial gift forms, & acknowledgement letters, outdated equipment service agreements; miscellaneous library program information, correspondence, forms; duplicate Township Financials and Budgets.

RECREATION

Retain 7 years – Contract Files

2013 and prior Membership contracts; Contract Revenues; Contracts for Services

Retain 7 years – Accounts Payable Files and Ledgers

2013 and prior Refunds; Invoices with Purchase Orders

Retain 4 years – Time Cards and Attendance Records

2016 and prior Employee Sign In Sheets

Retain 4 years – Payroll Earnings and Deductions Registers

2016 and prior Community Programs, Aquatics and Guest Relations Payroll

Retain 3 years – Park Use Records

2017 and prior Rental Permits for McLaughlin Run Activity Center, Boyce Mayview Pavilion, Log House; USCAA and School District Permits; C&RC Scheduling Books, C&RC Nonmember Facility Rental Contracts; Indoor Pool Opening and Closing Checklist; Playroom Sign In Sheets

Retain 3 years – Accident/Incident Reports

2013 Accident Reports

Retain 2 years – Park Program Files

2018 and prior Program Registration Forms for Older Adult Trips, Basketball, MLK Day, Wellness Dash, Community Day, Spring/Summer Registrations, Summer Playground, String Camp, Dog Training, Color Crawl, Pickleball Tournament, Adult Softball, Flea Market, Tennis and Paddle; Supply Orders; Letters and Correspondence; Class Cancellations; Aquatics Program Files; Playroom Sign In Sheets

Retain 2 years – Applications for Employment (Not Hired)

2013 Applications for Employment (Not Hired)

Retain as long as of Administrative Value – Administrative and Subject Files

2016 and prior Miscellaneous correspondence and documents

TRI-COMMUNITY SOUTH EMS

Retain 10 years – Emergency Medical Treatment Records (Trip Reports)

2010 Trip Sheets

Retain 3 years – Incident Cards/Reports

2017 and prior Mileage Logs

Retain as long as of Administrative Value – Administrative and Subject Files

2017 and prior Miscellaneous Correspondence/Memos, Drug Cards, Documentation, Subscription cards, CPR and ACLs/PALs Rosters, Patient Surveys, Policies

MEMORANDUM

To: Board of Commissioners

From: Matthew R. Serakowski, Township Manager

Date: February 19, 2021

Subject: **DISCUSSION RE. SCHOOL DISTRICT INTERGOVERNMENTAL AGREEMENT – TRUXTON DRIVE EARTH DISTURBANCE & WALL**

Due to a heavy rain in June 2018 and underlying embankment conditions, a significant portion of the hillside located on Truxton Drive slid toward and onto the sidewalk and roadway west of the access road around the Upper St. Clair High School Stadium field.

In 2019, discussions between the Township and Upper St. Clair School District began regarding potential remediation of this concern. The Township engaged Gateway Engineers to assess the stability of the hillside by reviewing the site location and conditions, conducting geological reconnaissance, and boring for subsurface exploration. Through such efforts, Gateway Engineers concluded that a portion of the embankment east of Truxton Drive has been experiencing long-term creep movement. The recommendation is to reconstruct the embankment.

As a result, the Township and School District have determined that it is mutually beneficial to pursue the reconstruction of the property on a cooperative basis.

This matter will be placed on the Board of Commissioners' Regular Meeting Agenda of March 1, 2021 for approval of Resolution No. 1697 by simple motion and roll call vote.

Attachment

1. Resolution No. 1697
2. Intergovernmental Cooperation Agreement



MRS/ll

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TOWNSHIP OF UPPER ST. CLAIR

RESOLUTION NO. 1697

A RESOLUTION OF THE TOWNSHIP OF UPPER ST. CLAIR, A HOME RULE MUNICIPALITY, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, AUTHORIZING THE TOWNSHIP TO ENTER INTO AN INTERGOVERNMENTAL COOPERATION AGREEMENT WITH THE UPPER ST. CLAIR SCHOOL DISTRICT, TO JOINTLY FINANCE REPAIRS TO THE EMBANKMENT ADJACENT TO TRUXTON DRIVE, AND TO SUBDIVIDE AND TRANSFER OWNERSHIP OF A PORTION OF REAL ESTATE EAST OF TRUXTON DRIVE CURRENTLY OWNED BY THE TOWNSHIP TO THE SCHOOL DISTRICT.

