BOARD OF COMMISSIONERS INFORMATIONAL AND GENERAL AFFAIRS MEETING MINUTES

December 15, 2025

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, December 15, 2025, at the Township of Upper St. Clair Municipal Building, Board of Commissioners' Meeting Room, Upper St. Clair, PA, 15241.

PRESENT:	Commissioner Paoly	President
	Commissioner Enck	Vice President
	Commissioner Burlingame	
	Commissioner Graves	
	Commissioner Pardini	
	Commissioner Plutko	
	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 Galet	Township Engineer
	Laura Long	Recording Secretary

PUBLIC: Approximately eight members of the public were in attendance.

CITIZENS' COMMENTS

Commissioner Paoly stated the Board met prior to the meeting to discuss legal and personnel matters.

Commissioner Plutko presented a Proclamation to Commissioner Enck in honor of over five years of service and the accomplishments the Township received during her tenure as Commissioner. Commissioner Plutko stated that Commissioner Enck served on the Board of Commissioners in a manner consistent with high professional standards; supporting the Township's system of government as set forth within the Home Rule Charter. Commissioner Plutko also presented Commissioner Enck with a plaque from the Township in recognition of her service, noting her time served as Vice President this past year.

Claudia Huber, Representative Mihalek's office, presented Commissioner Enck with a Certificate Citation from the Pennsylvania House in recognition of her achievements. Ms. Huber stated although Representative Mihalek could not be in attendance this evening she wanted to thank Commissioner Enck for her commitment and service.

Michael Reinmund, Senator Robinson's office, presented Commissioner Enck with a Citation from the Pennsylvania Senate and extended a heartfelt thank you for her dedication to the community.

Commissioner Enck thanked everyone for the appreciation given this evening.

Commissioner Enck presented a Proclamation to Commissioner Paoly in honor of 16 years of service and referenced many milestones the Township achieved during his tenure as Commissioner. Commissioner Enck stated that Commissioner Paoly performed his Township duties with dedication, fairness, and integrity, maintaining a positive culture of cooperation and respect with Board members and Township Staff. Commissioner Enck also presented Commissioner Paoly with a plaque from the Township in recognition of his service, noting the two years he served as Vice President and the four years he served as President.

Ms. Huber stated that Representative Mihalek and Representative Miller co-sponsored the Citations presented this evening recognizing both Commissioners and thanked Commissioner Paoly for his service.

Mr. Reinmund presented Commissioner Paoly with a Citation from Senator Robinson's office and expressed congratulations in honor of his service to the Township.

Commissioner Paoly extended his heartfelt thanks to his family, friends, colleagues and mentors.

INFORMATIONAL ITEMS

COMMUNITY DEVELOPMENT – OLD

None.

COMMUNITY DEVELOPMENT – NEW BUSINESS

Public Hearing Re. PLC25-1302 Reclassification of the Property Identified as Block/Lot 321-G-150 to the R-4 Low-Rise Multifamily Residential District and RM Restricted Light Industrial Zoning District by Zoning Amendment to the Township Zoning Map.

Mr. Benigni stated this is the initial public hearing on an application filed by Northwest Land LLC #1023 to reclassify the property located at 1512 McLaughlin Run Road (Block/Lot 321-G-150) to its previous zoning designations of R-4 Low-Rise Multifamily Residential District and RM Restricted Light Industrial District. This application was reviewed by the Planning Commission at its regular meeting on October 16, 2025 and was recommended for denial. Following the applicant's presentation, staff will recommend that the hearing be continued to Monday, February 2, 2026 for the purpose of taking staff testimony.

Commissioner Paoly asked if there were any questions from the Board, and there were none.

COMMUNITY DEVELOPMENT – OTHER

None.

OTHER AGENDA AND DISCUSSION ITEMS

None.

GENERAL AFFAIRS

Recommendation Re. Adoption of Resolution for the Extension of the Settlement Date for the Purchase of Real Estate Presently Owned by Nancy J. Leygraaf, Trustee Under the Testamentary Remainder Trust Under the Will of Paul A. Orient, Located at 1610 McLaughlin Run Road.

Mr. Benigni stated on March 3, 2025, the Board of Commissioners adopted Resolution no. 1773 which authorized the purchase of property currently owned by Nancy J. Leygraaf, located at 1610 McLaughlin Run Road.

