

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 JANUARY 25, 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. February, 1 2021 Regular Meeting Agenda Items. (Memorandum enclosed)
 1. Old Business:
 - (a.) None.
 2. New Business:
 - (a.) Recommendation Re. PLC21-5701 – Amendment to Chapter 57 of the Township Code Entitled “Fees”.
 - B. Other.
 - (a.) None.
5. Other Agenda and Discussion Items
 - A. None.

GENERAL AFFAIRS

1. Recommendation Re. 2021 Township Engineer Fee Schedule. (Memorandum enclosed)
2. Status Report Re. Budget and Finance Committee of the Board of Commissioners' Meeting of January 25, 2020. (Commissioner Enck to report)
3. Discussion Re. 2021 Bond Issue Parameters Ordinance. (Memorandum enclosed)

4. Consideration of the January 2021 Bill Sheet. (Bill Sheet sent electronically 1/22/21)
5. Acknowledge Receipt of Financial Statements for Twelve-Month Period ending December 31, 2020. (Financial Statements sent electronically 1/22/21)
6. Adjournment.

MEMORANDUM

To: Matthew R. Serakowski, Township Manager

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

Date: January 22, 2021

Subject: COMMUNITY DEVELOPMENT DEPARTMENT INFORMATIONAL ITEMS FOR THE INFORMATIONAL AND GENERAL AFFAIRS MEETING ON JANUARY 25, 2021

A. FEBRUARY 1, 2021 - REGULAR MEETING AGENDA ITEMS

Old Business

None.

New Business

1. RECOMMENDATION RE. PLC21-5701 – AMENDMENT TO CHAPTER 57 OF THE TOWNSHIP CODE ENTITLED “FEES”

The Township’s Planning & Community Development Department has recommended the attached 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.

B. OTHER

None.

Attachment

1. Proposed Electrical Fee Adjustments

TOWNSHIP OF UPPER ST. CLAIR
CHAPTER 57, "FEES"
ELECTRICAL INSPECTIONS

57.5.1.1. Electrical Permit, Inspection and Certificate of Inspection

	<u>Delete</u>	<u>Insert</u>
Minimum Charge Per Inspection.....	\$ ~~55.00~~	\$60.00
[includes a change of residential service]		

TYPE OF INSPECTION

FLAT RATE RESIDENTIAL ONLY (Including townhouses & additions)

Not over 100 Amp Service Equipment	~~\$100.00~~	\$100.00
Not over 200 Amp Service Equipment	~~\$143.00~~	\$157.00
Not over 400 Amp Service Equipment	~~\$176.00~~	\$194.00
Multi-Family Dwellings, Per Unit	~~\$ 55.00~~	\$ 60.00

Swimming pools – residential only: (commercial: see fee schedule)

<u>In ground:</u> bonding (each trip)	~~\$ 60.00~~	\$ 66.00
equipment & wiring (one trip)	~~\$ 70.00~~	\$ 77.00
Typically both for a total	~~\$130.00~~	\$143.00
<u>Above ground:</u> equipment & wiring (one trip)	~~\$ 70.00~~	\$ 77.00

Hot tubs: equipment and wiring	~~\$ 70.00~~	\$ 77.00
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NONRESIDENTIAL & ITEMIZED UNIT CHARGES

Rough Wiring Inspection		
1-25 outlets	~~\$ 18.00~~	\$ 20.00
For each additional 10 outlets or fraction thereof	~~\$ 6.00~~	\$ 7.00
[All switches, lighting and receptacles to be counted as outlets.]		

Finish Inspection		
1-25 outlets	~~\$ 18.00~~	\$ 20.00
For each additional 10 outlets or fraction thereof	~~\$ 6.00~~	\$ 7.00

Equipment, Appliances and Motors		
Under 1/4 HP outlets for single unit of 30 K.W. or less	~~\$18.00~~	\$ 20.00

Each additional unit or outlet of 30 K.W. or 1	~~\$ 6.00~~	\$ 7.00
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Motors, Generators, Transformers, Central Heating,
Duct Heaters, Air Conditioning, Electric Furnaces and Welders

	<u>Delete</u>	<u>Insert</u>
1/4 H.P., K.W., or K.V.A. to 10 H.P., K.W. or K.V.A., each	\$ ~~18.00~~	\$ 20.00
10 H.P. to 50 H.P., K.W. or K.V.A. each	\$ ~~47.00~~	\$ 52.00
Over 50 H.P., K.W., or K.V.A. each	\$ ~~83.00~~	\$ 92.00

Service Entrance Conductors – Main Switch Gear Including
Panel Boards at Point of Entrance