- WHEREAS, the Township of Upper St. Clair and Upper St. Clair School District both own real estate located near the intersection of McLaughlin Run Road and Truxton Drive in the Township of Upper St. Clair; and
- WHEREAS, the Township, upon recommendation of The Gateway Engineers, Inc. has determined that the Truxton Drive embankment needs to be repaired and stabilized in order to prevent future landslide activity in the area; and
- WHEREAS, the Pennsylvania Intergovernmental Cooperation Act, 53 Pa. C.S. § 2305, provides that any joint cooperation between two or more governmental entities may be approved by ordinance or resolution; and
- WHEREAS, the Township has determined that, to advance the health and safety of residents of the Township traversing in the vicinity of Truxton Drive, the Township shall join with the Upper St. Clair School District to repair the embankment adjacent to Truxton Drive; and
- WHEREAS, the Township and School District shall equally split the cost of repairing and stabilizing the Truxton Drive embankment, as detailed in the attached Intergovernmental Cooperation Agreement; and
- WHEREAS, following the completion of the repairs to the Truxton Drive embankment, it is in the best interest of the Township for the School District to take ownership of a portion of Township-owned property east of Truxton Drive and adjacent to the School District football field, as outlined in the attached Intergovernmental Cooperation Agreement; and
- WHEREAS, the Township's Board of Commissioners has determined that approval and execution of the Intergovernmental Cooperation Agreement is in the best interests of the Township.

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved by the Board of Commissioners of the Township of Upper St. Clair, as follows:

Section 1. Pursuant to the Intergovernmental Cooperation Act, No. 177 of December 19, 1996, 53 Pa. C.S.A. §§ 2301 et seq., as amended, the terms and conditions of the Intergovernmental Cooperation Agreement between the Township of Upper St. Clair and the Upper St. Clair School District are hereby adopted and approved. The Intergovernmental Cooperation Agreement is attached as **Exhibit A** and incorporated herein by reference.

Section 2. As required by the Intergovernmental Cooperation Act, 53 Pa. C.S. § 2307, the following matters are specifically found and determined:

- (a) The conditions of the Intergovernmental Cooperation Agreement are as set forth in **Exhibit A**;
- (b) The duration of the Intergovernmental Cooperation Agreement is as set forth in **Exhibit A**;
- (c) The purposes, objectives, powers and scope of authority granted in the Intergovernmental Cooperation Agreement are set forth in **Exhibit A**;
- (d) The manner and extent of financing for the work contemplated by the Intergovernmental Cooperation Agreement is through, among other things, the allocation budgetary contributions by the Township of Upper St. Clair and the Upper St. Clair School District;
- (e) The organizational structure is as described in the Intergovernmental Cooperation Agreement, attached as **Exhibit A**;
- (f) All property, real or personal, acquired, managed, licensed or disposed of in connection with the Intergovernmental Cooperation Agreement shall be in accordance with the terms of **Exhibit A**; and
- (g) There shall be no separate entity created under the terms of the Intergovernmental Cooperation Agreement.

Section 3. Any and all prior Ordinances or Resolutions of the Township of Upper St. Clair or parts thereof which are in conflict with or are inconsistent with the provisions of this Resolution are hereby repealed to the extent of such conflict or inconsistency.

ADOPTED THIS 1st DAY OF MARCH, 2021.

TOWNSHIP OF UPPER ST. CLAIR

ATTEST:

By: _____
Vice President, Board of Commissioners

Township Manager

INTERGOVERNMENTAL COOPERATION AGREEMENT

This Intergovernmental Cooperation Agreement ("Agreement") is entered into this _____ day of _____, 2021, by and between the TOWNSHIP OF UPPER ST. CLAIR, a municipal corporation with its principal office at 1820 McLaughlin Run Road, Upper St. Clair, PA 15241 (hereinafter "Township"), and the UPPER ST. CLAIR SCHOOL DISTRICT, a school district in the Commonwealth of Pennsylvania, with its principal office located at 1775 McLaughlin Run Road, Upper St. Clair, PA 15241 (hereinafter "School District").