Recently, the owner has requested that the Township agree to extend the settlement date from on or before January 1, 2026 to on or before April 1, 2026 in order to provide additional time to sell the equipment on the property and remove stockpiled material.

It is recommended that the Board of Commissioners approve Resolution No. 1791 which extends the settlement date to on or before April 1, 2026. This may be accomplished by roll call vote.

Mr. Benigni stated that he would need to review the next Agenda item before the Board could take action this evening.

Recommendation Re. To Suspend Section 19.6.2 of the Township Code.

Mr. Benigni stated in order to proceed with the recommendation to approve Resolution No. 1791 authorizing the extension of the settlement date for the purchase of property located at 1610 McLaughlin Run Road (Block/Lot 395-E-70 and 395-A-80) from on or before January 1, 2026 to on or before April 1, 2026, it will first be necessary for the Board to suspend a provision of the Township Code, Chapter 19, "Board of Commissioners", to permit formal action this evening. This is necessary because Section 19.6.2 of the Township Code, sets forth that action by the Board at Informational and General Affairs meetings shall be limited to routine non-legislative matters. The section further provides the Board may suspend this requirement, by motion and majority vote.

It is therefore recommended the Board take action to suspend Section 19.6.2 of the Township Code for purposes of approving Resolution No. 1791. This may be accomplished by a simple motion and roll call vote.

MOTION AND VOTE TO SUSPEND SECTION 19.6.2 OF THE TOWNSHIP CODE

Commissioner Enck moved to suspend section 19.6.2 of the Township Code. This was seconded by Commissioner Burlingame and carried with a 7-0 roll-call vote.

MOTION AND VOTE TO APPROVE RESOLUTION NO. 1791

Commissioner Thomas moved to approve Resolution No. 1791. This was seconded by Commissioner Plutko and carried with a 7-0 roll-call vote.

Review of the Informational and General Affairs Meeting Minutes of November 24, 2025.

Commissioner Plutko moved to approve the Informational and General Affairs Meeting Minutes of November 24, 2025. This was seconded by Commissioner Burlingame and carried with a 7-0 voice vote.

Consideration of the December 2025 Bill Sheet.

Commissioner Paoly stated the Board received the Bill Sheet on December 12, 2025 by email and there were no questions submitted. Commissioner Enck moved for approval of the December 2025 Bill Sheet, which was seconded by Commissioner Burlingame and approved with a 7-0 voice vote.

Acknowledge Receipt of Financial Statements for the Eleven-Month Period ending November 30, 2025.

Commissioner Paoly acknowledged receipt of the Financial Statements for the eleven-month period ending November 30, 2025 and stated they are available at the Township offices for review.

Commissioner Paoly played a few bars of "For The Love of Money" and asked Mr. Romito to come forward to be recognized for his service with the Township, announcing that it is also Mr. Romito's last meeting as Director of Finance, since he will be leaving the Township for another opportunity in the finance world. Mr. Romito thanked Commissioner Paoly for providing him with the walk-up music he has always wanted. Commissioner Paoly thanked Mr. Romito for his time and diligence with the Township. Commissioner Enck added that she has been extremely grateful for Mr. Romito's patience and guidance throughout her experience as Chair of the Budget & Finance Committee Meeting. Mr. Romito stated that it has been his pleasure to help and thanked the Commissioners for their appreciation.

ADDITIONAL COMMENTS

Commissioner Burlingame asked Mr. Serakowski for an update relating to the communications the Commissioners have been receiving regarding parking concerns on Blairmont Drive. Mr. Serakowski stated that the resident who previously addressed the Board with his concerns earlier this month, Mr. Kaplan, has kept in touch with the Township. Mr. Serkowski indicated that Mr. Kaplan is looking for guidance from the Board, and has indicated that he will most likely attend a public Board meeting in late January to engage with the new Board and seek insight on what can be done to address his concerns.

Commissioner Burlingame expressed that he would like the Board and Township Staff to review and discuss potential options and provide clarification on what the Township's stance will be regarding this matter.

Commissioner Paoly stated again that the Board met earlier this evening 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 Graves. This was approved by a 7-0 voice vote, and the meeting was adjourned at approximately 7:58PM.

Laura Long
Recording Secretary
December 15, 2025