

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, OCTOBER 28, 2024, AT THE MUNICIPAL BUILDING, TOWNSHIP OF UPPER ST. CLAIR, 1820 MCLAUGHLIN RUN ROAD, UPPER ST. CLAIR, PA 15241.

AGENDA

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

INFORMATIONAL ITEMS

4. Community Development

A. November 4, 2024, Regular Meeting Agenda Items. (Memorandum enclosed)

1. Old Business:

- (a.) Continued Public Hearing Re. PLC24-0001 – St. Clair Country Club Terrace Course – Unified Conditional Use Preliminary and Final Land Development Approval.
- (b.) Recommendation Re. PLC19-0001 – Ardolino Development Plan – Nonresidential Planned Development – Extension Request.

2. New Business:

- (c.) None.

B. Other.

- (a.) None.

5. Other Agenda and Discussion Items

A. Discussion Re. Approval of Contract. (Memorandums enclosed)

- Hays Road Stream Restoration
- Gasoline and Diesel Fuel
- Audit Contract Renewal
- Three (3) New Ambulances

B. Discussion Re. Public Hearing - 2025 Proposed Budget. (Memorandum enclosed)

GENERAL AFFAIRS

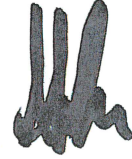
1. Status Report Re. Budget & Finance Committee Meeting of the Board of Commissioners held Tuesday, October 22, 2024. (Commissioner Enck to report)
2. Review of the Informational and General Affairs Meeting Minutes of September 30, 2024. (Minutes enclosed)
3. Review of Special Meeting of the Board of Commissioners Minutes of October 7, 2024. (Minutes enclosed)
4. Consideration of the October 2024 Bill Sheet. (Bill Sheet sent electronically 10/25/24)
5. Acknowledge Receipt of Financial Statements for Nine-Month Period ending September 30, 2024. (Financial Statement sent electronically 10/25/24)
6. Adjournment.

MEMORANDUM

To: Matthew R. Serakowski, Township Manager

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

Date: October 25, 2024



Subject: COMMUNITY DEVELOPMENT DEPARTMENT INFORMATIONAL ITEMS FOR THE INFORMATIONAL AND GENERAL AFFAIRS MEETING ON OCTOBER 28, 2024.

A. NOVEMBER 4, 2024 - REGULAR MEETING AGENDA ITEMS

Old Business

1. CONTINUED PUBLIC HEARING RE. PLC24-0001 – ST. CLAIR COUNTRY CLUB TERRACE COURSE – UNIFIED CONDITIONAL USE PRELIMINARY AND FINAL LAND DEVELOPMENT APPROVAL

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 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 then table the item to the December 2, 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.

2. RECOMMENDATION RE. PLC19-0001 – ARDOLINO DEVELOPMENT PLAN – NONRESIDENTIAL PLANNED DEVELOPMENT – EXTENSION REQUEST

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.

New Business

None.

B. OTHER

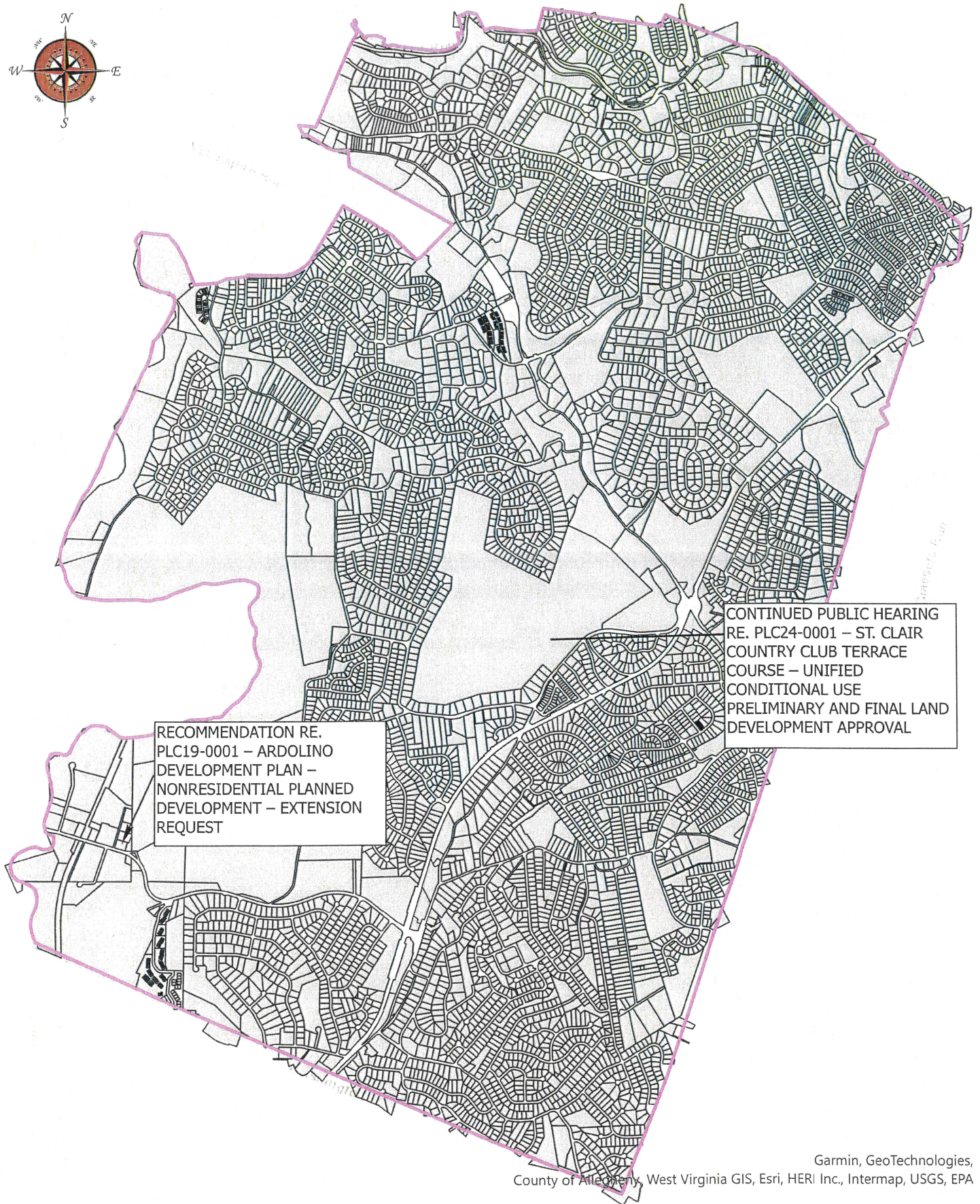
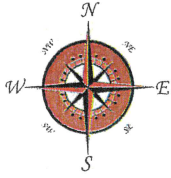
None.