Up to 600 Volts Not over 225 Amp	\$ ~~44.00~~	\$ 50.00
Over 225 Amp to 400 Amp	\$ ~~66.00~~	\$ 73.00
Over 400 Amp to 1,000 Amp	\$ ~~100.00~~	\$ 110.00
Over 1,000 Amp	\$ ~~138.00~~	\$ 152.00

Remote Panel Board - Remote Feeders: Apply 50% of above categories

Ground Fault Protected Services: Add \$ ~~28.00~~ \$ **31.00**

Over 600 Volts: Add (per category) \$ ~~55.00~~ \$ **60.00**

Primary Transformers Vaults - Enclosures

Sub-Stations:

Not over 200 K.V.A	\$ ~~88.00~~	\$ 97.00
Over 200 to 500 K.V.A	\$ ~~132.00~~	\$ 145.00
Over 500 K.V.A	\$ ~~176.00~~	\$ 194.00

Note: Above applies to each bank of transformers.

Signaling Systems: (Smoke Detectors, Burglar Alarms, Telephones, etc.)

For each device \$ ~~2.00~~ \$ **2.20**

Insert:

Solar arrays:

Residential

***up to 20 kw \$130.00**

***over 20 kw add \$.01/watt**

Commercial

***up to 20 kw \$.05/watt**

***over 20 kw \$100.00 plus \$.01/watt**

MEMORANDUM

To: Board of Commissioners
From: Matthew R. Serakowski, Township Manager
Date: January 22, 2021
Subject: **DISCUSSION RE. TOWNSHIP ENGINEER FEE SCHEDULE**

Enclosed is the Township Engineer's 2021 Fee Schedule. Additionally, an excerpt of the Township's Fee Schedule is enclosed specific to current consultant rates.

Approval of the Fee Schedule may be accomplished at the February 1, 2021 Regular Meeting of the Board by simple motion and voice vote.

/ll
enclosure

M:/sharedmgr/feestwp_gatewayrates_IGA_1.25.21





A FULL-SERVICE CIVIL ENGINEERING FIRM

THE GATEWAY ENGINEERS, INC.

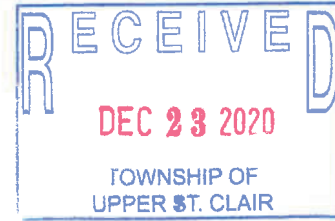
100 MCMORRIS ROAD.
PITTSBURGH, PA 15205

412-921-4030 PHONE
412-921-9960 FAX

www.GatewayEngineers.com

December 21, 2020

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



Attn: Matthew R. Serakowski, Township Manager

RE: 2021 Professional Engineering Rates

Dear Matthew:

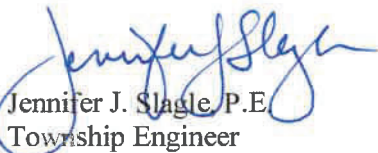
Thank you for your trust in us in 2020, and we look forward to successfully consulting with the Township in 2021.

Enclosed please find our 2021 Rate Schedule. We are proud to announce the updated schedule includes an average 5.2% decrease in rates. Of note is the rate schedule has been revised to include twelve (12) professional categories and the Principal rate has been eliminated. Also, please find the 2020 vs. 2021 Rate Comparison Chart and our General Terms and Conditions attached to this letter. The Rate Schedule and General Terms and Conditions will be referenced as part of our Work Authorizations, Project Scopes, and Budget Estimates throughout 2021 calendar year.

In addition, the retainer fee will remain the same rate as last year at \$550.00 per Month.

We thank you for your continued support of our services in these unprecedented times. Please contact me if you should have any questions.

Sincerely,
THE GATEWAY ENGINEERS, INC.



Jennifer J. Slagle, P.E.
Township Engineer

Enclosures

G:\Proposals\2021 Municipal Rate Letters\JJS\Upper St. Clair.docx

CC: MR, AB, MSM

2021 Standard Billing Rate Schedule

PROFESSIONAL AND TECHNICAL

Professional/Technical I	\$59
Professional/Technical II	\$71
Professional/Technical III	\$83
Professional/Technical IV	\$95
Professional/Technical V	\$107
Professional/Technical VI	\$119
Professional/Technical VII	\$131
Professional/Technical VIII	\$143
Professional/Technical IX	\$155
Professional/Technical X	\$167
Professional/Technical XI	\$179
Professional/Technical XII	\$191



Standard Rate Comparison 2020 vs 2021

2020

2021

PROFESSIONAL AND TECHNICAL

Professional/Technical I \$59
Professional/Technical II \$73
Professional/Technical III \$93
Professional/Technical IV \$104
Professional/Technical V \$116
Professional/Technical VI \$130
Professional/Technical VII \$142
Professional/Technical VIII \$154
Professional/Technical IX \$165