WHEREAS, the Township is the owner of property located at the intersection of McLaughlin Run Road and Truxton Drive in the Township of Upper St. Clair, identified by the Allegheny County Office of Property Assessment as Parcel ID 395-R-20 (hereinafter the "Property"); and

WHEREAS, the School District is the owner of adjacent property, identified by the Allegheny County Office of Property Assessment as Parcel ID 478-C-210, where the School District football stadium complex is located; and

WHEREAS, the School District constructed additions to the football stadium complex as approved by Township Ordinance No. 1824 dated July 3, 2000, which provided that as part of the approval, the Township would convey and the School District would accept a land transfer of a portion of the Property to cure the encroachment of the stadium complex onto the adjacent property owned by the Township; and

WHEREAS, the School District's football stadium complex is accessed via Truxton Drive; and

WHEREAS, during a heavy rain in June 2018, a significant portion of the hillside located on Truxton Drive slid toward and onto the sidewalk and roadway, making the stability of the Truxton Drive hillside a concern for both the School District and the Township; and

WHEREAS, the Township, as owner of the Property, engaged The Gateway Engineers, Inc. to assess the stability of the hillside by reviewing the site location and conditions, conducting geological reconnaissance, and boring for subsurface exploration; and

WHEREAS, The Gateway Engineers, Inc. concluded that a portion of the embankment adjacent to Truxton Drive has been experiencing long-term creep movement, and recommended that the embankment be reconstructed; and

WHEREAS, the Pennsylvania Intergovernmental Cooperation Law, Act 180 of 1972, *as amended by*, Act 177 of 1996, 53 Pa. C.S. § 2301, *et seq.*, endorses and authorizes cooperative agreements for provisions of public services, performance of government functions and other government purposes by and between the municipalities of this Commonwealth; and

WHEREAS, the School District Board of School Directors and the Township Board of Commissioners have determined that it is mutually beneficial to pursue the reconstruction of the embankment on the Property (hereinafter referred to as the “Truxton Project”) on a cooperative basis; and

WHEREAS, the Township and School District have agreed that following completion of the Truxton Project and as originally contemplated by Township Ordinance No. 1824, the Property will be subdivided and the portion of the Property to the east of Truxton Drive shall be conveyed to the School District, except the Township shall maintain ownership of that portion of property currently used as a Township parking lot to the east of Truxton Drive; and

WHEREAS, the Township and School District have agreed that the Township shall continue to maintain the sidewalk along the eastern side of Truxton Drive.

NOW, THEREFORE, with the intent to be legally bound hereby, the parties hereto agree as follows:

1. The Township and the School District (hereinafter collectively referred to as the “parties”) hereby agree to cooperate and have equal financial responsibility for the completion of the Truxton Project.

2. The Township will manage the bidding process for the Truxton Project in accordance with the provisions of Article X (“Contracts”) of the Township Charter, including the development of the request for proposals, with input from the School District, and advertising, as required.

3. The parties will jointly review all proposals and bids and will mutually agree as to the final selection of contractors to complete the Truxton Project, subject to all competitive bidding and award requirements of the Township Charter and the Pennsylvania Public School Code.

4. The Township Board of Commissioners shall approve the award of the Truxton Project to the lowest responsible bidder(s), as mutually agreed upon by the parties, and the Township shall execute all necessary contracts with the lowest responsible bidder(s) to engage their services for completion of the Truxton Project.

5. The parties agree that expenses of the Truxton Project, other than the services already performed by The Gateway Engineers, Inc. and the services of the School District and Township Solicitors, shall be shared equally by the parties. The total Truxton Project costs shall

be determined and mutually agreed upon prior to the commencement of the Truxton Project and prior to the Township's execution of any contract with the lowest responsible bidder to reconstruct the embankment. The contract(s) shall be between the Township and the contractor(s), and the School District shall within sixty (60) days reimburse the Township for Fifty Percent (50%) of costs, upon presentation and review of invoices. The invoices shall contain certification by the Township engineer that the invoiced work is complete and meets the parties' agreed upon specifications.