TO: Matthew R. Serakowski, Township Manager
FROM: Adam A. Benigni, Director of Planning and Community Development
DATE: October 25, 2024
**IN RE: COMMUNITY DEVELOPMENT DEPARTMENT INFORMATIONAL ITEMS
FOR THE INFORMATIONAL AND GENERAL AFFAIRS MEETING ON
OCTOBER 28, 2024.**

2

Attachments

1. Map of locations of Community Development Department agenda items for the meetings of October 28, 2024 and November 4, 2024
2. Hearing Extension Request – PLC24-0001 St. Clair Country Club



Garmin, GeoTechnologies,
County of Allegheny, West Virginia GIS, Esri, HERI Inc., Intermap, USGS, EPA



Township of Upper St. Clair
Department of Planning and
Community Development

Community Development Department
Agenda Items for the
Informational and General Affairs
Meetings of October 28 and November 4, 2024



Consulting Engineers & Land Surveyors

#90-4358

TO: Township of Upper St. Clair Board of Commissioners
FROM: Kimberly Gales-Dunn, P.E., P.L.S.
J.R. Gales & Associates, Inc.
DATE: October 24, 2024
IN RE: PLC24-0001 – St. Clair Country Club Terrace Course

We are requesting to present additional information/testimony at the November 4, 2024 Board of Commissioners meeting with an anticipated vote on December 2, 2024.

In addition, we hereby agree to all time extensions for all applicable deadlines pertaining to this application.

A handwritten signature in blue ink, reading "Kim Gales Dunn".

Kimberly A. Gales-Dunn, P.E., P.L.S.
Agent for Applicant

J. R. Gales & Associates, Inc. • 2704 Brownsville Road • Pittsburgh, Pennsylvania 15227 • (412) 885-8885 • Fax (412) 885-1320
email: jrgales.engineers@comcast.net

Member: NSPE PSPE ASCE • Professional Engineer: PA OH WV NJ NC GA MD DE • Professional Land Surveyor: PA OH WV

MEMORANDUM

To: Board of Commissioners
From: Matthew R. Serakowski, Township Manager
Date: October 25, 2024
Subject: **DISCUSSION RE. HAYS ROAD STREAM RESTORATION**

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.

Attachments

- Bid Tabulation
- Maps of project location



/pec

i:\memos\discussionrehaysroadstreamrestoration2024.doc

Hays Road Stream Restoration
C-85606-0002
Date of Bid Opening: October 15, 2024

BIDDERS		C. Crump, Inc.	Piccolomini Development	Meadville Land Service, Inc.	Hunt Valley Environmental, LLC
		2601 Elmwood Drive Hubbard, OH 44425	323 Hopwood Coolspring Road Hopwood, PA 15445	17693 Highway 285 Cochran, PA 16314	632 Hunt Valley Circle New Kensington, PA 15068

