

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

October 28, 2024

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, October 28, 2024, at the Township of Upper St. Clair Municipal Building, Board of Commissioners' Meeting Room, Upper St. Clair, PA, 15241.

PRESENT:	Commissioner Paoly	President
	Commissioner Burlingame	
	Commissioner Enck	
	Commissioner Pardini	
	Mark M. Mansfield	Assistant Township Manager
	Mark P. Romito	Director of Finance
	Adam A. Benigni	Director of Planning and Community Development
	Irving S. Firman	Township Attorney
	Michael J. Galet, P.E.	Township Engineer
	Laura Long	Recording Secretary
EXCUSED:	Commissioner Graves	
	Commissioner Plutko	Vice President
	Commissioner Thomas	
	Matthew R. Serakowski	Township Manager

PUBLIC: Approximately one member of the public was in attendance.

CITIZENS' COMMENTS

Mr. William Dawson, 1220 Fox Run Circle, Trustee of 1400 McLaughlin Run Road, stated he would like to say thank you to George Kostelich, Director of Public Works, and the Township Staff and Commissioners for their efforts in maintaining the trails in Upper St. Clair. Mr. Dawson indicated he had attended a Board meeting two years ago requesting the Township provide more resources for the trails between the Fourth of July and Labor Day. Mr. Dawson shared that he has made it a point to ask residents he meets for their opinions on how things have been going on the trails and according to Mr. Dawson, every resident he has spoken with has indicated that things have been going better. Mr. Dawson requested the Board and Staff continue to place emphasis on maintaining the trails.

Commissioner Paoly thanked Mr. Dawson for his comments and requested that Mr. Mansfield share the positive feedback with George Kostelich and the Public Works Staff.

Commissioner Paoly asked if there were any additional comments from the public, and there were none.

INFORMATIONAL ITEMS

COMMUNITY DEVELOPMENT – OLD BUSINESS

Continued Public Hearing Re. PLC24-0001 – St. Clair Country Club Terrace Course – Unified Conditional Use Preliminary and Final Land Development Approval.

Mr. Benigni stated this is the continued public hearing on an application filed by St. Clair Country Club for Unified Conditional Use/Preliminary and Final Land Development Approval for the redesign of the Terrace Course and the driving range at the St. Clair Country Club, located at 2300 Old Washington Road. Since the applicant's presentation on October 7, 2024, staff has met with representatives of the Club and they have requested to present additional testimony at the November 4, 2024 Regular Meeting. Following the applicant's presentation, staff will recommend that the hearing be continued to Monday, December 2, 2024, for the purpose of taking staff testimony.

Commissioner Paoly inquired if the applicant has indicated what additional information they plan to provide at the Regular Meeting next week. In response, Mr. Benigni indicated that he has not received anything yet; however, he has spoken with the applicant in response to their inquiries to learn more about what had been discussed with the Board at previous meetings.

In response to Commissioner Paoly's suggestions for 3D renderings and drone footage to be included in the presentation, Mr. Benigni indicated that he has shared the Board's feedback with the applicant.

Commissioner Paoly asked if the Board had any additional questions or comments, and there were none.

Recommendation Re. PLC19-0001 – Ardolino Development Plan – Nonresidential Planned Development – Extension Request.

Mr. Benigni stated Rodney Ardolino, Marigold Management LLC, has submitted a request for a five-year extension of the approval granted by the Board of Commissioners on November 4, 2019 by Ordinance No. 2209. Staff will recommend that the Board take action on this request at the Regular Meeting on November 4, 2024.

Commissioner Paoly asked if the Board had any questions or comments, and there were none.

COMMUNITY DEVELOPMENT – NEW BUSINESS

None.

COMMUNITY DEVELOPMENT – OTHER

None.

OTHER AGENDA AND DISCUSSION ITEMS

Discussion Re. Approval of Contracts.

Commissioner Paoly requested that Mr. Mansfield review each of the four contracts included within this Agenda item prior to receiving questions from the Board.

- Hays Road Stream Restoration

Mr. Mansfield stated On Tuesday, October 15, 2024, four pre-qualified vendors submitted bids for the Hays Road Stream Restoration project. C. Crump, Inc., Hubbard, OH was the best responsible bidder in the amount of \$94,350.00.