Principal

\$175

PROFESSIONAL AND TECHNICAL

Professional/Technical I \$59
Professional/Technical II \$71
Professional/Technical III \$83
Professional/Technical IV \$95
Professional/Technical V \$107
Professional/Technical VI \$119
Professional/Technical VII \$131
Professional/Technical VIII \$143
Professional/Technical IX \$155
Professional/Technical X \$167
Professional/Technical XI \$179
Professional/Technical XII \$191

SURVEYING AND MAPPING

Conventional 2-Man Field Crew

\$175

GPS Survey Grade 2-Man Field Crew

\$205

GPS Survey Grade 1-Man Field Crew

\$140

GPS Mapping Grade 1-Man Field Crew

\$115

\$131.86

SURVEYING AND MAPPING

N/A

N/A

N/A

N/A

\$125.00

Decrease:

-5.2%

General Terms and Conditions

Invoicing and Payment Invoicing for this project will occur monthly as work is performed. Payment is due thirty (30) days after receipt of the invoice. The Gateway Engineers, Inc. (hereinafter referred to as "Gateway") must be notified in writing of any questions concerning an invoice within ten (10) days. Failure to do so within the prescribed time frame constitutes acceptance of the invoice. Gateway reserves the right to stop work immediately on any project and hold work in progress (if applicable), if an invoice is 60 days past due or older. If Gateway initiates legal proceedings to collect delinquent invoices, Gateway shall be permitted to recover all legal fees and costs associated with collecting such delinquent invoices.

Rate Escalation If the attached scope of work is performed on a time and materials basis and work extends beyond the calendar year of the acceptance of this contract, Gateway will adjust the hourly billing rates to its newly-adopted standard hourly rate schedule.

Additional Work If any additional work is required beyond the scope of the agreement, the cost for the additional work will be presented for your approval prior to commencement of work. Additional work may be completed under this contract upon receipt of an Additional Work Authorization Form signed by the Client. Additional work will be invoiced monthly as work is performed in accordance with the standard hourly rate schedule in force at that time.

Direct Expenses Printing/plotting costs for the project are not included in the proposal price. The cost for these services is \$0.20 per 8½x11 color laser copy, \$0.35 per 11x17 color laser copy, \$0.12 per square foot for prints, \$0.75 per square foot for color prints and \$0.95 per square foot for mylars.

Subconsultants In the completion of this contract, Gateway may use subconsultants at its discretion in order to complete the scope of work in a timely and efficient manner. The costs of these subconsultants are included in the estimated fee of the project, if provided.

Work Product All plans, specifications, letters, reports and other products provided by Gateway are intended to satisfy the scope of this project only. Gateway is not liable for the use of its work product by anyone for any purpose other than by the Client for this project and in accordance with this contract.

Changed Conditions Gateway will promptly notify the Client in writing if it discovers conditions or circumstances that were not contemplated at the commencement of this contract, which in Gateway's judgment significantly affect or may affect the services or the recommended scope of services. Subsequent to that notification, the Client and Gateway will either negotiate a revised scope and estimated fee or terminate the contract.

Assumptions, Services and Information Provided By Others This contract assumes the base conditions to be true as set forth in the proposal, and likewise assumes that services and/or information provided by the Client or their agents is accurate and in a useable form. If these assumptions are found to be untrue, an additional fee may be required to compensate Gateway for any extra work.

Hazardous Materials The Client agrees to advise Gateway about the presence of any known hazardous substances or any known condition existing in, on, or near the site presenting a potential danger to human health or the environment. Gateway does not have any responsibility to locate, identify, evaluate, treat or otherwise consider or deal with hazardous materials.

Access/Right of Entry Unless otherwise agreed, the Client will provide access to the land and/or facilities for Gateway and its subconsultants. Gateway will take reasonable precautions to minimize damage to said land or facilities by its personnel and/or equipment.

Termination This contract may be terminated by either party upon fourteen (14) days prior written notice. In the event of termination, Gateway shall be compensated by the Client for all costs incurred and services performed up to and including the termination date.

Limitation of Liability Gateway, its shareholders, directors, officers, employees and agents, shall not be liable to the client for any special, consequential, incidental or penal losses or damages.

Indemnification Gateway agrees to indemnify and hold harmless the Client and its officers, directors, and employees from and against any and all claims, suits, liability, damages, injunctive or equitable relief, expenses including reasonable attorneys' fees, or other loss to the extent caused by Gateway's negligent performance of services. The Client agrees to indemnify and hold harmless Gateway and its agents, subcontractors, directors, officers and employees from and against any and all claims, suits, liability, damages, injunctive or equitable relief, expenses including reasonable attorneys' fees, or other loss arising from damage to subterranean structures or utilities unless correctly shown on plans furnished by the Client, or arising from any negligence, gross negligence or willful misconduct by the Client and/or its officers, directors, employees and agents.