Contract B - Base Bid

Item No.	Description	Unit	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Mobilization and Demobilization; Bonding and Insurance; Pedestrian Control and Safety Measures; Traffic Control; Construction Photography; and Site Restoration, complete in place	L.S.	1	\$ 3,000.00	\$ 3,000.00	\$ 18,000.00	\$ 18,000.00	\$ 8,500.00	\$ 8,500.00	\$ 27,550.00	\$ 27,550.00
2	Site Clearing and Site Preparation, complete in place	L.S.	1	\$ 2,000.00	\$ 2,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,250.00	\$ 5,250.00	\$ 14,875.00	\$ 14,875.00
3	Erosion and Sedimentation Control, complete in place	L.S.	1	\$ 3,500.00	\$ 3,500.00	\$ 3,350.00	\$ 3,350.00	\$ 5,000.00	\$ 5,000.00	\$ 13,370.00	\$ 13,370.00
4	Unclassified Excavation, complete in place	L.S.	1	\$ 4,500.00	\$ 4,500.00	\$ 7,540.69	\$ 7,540.69	\$ 5,500.00	\$ 5,500.00	\$ 8,400.00	\$ 8,400.00
5	Log Vane Installation, complete in place	E.A.	6	\$ 3,000.00	\$ 18,000.00	\$ 713.50	\$ 4,281.00	\$ 1,300.00	\$ 7,800.00	\$ 1,341.50	\$ 8,049.00
6	Rock Crossvane with Step Pool, complete in place	E.A.	2	\$ 5,000.00	\$ 10,000.00	\$ 1,101.48	\$ 2,202.96	\$ 6,250.00	\$ 12,500.00	\$ 5,985.00	\$ 11,970.00
7	Stacked Log Deflector, complete in place	E.A.	1	\$ 4,000.00	\$ 4,000.00	\$ 5,018.83	\$ 5,018.83	\$ 3,975.00	\$ 3,975.00	\$ 3,570.00	\$ 3,570.00
8	Boulder Cascade, complete in place	E.A.	1	\$ 3,000.00	\$ 3,000.00	\$ 1,508.92	\$ 1,508.92	\$ 4,450.00	\$ 4,450.00	\$ 3,430.00	\$ 3,430.00
9	Toe Wood with 4' Long 1 Layer Branch Layering, complete in place	L.F.	20	\$ 300.00	\$ 6,000.00	\$ 161.18	\$ 3,223.60	\$ 250.00	\$ 5,000.00	\$ 398.30	\$ 7,966.00
10	Branch Layering Installation 4' Long, 1 Layer, with Log Toe, complete in place	L.F.	290	\$ 80.00	\$ 23,200.00	\$ 63.10	\$ 18,299.00	\$ 85.00	\$ 24,650.00	\$ 74.35	\$ 21,561.50
11	Branch Layering Installation 4' Long, 2 Layers, with Log Toe, complete in place	L.F.	165	\$ 80.00	\$ 13,200.00	\$ 88.46	\$ 14,595.90	\$ 125.00	\$ 20,625.00	\$ 104.50	\$ 17,242.50
12	Install Trees, complete in place	E.A.	3	\$ 50.00	\$ 150.00	\$ 442.10	\$ 1,326.30	\$ 275.00	\$ 825.00	\$ 1,376.00	\$ 4,128.00
13	Install Shrubs, complete in place	E.A.	40	\$ 20.00	\$ 800.00	\$ 90.72	\$ 3,628.80	\$ 70.00	\$ 2,800.00	\$ 127.75	\$ 5,110.00
14	Seeding and Mulching, complete in place	L.S.	1	\$ 1,000.00	\$ 1,000.00	\$ 10,300.00	\$ 10,300.00	\$ 1,750.00	\$ 1,750.00	\$ 9,030.00	\$ 9,030.00
15	Coir Matt 700 Installation, complete in place	S.Y.	400	\$ 5.00	\$ 2,000.00	\$ 8.80	\$ 3,520.00	\$ 5.50	\$ 2,200.00	\$ 9.28	\$ 3,712.00
Base Bid Total				\$ *	\$ 94,350.00	\$	\$ 101,796.00	\$	\$ 110,825.00	\$	\$ 159,964.00

* Bidder Recommended for Award

Certified As A Correct Copy Of All Bids Received

By: *Spec. Site* 10/18/24



GATEWAY
ENGINEERS

A FULL-SERVICE CIVIL ENGINEERING FIRM

Stream Restoration Project Area



Stream Restoration Project Area



MEMORANDUM

To: Board of Commissioners

From: Matthew R. Serakowski, Township Manager

Date: October 25, 2024

Subject: **DISCUSSION RE. APPROVAL OF CONTRACT FOR THE PURCHASE OF GASOLINE AND DIESEL FUEL**

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.



/ayw

i:\memos\discussionbocmemore.fuel2024.docx

MEMORANDUM

To: Board of Commissioners
From: Matthew R. Serakowski, Township Manager
Date: October 25, 2024
Subject: **DISCUSSION RE. AUDIT CONTRACT RENEWAL**

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:

	2023	2024	2025	2026
<u>Entity</u>	<u>(expiring)</u>	<u>(proposed)</u>	<u>(proposed)</u>	<u>(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.



MEMORANDUM

To: Board of Commissioners
From: Matthew R. Serakowski, Township Manager
Date: October 25, 2024
Subject: **DISCUSSION RE. APPROVAL OF CONTRACT TO PURCHASE THREE (3) NEW AMBULANCES**

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.