The Hays Road Stream Restoration project will work to satisfy the Municipal Separate Storm Sewer System (MS4) requirement for a Pollution Reduction Plan (PRP) project. The project is designed to stabilize the streambank and reduce erosion of the five properties located along the unnamed tributary to Brush Run.

The cost of this project is allocated in the Township's Storm Sewer Improvement Fund.

Staff will recommend that the proper Township Officials be authorized to enter into a contract with C. Crump, Inc. in the amount of \$94,350.00 at the November 4, 2024 Regular Meeting of the Board.

- Gasoline and Diesel Fuel

Mr. Mansfield stated the SHACOG Purchasing Alliance recently received bids for gasoline and diesel fuel.

Melzers Fuel Service, Coraopolis, PA, was the best responsible bidder for the 87 Octane – unleaded regular grade gasoline and 89 Octane – unleaded midgrade gasoline, with a fixed margin price of \$.0400 on each gallon.

Melzers Fuel Service was also the best responsible bidder for the quantities of diesel fuel ordered by the Township, with a fixed margin price of \$.0400. A winterized diesel fuel additive is also available at the cost of \$.0250/gallon from Melzers Fuel Service.

The Township purchases approximately 70,000 gallons of gasoline and 25,000 gallons of diesel fuel each year under this contract.

Pricing is determined at the time an order is placed by adding a constant mark-up (fixed margin) to the OPIS Daily Pittsburgh Average (Index) for petroleum products.

Funding for fuel expense is allocated in the Public Works' Equipment Maintenance Budget.

Staff will recommend that the proper Township officials be authorized to enter into a contract with Melzers Fuel Service under the terms specified above, at the Regular Board Meeting on November 4, 2024.

- Audit Contract Renewal

Mr. Mansfield stated the Township's contract for audit services with Maher Duessel CPAs expires this year. The contract covers the required annual audit engagements for the Township, Tri-Community South EMS (TCS) and the Municipal Authority of the Township of Upper St. Clair (MATUSC).

Maher Duessel has proposed a 3-year renewal to cover the audits of fiscal years 2024 through 2026. The proposed fees are shown below:

<u>Entity</u>	<u>2023 (expiring)</u>	<u>2024 (proposed)</u>	<u>2025 (proposed)</u>	<u>2026 (proposed)</u>
Township	\$27,000	\$28,350	\$29,750	\$31,250
MATUSC	3,500	3,700	3,900	4,100
TCS	<u>15,000</u>	<u>15,750</u>	<u>16,500</u>	<u>17,350</u>
Total	<u>\$45,500</u>	<u>\$47,800</u>	<u>\$50,150</u>	<u>\$52,700</u>

The proposed fee structure reflects a roughly 5% annual increase. These fees remain lower than the fees of comparable municipalities in the area.

Maher Duessel has performed well for the Township and continues to maintain a highly qualified team with expertise in government audits. Staff has reviewed the renewal proposal with the Budget & Finance Committee and will recommend the Board of Commissioners accept the proposal at its Regular Meeting on November 4, 2024.

- Three (3) New Ambulances

Mr. Mansfield stated on February 5, 2024, the Board of Commissioners approved a contract for the purchase of three ambulance prep chassis remounts for a total of \$559,140.00 for Tri-Community South EMS; however, the vendor, Pfund Superior Sales, was unable to perform. Therefore, the offer and proposed contract with Pfund Superior Sales were withdrawn.

Penn Care, Inc., Niles, OH, has submitted a proposal for three (3) Ford F-450 4x4 Ambulances utilizing PA COSTARS government pricing contract #13-209 as follows:

<u>Vehicle</u>	<u>Vendor</u>	<u>Amount</u>
Three (3) Ford F-450 4x4 Ambulances which include graphics and additional equipment @ \$252,596.00 each	Penn Care, Inc. Niles, OH	\$757,788.00

Funding for the purchase of EMS vehicles is proposed in Tri-Community South's 2025 Capital Budget.

Staff will recommend that the proper Township officials, on behalf of Tri-Community South, be authorized to enter into a contract with Penn Care, Inc. for the purchase of three (3) ambulances for \$757,788.00 at the November 5, 2024 Regular Meeting of the Board.