6. The governing bodies of the Township and the School District agree to enact an Ordinance and Resolution, respectively, with this Agreement or within in thirty (30) days from the date hereof pursuant to and in accordance with Section 2307 of the Pennsylvania Intergovernmental Cooperation Act, 53 Pa. C.S.A. § 2307, for the purpose of authorizing and effectuating this Agreement.

7. The parties agree to alert their respective insurance carriers to the terms of this Agreement and the Truxton Project, and the School District shall be named as an additional named insured under the contract(s) for the Truxton Project.

8. Upon completion of the Truxton Project, the Property shall be subdivided and subject to a subdivision Plan in a form to be agreed upon by the parties. As approximately shown on the attached Exhibit A, that portion of the Property to the east of Truxton Drive and bordering the School District's parcel with ID number 478-C-210 shall be transferred by the Township to the School District by special warranty deed. The Township shall retain ownership of the remainder of the Property to the west of Truxton Drive as well as the portion of property to the east of Truxton Drive currently used as a Township parking lot. All costs of the preparation and

recording of the subdivision plan and special warranty deed shall be split equally between the School District and Township.

9. The Township agrees to continue to maintain the sidewalk on the eastern side of Truxton Drive.

10. This Agreement may be executed in counterparts, each of which shall be deemed an original.

11. This Agreement, along with the exhibit incorporated herein by reference, comprise the entire agreement between the parties related to the subject matter of this Agreement, and supersedes any prior agreement, oral or written, between the parties on the subject matter hereof.

12. The parties agree that this Agreement shall continue in full force and effect through the completion of the Truxton Project and shall continue until the transfer of the Property from the Township to the School District is completed, and the subdivision plan and special warranty deed have been executed and recorded in the Allegheny County Department of Real Estate.

13. The parties further agree that this Agreement shall be subject to termination upon sixty (60) days' written notice to the non-terminating party by certified mail, return receipt requested to the following:

To the School District:

Dr. John T. Rozzo, Superintendent
1775 McLaughlin Run Road
Upper St. Clair, PA 15241

Copy to: Jocelyn Kramer, Esquire
Weiss Burkardt Kramer, LLC
445 Fort Pitt Boulevard, Suite 503
Pittsburgh, PA 15219

To the Township: Matthew R. Serakowski, Township Manager
Township of Upper St. Clair
1820 McLaughlin Run Road
Upper St. Clair, PA 15241

Copy to: Irving Firman, Esquire
Tucker Arensberg, PC
1500 One PPG Place
Pittsburgh, PA 15222

IN WITNESS WHEREOF, the parties hereto have set their hand(s) and seal(s) the date first above.

ATTEST:

UPPER ST. CLAIR SCHOOL DISTRICT

Secretary

By: _____
President, Board of School Directors

Date of Approval: _____

ATTEST:

TOWNSHIP OF UPPER ST. CLAIR

Matthew R. Serakowski, Township Manager

By: _____
President, Board of Commissioners

Date of Approval: _____



PROPERTY TO BE SUBDIVIDED

 SCHOOL DISTRICT WILL OWN

 TOWNSHIP WILL OWN

MEMORANDUM

To: Board of Commissioners

From: Matthew R. Serakowski, Township Manager

Date: February 19, 2021

Subject: **DISCUSSION RE. APPROVAL OF CONTRACT FOR TRUXTON DRIVE RETAINING WALL INSTALLATION**

In 2019, discussions with the Upper St. Clair School District began regarding the remediation of the landslide located east of Truxton Drive, just west of the access road around the Upper St. Clair High School Stadium field. Gateway Engineers investigated the condition of the slope and determined that the Pittsburgh Coal seam lies approximately 176 below the site and has been deeply mined. They concluded that the distressed portion of the embankment has been experiencing long-term creep movement, as evidenced by the separation between the concrete curb and sidewalk at the top of the slope.