Matthew R. Serakowski

/pec

i:\memos\discussion re ambulances oct2024.doc

MEMORANDUM

To: Board of Commissioners

From: Matthew R. Serakowski, Township Manager

Date: October 25, 2024

Subject: **DISCUSSION RE. PUBLIC HEARING – 2025 PROPOSED BUDGET**

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.



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

September 30, 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, September 30, 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 Plutko	Vice President
	Commissioner Burlingame	
	Commissioner Enck	
	Commissioner Graves	
	Commissioner Pardini	
	Commissioner Thomas	
	Matthew R. Serakowski	Township Manager
	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

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

CITIZENS' COMMENTS

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

INFORMATIONAL ITEMS

COMMUNITY DEVELOPMENT – OLD BUSINESS

None.

COMMUNITY DEVELOPMENT – NEW BUSINESS

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 initial public hearing on an application filed by the St. Clair Country Club for Unified Conditional Use/Preliminary and Final Land Development Approval to redesign the Terrace Course and the driving range at the St. Clair Country Club, located at 2300 Old Washington Road. The application was reviewed by the Planning Commission on August 15, 2024, and was recommended for approval subject to certain conditions. Following the applicant's presentation, staff

will recommend that the hearing be continued to Monday, November 4, 2024, for the purpose of taking staff testimony.

Commissioner Enck inquired if the Department of Planning and Community Development has received any inquiries about the plans submitted by St. Clair Country Club. In response, Mr. Benigni stated letters were sent to all property owners within 200 feet of the proposed terrace course and three residents have visited his department office to review the plans in person.

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

Public Hearing Re. Application for Transfer of Liquor License – The Kitchen at Frosty Valley, LLC.

Mr. Benigni stated this is a public hearing on an application filed by The Kitchen at Frosty Valley, LLC for the transfer of Liquor License R-18767 from 40 Point 4, LLC, located at 1129 Ravine Street, Munhall, PA 15120 to The Kitchen at Frosty Valley, LLC located at 2652 Hidden Valley Road, Upper St. Clair, PA, 15241. Provided no additional testimony is required, staff will recommend that the hearing be closed and action taken. Staff will prepare a Resolution authorizing the transfer for consideration by the Board on October 7, 2024.

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

Discussion 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 October 7, 2024.

Mr. Benigni responded to Commissioner Paoly's inquiry and confirmed that this action would be similar to when the Board approved an extension request submitted by developer Jeffrey W. Thomas regarding a previously proposed project in 2021.

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

COMMUNITY DEVELOPMENT – OTHER

None.

OTHER AGENDA AND DISCUSSION ITEMS

Discussion Re. Recognition.

Commissioner Paoly stated that Fire Prevention Week in Upper St. Clair will be designated for October 6-12, 2024 and asked Commissioner Enck to present the Proclamation at the Regular Meeting of the Board of Commissioners, Monday, October 7, 2024. In addition, certificates of appreciation will be presented to Volunteer Fire Department members who have achieved milestone years of service.

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

Discussion Re. Implementation of the Community & Recreation Center Post Covid Facility Assessment.

Mr. Serakowski stated on Monday, July 29, 2024, Ken Ballard, Ballard*King & Associates, presented the Upper St. Clair Community & Recreation Center Post COVID Facility Assessment. This included a review of elements contained within the report including Market Analysis, Public Input, Facility Physical Condition Assessment, Programming Review and Operations. Following the presentation, the Board of Commissioners and public were provided the opportunity to engage with Mr. Ballard on various elements of the report. Subsequently, on Monday, August 5, 2024, the Board took action to accept the Upper St. Clair Community & Recreation Center Post COVID Facility Assessment.

The final report contains key recommendations focused on Facility Improvements, Services and Programming, Operations, and Marketing. As we move beyond acceptance of the final report, it is essential to establish a responsible entity to navigate prioritization and implementation of these key recommendations.

By background, these objectives were accomplished in 2018 with the creation of the Community & Recreation Center (C&RC) Facility Implementation Team (FIT). This committee was made up of two Commissioners, two C&RC member representatives and two Township staff members. Similarly, in 2005, the Board of Commissioners established what was known as the CORE Team to assist with the development, programming, functionality, safety and overall design of the C&RC. The CORE Team consisted of two Commissioners, two staff members and two residents responsible for making recommendations to the Board of Commissioners following approval of the recreation center concept. The CORE Team's work ultimately led to the approval of the construction plans and final bidding.

Building on the past success of these advisory committees, the Board of Commissioners could establish an advisory group to function in a similar form. This panel would be responsible to review the Community & Recreation Center Post COVID Facility Assessment, develop a prioritization plan, make recommendations to the Board of Commissioners and assist with the execution of assignments and tasks as directed by the Board of Commissioners.

One version of the newly established advisory committee could include two to three Commissioners including one or two from the Parks and Recreation Committee of the Board, and two C&RC staff members. This could also encompass the identification of a C&RC member or two for committee assignment or as an advisory role. The staff is open to additional concepts or ideas from the Board to further the assessment implementation process.

Mr. Serakowski stated that Staff would like input from the Board before potentially assigning any Board members, Staff, and C&RC members to the committee. Mr. Serakowski noted that C&RC members have been surveyed as part of the Ballard*King assessment process, and their feedback is included in the assessment the committee would be implementing.