Commissioner Burlingame inquired about the audit contract and asked Mr. Romito if a three year contract is the maximum length or if the Township would consider extending the contract. In response, Mr. Romito indicated that the Township has had longer terms in the past, which included a three year contract with the option to extend it an additional two years. Mr. Romito indicated that the vendor would be open to extending the terms if the Township requested this. Mr. Romito stated that

a three year contract is standard and due to the current market for audit services, which is not very competitive, he recommends entering a three year contract.

Commissioner Paoly inquired about the ambulance contract and asked why the previous vendor, Pfund Superior Sales, was unable to fulfil the previous contract. In response, Mr. Mansfield indicated that there were a series of reasons including supply chain issues and that the vendor never actually signed the contract.

Commissioner Paoly inquired as to why there is a significant increase in price for this current contract recommendation with Penn Care, Inc. In response, Mr. Mansfield indicated that the configuration of the new ambulances, including graphics and additional equipment, is different than the previous contract which only included the prep chassis remounts. Mr. Mansfield stated that with this new configuration, the Township can sell the current units that are being replaced to receive some return.

Commissioner Enck asked if there would be any legal consequences for not fulfilling the contract from February with Pfund Superior Sales. Mr. Mansfield indicated that Township attorneys reviewed the contract terms and sent a certified letter to the previous vendor notifying them and received no response. Mr. Firman stated that the vendor never signed the contract.

Commissioner Paoly asked if the Board had any additional questions or comments, and there were none.

Discussion Re. Public Hearing – 2025 Proposed Budget.

Mr. Romito stated the public hearing for the 2025 Proposed Budget is scheduled to take place at the Board of Commissioners Regular Meeting on November 4, 2024. The hearing will include a presentation by the Director of Finance.

The Budget & Finance Committee met on Monday, September 30, 2024, to review the assumptions to be used in the budget development process. The Committee met again on Wednesday, October 22, 2024, for an initial review of the proposed budget. The 2025 Proposed Budget document has been available for public inspection since then at the Township's administrative offices, the library, and on the Township's website.

Commissioner Paoly asked if the Board had any questions or comments, and there were none.

GENERAL AFFAIRS

Status Report Re. Budget & Finance Committee Meeting of the Board of Commissioners held Tuesday, October 22, 2024.

Commissioner Enck stated the Committee met to review the 2025 proposed budget with Mr. Romito and Township Staff on Tuesday, October 22, 2024. Commissioner Enck indicated that Mr. Romito will be sharing the public presentation at next week's Board meeting with highlights including no tax increase for 16th year in a row and maintaining a fantastic bond rating.

Commissioner Paoly asked if the Board had any questions or comments, and there were none.

Review of the Informational and General Affairs Meeting Minutes of September 30, 2024.

Commissioner Burlingame moved to approve the Informational and General Affairs Meeting Minutes of September 30, 2024. This was seconded by Commissioner Enck and carried with a 4-0 voice vote.

Review of the Special Meeting of the Board of Commissioners Minutes of October 7, 2024.

Commissioner Burlingame moved to approve the Special Meeting of the Board of Commissioners Minutes of October 7, 2024 regarding the 2025-2035 Comprehensive Plan. This was seconded by Commissioner Enck and carried with a 4-0 voice vote.

Consideration of the October 2024 Bill Sheet.

Commissioner Paoly stated the Board received the October 2024 Bill Sheet via email and there were no questions submitted. Commissioner Enck moved for approval of the October 2024 Bill Sheet, which was seconded by Commissioner Burlingame and approved with a 4-0 voice vote.

Acknowledge Receipt of Financial Statements for the Nine-Month Period ending September 30, 2024.

Commissioner Paoly acknowledged receipt of the Financial Statements for the nine-month period ending September 30, 2024 and stated they are available at the Township offices for review.

ADDITIONAL COMMENTS

Commissioner Paoly stated following adjournment, the Board will be meeting for an Executive Session to discuss legal and personnel matters.

ADJOURNMENT

Commissioner Pardini moved to adjourn the Informational & General Affairs Meeting, which was seconded by Commissioner Burlingame. This was approved by a 4-0 voice vote and the meeting was adjourned at approximately 7:45PM.

Laura Long
Recording Secretary
October 28, 2024