Gateway Engineers provided three (3) viable options to remediate landslides: embankment reconstruction, a soil nail wall, or a soldier beam and lagging wall. In February, 2020, after discussions with Township and School District staff, a soldier beam and lagging wall was chosen to remediate the distressed slope. The wall will encompass the 105-foot length of distressed slope and an additional 75 feet of marginally stable slope immediately to the north. This project will also include: site clearing, excavation and grading; asphalt mill and overlay; fence removal and replacement; guide rail installation; installation, and all required testing and traffic control.

On Tuesday, February 16, 2021, eight (8) pre-qualified vendors submitted bids for the Truxton Drive Retaining Wall Installation project. A. Merante Contracting, Inc. was the best responsible bidder for the base retaining wall installation contract in the amount of \$734,750.00. In addition to the base bid, Staff also recommends accepting Alternate #1 at an additional cost of \$52,295.00 for paving of the driveway and parking area off of Truxton Drive that may be disrupted. The total cost of the project is \$787,045.00.

The funding for this project is allocated in the Capital Projects Fund for Other Property Improvements. The School District has agreed to share 50% of the overall cost of the project.

Staff will recommend that the proper Township Officials be authorized to enter into a contract with A. Merante Contracting, Inc. in the amount of \$787,045.00 at the March 1, 2021 Regular Meeting of the Board.

Matthew Serakowski

/pec

MEMORANDUM

To: Board of Commissioners

From: Matthew R. Serakowski, Township Manager

Date: February 19, 2021

Subject: **DISCUSSION RE. APPROVAL OF CONTRACTS FOR 2021 STREET IMPROVEMENT PROGRAM**

On Tuesday, February 16, 2021 six (6) pre-qualified vendors submitted bids for the Township's 2021 Street Resurfacing Program. Independent Enterprises, Inc, Oakdale, PA. was the best responsible bidder for the base street resurfacing contract in the amount of \$1,557,381.30. A copy of the detailed unit pricing for the street resurfacing is attached.

On the same date, four (4) vendors submitted a bid for the Township's 2021 Street Crack Sealing Program. Matcon Diamond, Pittsburgh, PA bid the street crack sealing at a rate of \$0.39 per lineal foot for approximately 100,000 feet for a total cost of \$39,000.00.

Funding sources and recommended programming for the Township's 2021 Street Improvement Program are listed below:

2021 Budget Appropriations

Street Program – Capital Fund	\$1,260,000.00
Street Program – Liquid Fuels Fund	600,000.00
Total Budget	<u>\$1,860,000.00</u>

2021 Resurfacing & Crack Sealing Bids

Street Resurfacing Base Bid	\$1,557,381.30
Crack Sealing	39,000.00
Total Bids	<u>\$1,596,381.30</u>

Available Balance	\$ 263,618.70
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Staff will recommend that the proper Township officials be authorized to enter into a contract with Independent Enterprises, Inc. for street resurfacing in an amount of \$1,557,381.30 based upon the unit pricing provided within their bid and Matcon Diamond for street crack sealing in the amount of \$39,000.00 at the March 1, 2021 Regular Meeting of the Board.



pec

Attachment

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MEMORANDUM

To: Board of Commissioners

From: Matthew R. Serakowski, Township Manager

Date: February 19, 2021

Subject: **DISCUSSION RE. APPROVAL OF CONTRACT FOR TENNIS AIR STRUCTURE "B" COURTS 7 & 8 REPLACEMENT**

The Municipal Tennis Courts Air Structure "B" for Courts No. 7 and 8 that was originally installed in 2000 is scheduled for replacement this year. Staff is proposing that a new air structure be purchased from Yeadon Fabric Structures ("Yeadon") for \$340,336.00 that will consist of one (1) 118' wide x 106' long x 35' high membrane with blue vinyl coated interior with one (1) revolving entry door, two (2) emergency exit doors, emergency exit lights, air handler/HVAC unit, 80kw emergency backup generator, 16 LED light fixtures, interior netting, attaching hardware and all drawings. Yeadon will also provide supervision for initial installation, mechanicals calibration and mechanicals installation.