Commissioner Burlingame referred to his recent experience serving on the Strategic Assessment Implementation Advisory (SAIA) AdHoc Committee for the Fire Department, stating he found it to be very effective. Commissioner Burlingame noted that the general structure would work well for the goal of this committee, although the conditions are different, they are similar in that both are working to implement assessments, comparing the Robb Report for the Fire Department to the Post-

Covid Facility Assessment for the C&RC. The SAIA AdHoc Committee consists of eight members including two from the Volunteer Fire Department, three Township Staff, and three Commissioners. He suggested assembling five members to serve on this committee and stated if more were desired, 12 members would be too many.

Commissioner Paoly stated he had been a member of the FIT committee prior to the pandemic when their work was put on pause. At the time, the committee was very close to making recommendations for Board consideration. Commissioner Paoly agreed that a committee size of five to six members would work well and indicated that he would be alright with having a combination of Board and Staff members serve on the committee since the public has been given a chance to share their input in the assessment.

Commissioner Pardini suggested the committee size be an odd number due to voting. In response, Mr. Serakowski indicated that this committee would work under the direction of the Board of Commissioners and report back to the Board as a recommendation body.

Commissioner Burlingame mentioned that since the assessment relates directly to the workload of the C&RC Staff, it would be valued to have their input and he would like to see members of their Staff on the committee. Commissioner Enck agreed, stating that C&RC Staff members would have the direct knowledge regarding the action items in the assessment and suggested assembling a total of seven members including Commissioners, Township Administration and Recreation Center Staff.

Mr. Serakowski thanked the Board for sharing their input and stated the model of the AdHoc SAIA committee has worked well with Commissioner Pardini, Commissioner Enck and Commissioner Burlingame's presence along with Commissioner Paoly's previous work on the FIT Committee. Mr. Serakowski agreed that five to seven members would be a good size and suggested that Staff would work this week to draft the names of the proposed committee to have a recommendation for the Board's review next week at the Regular Meeting, Monday, October 7, 2024.

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

GENERAL AFFAIRS

Status Report Re. Budget & Finance Committee Meeting of the Board of Commissioners held Monday, September 30, 2024.

Commissioner Enck stated earlier this evening, Mr. Romito provided the Board with a presentation reflecting the excellent work of the Finance Department and asked him to provide an executive summary. Mr. Romito stated there were three items on the Agenda, starting with a review of Financial Statements for August 2024. Mr. Romito indicated that assessment appeals were noted as an item of concern affecting the Real Estate Tax (RET) revenue; however, the other financial items under the General Fund remain strong.

Mr. Romito indicated the committee reviewed the 2025 budget assumptions including revenues and expenses, stating the preliminary budget will be ready in October. The third Agenda item related to revising the Township investment policy which has not been updated in many years. Mr. Romito stated to follow best practices, he would like to have an updated policy adopted by the Board at its November 4, 2024 Regular Meeting.

Commissioner Paoly thanked Mr. Romito for the update and asked if the Board had any questions or comments, and there were none.

Review of the Informational and General Affairs Meeting Minutes of August 26, 2024.

Commissioner Burlingame moved to approve the Informational and General Affairs Meeting Minutes of August 26, 2024. This was seconded by Commissioner Plutko and carried with a 7-0 voice vote.

Consideration of the September 2024 Bill Sheet.

Commissioner Paoly stated the Board received the September 2024 Bill Sheet via email and there were no questions submitted. Commissioner Enck moved for approval of the September 2024 Bill Sheet, which was seconded by Commissioner Burlingame and approved with a 7-0 voice vote.

Acknowledge Receipt of Financial Statements for the Eight-Month Period ending August 31, 2024.

Commissioner Paoly acknowledged receipt of the Financial Statements for the eight-month period ending August 31, 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 Burlingame 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 7:43PM.