Insurance During the terms of any contract which might result from this proposal, Gateway will have in force the following types of minimum insurance coverages: A) professional liability – \$4,000,000 per claim/\$4,000,000 aggregate limit, B) workman's compensation – statutory limits, C) general liability – bodily injury/property damage \$1,000,000 per occurrence, D) automobile liability – bodily injury/property damage \$1,000,000 combined; uninsured and under insured motorist \$35,000, and E) excess liability \$8,000,000.

Laws and Severability This contract shall be subject to, interpreted, and enforced according to the laws of the Commonwealth of Pennsylvania. If any part of this contract shall be held illegal, unenforceable, void, or voidable by any court of competent jurisdiction, each of the remainder of the provisions shall nevertheless remain in full force and effect and shall in no way be affected, impaired, or invalidated.

Assignment The Client and Gateway respectively bind themselves, their successors, assigns and legal representatives to the other party to this agreement and to the partners, successors, assigns and legal representatives of such parties with respect to all covenants of this contract. Neither the Client nor Gateway shall assign, sublet or transfer any interest in this contract without the consent of the other.

TOWNSHIP OF UPPER ST. CLAIR FEE SCHEDULE
(Updated January 6, 2020)

Township Attorney

Attorneys	\$190.00 /Hour Per Shareholder
Associate	\$170.00 /Hour Per Associate
Paralegals	\$100.00 /Hour
The hourly charge does not include out-of-pocket expenses such as court costs, filing fees, postage, photocopy charges, etc.	

Township Engineer

Principal	\$176.00 /Hour
Professional/Technical IX	\$164.00 /Hour
Professional/Technical VIII	\$152.00 /Hour
Professional/Technical VII	\$140.00 /Hour
Professional/Technical VI	\$126.00 /Hour
Professional/ Technical V	\$113.00 /Hour
Professional/Technical IV	\$103.00 /Hour
Professional/Technical III	\$ 92.00 /Hour
Professional/Technical II	\$ 74.00 /Hour
Professional/Technical I	\$ 59.00 /Hour
Conventional 2-Man Field Crew	\$175.00 /Hour
GPS Survey Grade 2-Man Field Crew	\$201.00/Hour
GPS Survey Grade 1-Man Field Crew	\$141.00/Hour
GPS Mapping Grade 1-Man Field Crew	\$116.00/Hour

I hereby certify that the above listed fees are in effect until further notice.



Matthew R. Serakowski
Township Manager
Township of Upper St. Clair

TOWNSHIP OF UPPER ST. CLAIR FEE SCHEDULE
(Updated January 6, 2020)

Township Traffic Engineer

Principal/Senior Manager	\$160.00 /Hour
Manager	\$137.00 /Hour
Senior Engineer/Designer	\$120.00 /Hour
Associate Designer/Analyst	\$110.00 /Hour
Senior Technician	\$ 82.00 /Hour
Senior Survey Technician	\$ 82.00 /Hour
Technician	\$ 65.00 /Hour
Clerical	\$ 59.00/67.85*
Field Enumerators	\$ 40.00 /Hour
Auto Travel	\$ 0.58 /Mile
Copies	\$ 0.17 /Sheet
Color Copies	\$ 0.50 /Sheet
Plan Prints – Bond	\$ 0.27 /S.F.
Plan Prints – Vellum	\$ 1.00 /S.F.
Plan Prints – Mylar	\$ 1.35 /S.F.
Plan Prints – Color Plot	\$ 0.65 /S.F.
Other Direct Costs	At Cost

*Premium hourly rate based upon authorized overtime

I hereby certify that the above listed fees are in effect until further notice.



Matthew R. Serakowski
Township Manager
Township of Upper St. Clair

MEMORANDUM

To: Board of Commissioners
From: Matthew R. Serakowski, Township Manager
Date: January 22, 2021
Subject: **DISCUSSION RE. 2021 BOND ISSUE PARAMETERS ORDINANCE**

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.

The ordinance will authorize the new bond issue and refunding transactions only if certain parameters are met. These parameters include limits on the structure of the bonds (size, maturity, rate), issuance costs, savings, and timing. If the conditions are not met within the given time period, the transactions will not take place.

This item will be reviewed at the Budget & Finance Committee meeting scheduled for Monday, January 25, 2021 at 6:30pm. The following members of the Township's bond team will be in attendance: Anthony Ditka of Dinsmore (Bond Counsel), Mike Bova of Boenning & Scattergood (Bond Underwriter) and Jay Wenger of Susquehanna Group Advisors (Financial Advisor).

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.