Public Works, will manage associated electrical and mechanical contracts, and supply heavy equipment and labor for various stages of installations. Additional purchases to supplement the air structure installation, including color coating, fencing, and light poles for Courts 7 and 8, in addition to a new backup generator for Courts 5 and 6 will be finalized later this year.

Staff is therefore seeking approval to enter into a contract with Yeadon Fabric Structures under the Sourcewell Cooperative Purchasing Program contract #091319-YEA for \$340,336.00.

The funding for this project is allocated in the Capital Projects Fund for Tennis Bubble Replacement.

Staff will recommend that the proper Township Officials be authorized to enter into a contract with Yeadon Fabric Structures at the March 1, 2021 Regular Meeting of the Board.



/pec

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MEMORANDUM

To: Board of Commissioners
From: Matthew R. Serakowski, Township Manager
Date: February 19, 2021
Subject: **DISCUSSION RE. AUTHORIZATION OF CONTRACTS POLICE VEHICLES**

Staff is seeking approval to purchase the following Police vehicles in accordance with the Fleet and Equipment Replacement Schedule:

<u>Vehicles</u>	<u>Vendor</u>	<u>Bid/GSA</u>	<u>Amount</u>
Two (2) 2021 Ford Police Interceptor Utility AWD Vehicles @ \$34,075.00 each	Laurel Ford Windber, PA	SHACOG Purchasing Alliance	\$68,150.00

Funding for these vehicles is allocated in the Capital Projects Fund for Police Cars & Lights.

Staff will recommend that the proper Township officials be authorized to enter into a contract with Laurel Ford in the amount of \$68,150.00 at the March 1, 2021 Regular Meeting of the Board.

/pec

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MEMORANDUM

To: Board of Commissioners

From: Matthew R. Serakowski, Township Manager

Date: February 19, 2021

Subject: **DISCUSSION RE. APPROVAL FOR A GRANT APPLICATION THROUGH THE REDEVELOPMENT AUTHORITY OF ALLEGHENY COUNTY COMMUNITY INFRASTRUCTURE AND TOURISM FUND FOR THE MORTON COMPLEX – FIELD LIGHTING RETROFIT IN BOYCE MAYVIEW PARK**

The Township desires to apply for a grant through the Redevelopment Authority of Allegheny County (RAAC) Community Infrastructure and Tourism Fund (CITF) in the amount of \$180,000, for the Morton Complex – Field Lighting Retrofit in Boyce Mayview Park.

Staff will prepare the appropriate Resolution for the March 1, 2021 Regular Meeting of the Board to authorize Mark S. Mansfield, Assistant Township Manager, to file all applications, documents, and forms between the Township of Upper St. Clair and RAAC/CITF.

Staff will recommend that the Resolution be adopted at the March 1, 2021 Regular Meeting of the Board.



/aw

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MEMORANDUM

To: Board of Commissioners
From: Matthew R. Serakowski, Township Manager
Date: February 19, 2021
Subject: **RECOMENDATION RE. AFFIRM PLANNING PRIORITIES 2.0 – REBOOT FOR YEAR 2021**

On Monday, January 27, 2020 the Board of Commissioners and Department Directors convened to hold a biennial planning priorities session. At that time the group received copies of the 2018-2019 Planning Priorities, the Comprehensive Plan Progress Report through 2019 and the 2020 Budget Highlights – “Accomplished in 2019” and “New for 2020” for review and consideration. As a result of the January working session the group developed a comprehensive list of projects and tasks to be considered for the 2020-2021 period.

Regrettably, with the response to the onset of the pandemic, the group was unable to reconvene to refine the list and provide an opportunity to finalize priorities through voting and ranking. Additionally, since this initial session we have welcomed a new Commissioner and Department Director while continuing to manage operations and prioritize responsibilities during the global pandemic.

Following a review and refinement of the list of potential objectives, over the past few months, a final tally sheet was delivered and voted upon by the Board and Department Directors. Attached is the **final tally sheet of votes**. The Board may take action at the Informational & General Affairs Meeting on February, 22, 2021 to affirm the **2020-2021 Planning Priorities** for the remainder of 2021.