Laura Long
Recording Secretary
September 30, 2024

LITIGATION REPORT - SUMMARY
TOWNSHIP OF UPPER ST. CLAIR
September 27, 2024

I. CASES WHERE TOWNSHIP IS PLAINTIFF

- A. Township of Upper St. Clair v. Carmen Peluso, Marisa Peluso & Pittsburgh Archery Supply, LLC (No. GD 24-6938)(Allegheny County):
- B. Township of Upper St. Clair vs. Song Yifang and An Ping (No. CV-66-2024) (Magistrate Arnoni).
- C. Township of Upper St. Clair vs. Francis Funaro (No. CV-99-2024) (Magistrate Arnoni)
- D. Township of Upper St. Clair vs. CK Exterior Cleaning (No. CV-126-2024) (Magistrate Arnoni)
- E. Township of Upper St. Clair vs. Perfect Power Wash, LLC (No docket number assigned) (Magistrate Arnoni)
- F. Township of Upper St. Clair v. Sung Chun Mo & Myung Soo (No. CV-178-2024)(Magistrate Arnoni)
- G. Township of Upper St. Clair v. 2610 Cedarvue Drive Trust (No. CV-175-2024)(Magistrate Arnoni):
- H. Township of Upper St. Clair v. Irene Johnovna Verzelli (No. CV-176-2024) (Magistrate Arnoni)
- I. Township of Upper St. Clair v. Remedy Development LLC (No. CV-159-2024) (Magistrate Arnoni):
- J. Township of Upper St. Clair vs. Path Generations, LLC (No. GD 24-008132)(Allegheny County):
- K. Township of Upper St. Clair vs. Robert J. Komosinski (No. CV-237-2024) (Magistrate Arnoni):
- L. Township of Upper St. Clair vs. 3 Keifer Drive, Upper St. Clair, Pennsylvania (No. CV-160-2024, Magistrate Arnoni)
- M. Township of Upper St. Clair vs. Wayne R. Christoff & Beverly Gerde (Magistrate Arnoni)
- N. Township of Upper St. Clair vs. Julia Vanmuiswinkle (Magistrate Arnoni)
- O. Township of Upper St. Clair vs. Eugenio G. Tucciarone (Magistrate Arnoni)
- P. Township of Upper St. Clair vs. Hua Li Zhuan (Magistrate Arnoni)
- Q. Township of Upper St. Clair vs. Chen Meisheng & Ye Qing (Magistrate Arnoni)
- R. Township of Upper St. Clair vs. Bruce R. VanDyke, Jr. (Magistrate Arnoni)

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

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

- A. Jeffrey S. Valperga et 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).
- B. HUD Fair Housing Complaint (Jason Depp).
- C. Estate of Stephen A. Stasenکو vs. Township of Upper St. Clair et al., GD 23-3656 (Allegheny County).
- D. Jared E. Quinteros vs. Township of Upper St. Clair, (GD 23-7101)(Allegheny County)
- E. Susan Shepherd as Administratrix of the Estate of Chris Shepherd vs. Township of Upper St. Clair, (GD 24-2215)(Allegheny County)

IV. OTHER LITIGATION INCLUDING BANKRUPTCY MATTERS

V. LAND USE

VI. OTHER LEGAL MATTERS

- A. United States Environmental Protection Agency Action Pursuant To 33 U.S.C. §138
- B. M & D Properties Board of Viewers, No. GD20-10982
- C. Township of Upper St. Clair v. Sujilda, No. S.A. 19-000168
- D. Township of Upper St. Clair vs. Zoning Hearing Board of the Township of Upper St. Clair, No. S.A. 24-000409

SPECIAL BOARD OF COMMISSIONERS MEETING

October 7, 2024

The Special 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 5:35 PM, Monday, October 7, 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 Plutko	Vice President
	Commissioner Enck	
	Commissioner Graves	
	Commissioner Thomas	
	Matthew R. Serakowski	Township Manager
	Mark M. Mansfield	Assistant Township Manager
	Mark P. Romito	Director of Finance
	Adam Benigni	Director of Planning & Community Development
	Matthew Innes	Planning & Zoning Coordinator
	Laura Long	Recording Secretary

EXCUSED: Commissioner Burlingame
Commissioner Pardini

PUBLIC: Approximately four people were in attendance.

Status Report Re. 2025-2035 Comprehensive Plan.

Mr. Benigni introduced Laura Ludwig and Sommer Schneller of Herbert, Rowland & Grubic, Inc. (HRG), the Township's Comprehensive Plan consultants. Ms. Ludwig stated that she and Ms. Schneller plan to guide the Board through a brief activity later this evening after reviewing a presentation regarding the Township of Upper St. Clair 2025-2035 Comprehensive Plan.

Ms. Ludwig explained that a Comprehensive Plan includes a community's vision for what it wants to become in the next 10-15 years; a statement of goals and objectives related to housing, economic development, land use, infrastructure, parks, recreation, community facilities, natural resources; and a road map and policy guide for decision making. Ms. Ludwig stated that planning helps communities to envision their future and helps them to get funding for projects and initiatives.

Ms. Ludwig reviewed that Implementable Comprehensive Plans focus on achievable goals, objectives, and strategies for the Township to complete over the next 10+ years. These plans are centered around "theme areas" while still achieving the Pennsylvania's Municipal Planning Code's (MPC) requirements. The Township of Upper St. Clair's Planning Commission has been serving as the Steering Committee for the 2025-2035 Comprehensive Plan development by providing feedback on various deliverables and plan elements throughout the planning process to date.

Ms. Ludwig reviewed the tasks completed to date which included a Township Staff kickoff meeting held last January, a community tour, and roundtable meeting with department directors held in February. A review of past plans and initial trends were also completed in February, 2024. The Planning Commission met for Comprehensive Plan Steering Committee meetings from March

through August. An online survey launched in April and concluded in June. HRG representatives attended the Township of Upper St. Clair Community Day event in May and began drafting theme areas of the Comprehensive Plan in August, 2024.

Ms. Schneller reviewed a snapshot of the online survey results. The Township received 1,196 responses which was mentioned as the highest response count received by HRG's previous community comprehensive plan projects. 95.2% of respondents reside in the Township and most respondents (approximately 42%) have lived in the Township longer than 15 years. Ms. Schneller indicated that it was great to see how invested the Township's residents are in the community.