Thank you.



MRS/III
enclosures (2)

pc: 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

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PLANNING PRIORITIES

2020-2021*

Board of Commissioners' Planning Session

January 27, 2020

Reboot for Year 2021 (Amended December 2019-January 2021)

TOWNSHIP BUILDINGS/FACILITY IMPROVEMENTS

Next phases of the Municipal Building renovations (Police Department Wing/Library
Renovations/Repurposing former School District Wing

BUDGETARY ITEMS

Hold the line on taxes
Maintain AA+ Bond Rating
Continue to pursue grant funding
Acquire funding for approved capital projects
Continue to focus on required/mandated capital improvements and requisite funding
(storm sewers), Consent Order (sanitary sewers)
Use Accounts Payable software to improve payment processes and obtain early pay discounts
Negotiate new multi-year collective bargaining agreement with the Department of Public Works

C&RC ITEMS

Post Pandemic Operations and Membership
Restart/Reconstitute C&RC Facility Implementation Team Review (at the appropriate juncture)
Implementation of the C&RC Facility Assessment Study (Ballard*King Study) on areas of rates,
marketing, programming, facilities and services such as enhancements to locker rooms,
vending, pool areas, hours of operation
Review C&RC Facility rates as a component of the Facility Assessment Study and to tie into
and offset more offerings, services, facility improvements and operations post pandemic

ROAD INFRASTRUCTURE

Road infrastructure (annual street improvement program & continued funding enhancements)
Continued implementation of prioritized intersection and traffic improvements

FUTURE OF VOLUNTEER FIRE SERVICES IN THE TOWNSHIP

Strategic Plan Study
Review, Development, Approval
Implementation of recommendations

Board of Commissioners Planning Priorities Session (2020-2021) - January 27, 2020 -- Reboot for Year 2021 (Amended December 2019-January 2021)																							
Top 10			Commissioners									Department Directors											TOTAL
	Description		"1"	"2"	"3"	"4"	"5"	"6"	"7"	Total BOC		"1"	"2"	"3"	"4"	"5"	"6"	"7"	"8"		Total DD		
3	C&RC Items ⁽¹⁾		9	9	7	5	5	3	8	46		9		7	2	8	6	9	9		50	96	
1	Township Buildings/Facility Improvements ⁽²⁾			7	8	10	9	4	7	45		8	10	9	10	10	9	10	8		74	119	
7 _(Tie)	Consent Order Compliance/Administrative Consent Order ⁽³⁾		5	3	5	6	3		5	27		3	5	8			5	6	1		28	55	
9	Storm Sewers & Facilities ⁽⁴⁾		4	8	4		4			20		5	4			4	4	2	2		21	41	
2	Budgetary Items ⁽⁵⁾		10	10	10	4	10	10	10	64		10		1	6	9	10	8	10		54	118	
6	Information Technology ⁽⁶⁾		6	2	6	2	2	6	6	30		1		5	7	7	7				27	57	
7 _(Tie)	Perimeter Trail/Sidewalks & Bikeways Plan ⁽⁷⁾		7		2	9	1	1	4	24		7	3	2		5	3	4	7		31	55	
4	Road Infrastructure ⁽⁸⁾		8		9	3	7	2	9	38		6	9	3	1	3	8				30	68	
	Study Tustin Park ⁽⁹⁾				3			7	1	11											0	11	
10	Pursue Morton Field Complex Master Plan study (including possible turf fields)				1	1				2			8	4		6		5	5		28	30	
	New Salt storage facility									0		2	7						3		12	12	
	Continue focus on individual park updates and renovations through the Parks & Recreation Board									0			1			1					2	2	
	Continue with Township Sustainability Efforts & Certification									0					4						4	4	
	Develop and Implement EMS Management Transition Plan		2	1						3				6				3	4		13	16	
	Upgrade neighborhood parks including safety rails along basketball park									0											0	0	
	Long Term Strategies – Gilfillan Farm Property									0								1			1	1	
	Property acquisition and disposal/McLaughlin Run Greenway									0											0	0	
	Preservation of barn and log cabin									0											0	0	
	Comprehensive life cycle study of all Township Facilities			5						5											0	5	
	Prioritize Code Enforcement as it relates to permits, fences, and the maintenance of properties that are not well maintained		1			8			2	11		4									4	15	
	Public Works main garage floor coating									0											0	0	
	Public Works future needs review and study									0			6								6	6	