The top issues respondents found to be most important were stormwater management and flooding improvements, connectivity/sidewalks, police protection and additional officers, recreational programming, parks improvement projects, road improvement projects, preservation/conservation of land, citizen engagement, trail development, and indoor community spaces.

Transportation issues were reviewed. Most respondents perceive the lack of pedestrian and bicycle access to major destinations within the Township to be an area of focus. Additional areas of focus include excessive backups at signals and/or high speeds along Route 19, cut-through traffic and/or high speeds on residential streets, unsafe intersections that require traffic control and/or geometric improvements, trouble entering/exiting residential streets from/onto major roadways, lack of access to public transportation, and traffic congestion around schools during arrival/dismissal times. Ms. Schneller stated it seems that people want vehicle travel to be safer and would like the option to get around by alternative means than vehicles.

Ms. Ludwig stated that a SWOT exercise was conducted with the planning commission, community members and department directors through previous meetings to assess the strengths, weaknesses, opportunities, and threats to the Township and requested the Board work through a SWOT activity this evening. Ms. Ludwig stated that strengths and weaknesses are more internal, and opportunities and threats are more external.

Ms. Ludwig asked the Board to list strengths. In response, the Commissioners listed strengths including:

- Overall management of Public Works and Townships Services
- Financial Management
- Police Department
- Volunteer Fire Department
- Collaboration of the Police Department and Fire Department with other communities for EMS support
- Parks and Parks Management
- New Family Welcome Outreach Event Collaboration with the School District
- Library and Programming
- Accessibility of the Current Board of Commissioners
- Well-Qualified Residents interested in Volunteering and serving on Board & Commissions
- Community & Recreation Center
- Staff's prompt assistance addressing community concerns
- Code Enforcement
- School District

- The Township is a great place to live for families
- Staff's pursuance of grant funding

Discussion ensued regarding the importance residents have expressed from previous stakeholder meetings in desiring community connection through block parties and community day.

Ms. Ludwig asked the Board to list weaknesses. In response the Commissioners shared weaknesses including:

- External Township Communications
 - It was mentioned that although Township Communications have made great strides over the past years, there is room for improvement. The website could be easier to navigate to find commonly asked questions relating to permits, etc.
- Lack of businesses, restaurants, places to host private events, limited options for larger events
- In some areas, lack of traffic calming, speeding issues, not obeying one-way street signs
- Lack of pedestrian mobility
 - It was mentioned that placing a sidewalk on Country Club Drive to go to Wiltshire Park and to the Community & Recreation Center at Boyce Mayview Park would be a desired opportunity
- Lack of engagement with Gilfillan Farm
- Limited networking between Board of Commissioners and other elected officials on the School Board and on surrounding community elected Boards that could lead to improved livability and cost effectiveness.

Ms. Ludwig stated that opportunities could be considered external factors or market factors that the Township could take advantage of, such as leveraging strengths into an opportunity or repurposing vacant properties. In response, the Board shared opportunities including:

- Continued emphasis to keep the Community & Recreation Center up to date as other communities explore building new recreation centers
- Optimizing the Township Website by improving searchability to ease navigation for residents such as offering online permit applications
- Building sidewalks to access the trail system
 - Discussion ensued regarding the liability issues that homeowners face when sidewalks are recommended for their community. It was mentioned that residents typically understand the need; however, do not want to build them on their property.
- Collaboration with surrounding communities, such as working with Bethel Park to convert the former Port Authority Right-of-Way to a trail that will benefit both communities' residents.

Discussion ensued regarding a desire to see the Township mentor other communities since many have reached out for guidance in recent projects such as the McLaughlin Run/Lesnett/Mayview Roundabout and the Community Recreation Center.

Ms. Ludwig stated that threats could be external factors such as something that another community is doing better and asked the Board to share their ideas. In response, threats were listed including:

- Unfunded State and Federal Mandates surrounding Stormwater and Sanitary Sewers and Consent Order Requirements
- County Tax Reassessments
- Uncertainty of the County Budget and the Probability that County Taxes may increase
- Community Expectations that the Township can build new facilities and improve traffic flow without taking the proper planning steps
- Neighboring Communities
 - It was mentioned that proposals for new recreation centers or pickleball facilities at surrounding communities could impact membership at the Community & Recreation Center
- Potential proposals for countywide oversight groups
- Legislative and Judicial findings such as redistricting
- The City of Pittsburgh impacts the reputation of everyone in Western Pennsylvania including our Township
- Bond Refinancing
 - It was mentioned that since the Township is in Allegheny County we are challenged to receive the highest Bond ratings.
- Succession Planning as some Township Department leaders near retirement and as other Townships attempt to recruit current Staff members
- Part-Time Staffing shortages at the Community & Recreation Center

Ms. Ludwig thanked the Board for their engagement with the SWOT activity and shared that key theme areas of previous SWOT exercises identified the emphasis to enhance administrative and municipal services including communication, emergency services, code enforcement, outreach/engagement with the public, trash/recycling, and financial sustainability. Promoting parks and recreation including park and facility improvements and maintenance was identified. Another theme area includes encouraging transportation infrastructure and connectivity improvements such as a transportation plan and infrastructure study along with sidewalks and trails. Guiding land use and addressing environmental concerns were noted as a key area including a land use and ordinance review and addressing flooding and stormwater issues.

Ms. Schneller reviewed how transformation sketches are created using a before and after view of a key area in the Township from a photo or aerial image. The sketches show improvements to a particular place, and may involve a park or a certain intersection, street, trail, or streetscape. These sketches help the public understand how the Comprehensive Plan elements may physically improve the community. The sketches are a high-level representation and may not be entirely accurate or fully implementable in real spaces; however, they provide a general vision and are a tool for coalition building and grant fundraising.

Ms. Schneller reviewed transformation sketch examples from past HRG projects and discussed that location ideas have been shared with the Planning Commission including Robb Hollow Road and Painters Run Road Intersection Improvements; McMillan Road and Painters Run Road Intersection; Boyce Mayview Road Improvements; McLaughlin Run Road Commercial Area Corridor Improvements/Pedestrian Improvements; Devonwood Drive School Connection; Dog Park at Outback Property; and Fort Couch Road. Ms. Schneller mentioned that from an engineering perspective, the Township may be limited with improvement options at McMillan Road and Painters Run Road.

Commissioner Paoly stated the intersection of Bethel Church Road and McMurray Road could be improved upon.

Ms. Ludwig reviewed the areas the Planning Commission expressed interest in improving and asked the Board if they would be willing to provide direction as to which transformative sketches should be included in the Comprehensive Plan. Areas previously identified as options include Fort Couch Road and Route 19 intersection; Boyce Road and Route 19 intersection; more signage along Fort Couch Road; McMillan and Cook School Road intersection; pickleball courts; widening of Painters Run from Robb Hollow to Bower Hill Roads; and connection to the Montour Trail from Upper St. Clair trails to the trailhead in Peters Township from Valley Brook Road.

Commissioner Paoly stated that once an idea is sketched and the public sees it, it may be perceived that it is an approved improvement and will be constructed. Commissioner Paoly stated, keeping that in mind, the Board should be cautious about what potential projects are included in the transformative sketches. Ms. Ludwig responded that her team adds a lot of text to the sketches that indicate they are for planning purposes only and not confirmed improvements.

Commissioner Paoly indicated that the Township's current pickleball recreation options are sufficient. Commissioner Enck added that the biggest complaint she has heard from other Townships who have created dedicated pickleball courts is the noise level and indicated that the Township would need to spend a significant amount of time addressing noise ordinances and times of use ordinances. Additional discussion ensued regarding pickleball, including examples of counties in other states that need police officers to regularly patrol the courts due to behavioral issues. It was mentioned that the Township would not build a pickleball facility and then turn the management of it over to another party; however, the Board is not interested in requiring Township Administration to manage dedicated pickleball facilities.

Commissioner Paoly stated that he would like to see a transportation improvement included in the transformative sketches. Mr. Serakowski shared that the intersection of Chartiers Street and Mayview Road in Bridgeville could be an opportunity to partner with our neighboring community. Commissioner Paoly added that Boyce Road and Old Washington Road is an intersection that could be looked into further.

Ms. Ludwig asked the Board to share their interest in seeing a potential trail improvement. In response, Commissioner Enck and Commissioner Plutko stated that trails are an area they would like to see improvements upon. Mr. Serakowski and Mr. Benigni stated that collaborating with South Fayette to potentially link the trail at Fairview Park with Boyce Mayview Park is a topic that both Townships have been reviewing and discussing.

Ms. Ludwig stated that her team could narrow down the list based upon feasibility to provide the Board more of an opportunity to digest what was reviewed this evening and to provide opportunity to receive additional feedback from members not in attendance. Mr. Serakowski agreed and asked Ms. Ludwig and Mr. Bengini to provide an updated list of potential transformative sketch projects that the Board can vote upon and rank.

Ms. Ludwig stated that next steps include holding another steering committee/planning commission meeting in October, working on transformative sketches, writing various plan chapters and theme areas, developing an implementation matrix and setting prioritization. Once a draft plan is developed, additional public meetings will be scheduled. Ms. Ludwig stated the draft should be ready between

November and December and that adoption would trickle into next year to avoid the busy holiday season.

COMMENTS FROM THE BOARD OF COMMISSIONERS AND PUBLIC

Mr. Serakowski asked the Board if they would be interested in a future engagement session to stay apprised of the Comprehensive Plan progress. In response, the Board indicated they would be interested in scheduling something once the transformative sketches are underway.

Commissioner Paoly thanked Ms. Ludwig and Ms. Schneller for their presentation and asked if there were any additional comments from the public, Staff or the Board of Commissioners, and there were none.

OTHER BUSINESS

None.

ADJOURNMENT

Commissioner Thomas moved to adjourn the Special Board of Commissioners Meeting, which was seconded by Commissioner Plutko. This was approved by a 5-0 voice vote and the meeting was adjourned at approximately 6:54PM.

Laura Long
Recording Secretary
October 7, 2024