[illegible]

			"1"	"2"	"3"	"4"	"5"	"6"	"7"	Total BOC		"1"	"2"	"3"	"4"	"5"	"6"	"7"	"8"		Total DD	
	Address the timing of the lights at Ft. Couch and 19 - CVS														3							
	Library to explore off-site programming for seniors and children, the utilization of Township facilities for Library-related activities, and drop off/pick up services at local senior housing complexes, story walks at C&RC			4											9							
	Library to continue with online streaming of programs developed and expanded upon during the 2020 Pandemic							5		5					8							8
	Total Votes		55	55	55	55	55	55	55	375		55	55	55	55	55	55	55	55	0	426	

⁽¹⁾C&RC Items include: Post Pandemic Operations and Membership; Restart/Reconstitute C&RC Facility Implementation Team Review (at the appropriate juncture); Implementation of the C&RC Facility Assessment Study (Ballard*King Study) on areas of rates, marketing, programming, facilities and services such as enhancements to locker rooms, vending, pool areas, hours of operation; Review C&RC Facility rates as a component of the Facility Assessment Study and to tie into and offset more offerings, services, facility improvements and operations post pandemic

⁽²⁾Township Buildings/Facility Improvmnts Items include: Next phases of the Municipal Building renovations (Police Department Wing/Library Renovations/Repurposing former School District Wing)

⁽³⁾Consent Order Compliance/Administrative Consent Order Negotiations & Settlement Items Include: Continue to lead negotiations with DEP and ALCOSAN on the next regional Administrative Consent Order; Continue discussion with ALCOSAN on regionalization of multi-municipal interceptor lines; Adhere to the Clean Water Plan as it relates to the Consent Order; Prioritize Sanitatry projects ove r the next few years

⁽⁴⁾Storm Sewers & Facilities items include: Continued focus on mandated MS4 Programming; Storm water flow - sewage and flooding concerns

⁽⁵⁾Budgetary Items include: Hold the line on taxes; Maintain AA+ Bond Rating; Continue to pursue grant funding; Acquire fundin gfor approved capital projects; Continue to focus on required/mandated capital improvements and requisite funding - MS4 (storm sewers), Consent Order (sanitary sewers)

⁽⁶⁾Information Technology items include: Migrate Township website to new platform to improve digital and mobile website accessibility, ADA compliance and the overall design hierarchy for user-friendly navigation and communication; Continue with improvements to network security with an emphasis on cyber security training for Staff; Technology training for Police Department; Refine software solutions for implemented HR softwre; Continue to explore paperless BOC solutions, virtual meetings, etc.

⁽⁷⁾Perimeter Trail/Sidewalks & Bikeways Plan items include: Consider budget for sidewalks to create more connectivity within communities; Research grant opportunitites to help fund connecting the Perimeter Trail to the Montour Trail; Continue to study and implement Sidewalk and Bikeways Plan (focus on areas where new redevelopment is underway, eg. Siena, SHV area, Seegar, missing links); Continue with study group exploring the connection of parks facilities and neighboring communitie with the Montour Trail

⁽⁸⁾Road Infrastructure items include: Road infrastructure (annual street improvement program & continued funding enhancements); Continued implementation of prioritized intersection and traffic improvements

⁽⁹⁾Study Tustin Park items include: Conversion of Tustin Park court to multi-use; Install a few parking spaces at Tustin Park; Install the former wiltshire water feature "seal" at Tustin park; Install a picnic pavilion at Tustin Park; Complete paving of Tustin Park perimeter trail; Plant vegetation along Tennis court areas to lessen road noise and create a more park like setting

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**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 Boenning & 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