

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

February 24, 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, February 24, 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 Plutko	Vice President
	Commissioner Burlingame	
	Commissioner Enck	
	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
EXCUSED:	Commissioner Graves	
	Commissioner Pardini	

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

Presentation Re. Upper St. Clair Athletic Association User Fees.

Mr. Ryan Pope, current president of the Upper St. Clair Athletic Association (USCAA), joined by Eric Lund and Joe Krolczyk, both past presidents and current volunteers of the USCAA, along with Rich West, current vice president, thanked the Board of Commissioners for inviting them here this evening. Mr. Pope stated by background the USCAA has been in existence since 1955, and their mission is to create opportunities for our Township youth to participate in competing athletics. Currently they support approximately 2,800 children across 11 different sports.

Mr. Pope thanked Township Manager, Matt Serakowski and Director of Recreation & Leisure Services, Paul Besterman, for their continuous support of the USCAA mission. Mr. Pope thanked Commissioner Burlingame and the Board for the time and resources the Township puts towards the maintenance and improvement of fields. Mr. Pope stated that he has been throughout the Pittsburgh region for soccer, football, baseball and lacrosse, and can truly say that no other community has better fields. Mr. Pope expressed thanks for the new Morton Complex and shared that many community members have been commenting on how good the turf looks. Mr. Pope thanked Director of Public Works, George Kostelich, and his Staff including Gary Shafer and Rich Botz, for the wonderful working relationship. Mr. Pope presented a check for \$32,985 on behalf of the USCAA as a sign of appreciation.

Commissioner Paoly thanked Mr. Pope and the USCAA representatives. Commissioner Paoly stated that a few of his children have participated in youth sports over the years and the USCAA is a phenomenal program. Commissioner Paoly thanked the USCAA for the support that is offered to Township youth, current, past and future.

CITIZENS' COMMENTS

Commissioner Paoly asked if there were any citizens' comments.

Ms. Emmy Stoecklein, 1185 Polaris Circle, stated that she would like to make a statement regarding the Township's snow removal policy in how it relates to the trails at Boyce Mayview Park. Ms. Stoecklein stated she attended the Parks & Recreation Advisory Board meeting on January 28th and engaged with their Board for 30 minutes regarding the pros and cons of snow removal on the portion of pavement that surrounds the Community & Recreation Center (C&RC). Ms. Stoecklein indicated that at the conclusion of the discussion, the Board advised her to do two things, which included starting a petition and attending an upcoming Board of Commissioners Meeting to share her proposal.

Ms. Stoecklein asked the Board of Commissioners to apply Township Code Section 109.6 to the portion of the paved perimeter trail that surrounds the C&RC to allow residents to safely use a portion of the trail year-round. Ms. Stoecklein asked that the Township remove snow only and not apply salt. Ms. Stoecklein indicated that this proposal is focused on safety and accessibility and models snow removal that the public works department in Peters Township does on their Arrowhead Trail, a 3.5-mile portion of the Montour Trail that also runs through Peterwood Park. Ms. Stoecklein stated that a copy of that map and a petition created on Change.org with 185 signatures obtained from community members in support of this proposal are both included in packets that she handed out to the Board of Commissioners.

Ms. Stoecklein stated that as a resident residing on Polaris Circle, she has walkable access to Boyce Mayview Park which was one of the reasons her family chose their home when they moved to Upper St. Clair from Wisconsin nearly eight years ago. Ms. Stoecklein stated this portion of the perimeter trail is often utilized by community members running, walking, pushing strollers, and walking dogs. Ms. Stoecklein stated that this trail is accessible to people of all ages, abilities and fitness levels, except when it snows. Ms. Stoecklein stated that many residents utilize the perimeter trail as a safe alternative to walking in their neighborhoods where sidewalks do not exist, subject to steep hills, and scarce streetlights. Ms. Stoecklein thanked the Board for listening to her comments and asked if any of her neighbors would like to share their support to this petition as well.

Ms. Mary Jane Haus, 1191 Polaris Circle, stated that her family has lived there for 25 years and have had the benefit of seeing and experiencing the C&RC and perimeter trail through many development stages. Ms. Haus stated that this winter has been very prohibiting due to the snow, and residents would like to continue their regular routine to utilize the trail. Ms. Haus added that several years ago sidewalks were put in along Mayview Road for additional C&RC access. Ms. Haus stated that safety measures are in place for property owners requiring them to shovel their portion of the sidewalks; however, the Township trail is not being shoveled. Ms. Haus requested the Board consider additional trail maintenance to align with the resident sidewalk shoveling responsibilities throughout the Township. Ms. Haus thanked the Board for listening to her comments and shared appreciation for the trail.

Mr. Bob Beck, 1497 Mayview, stated he and his wife have three young children. Their oldest son uses a powered wheelchair and when there is snow, they are unable to take a family walk or go sled riding since his chair is unable to get up the trail. Mr. Beck thanked the Board and asked them to consider additional maintenance measures to help his oldest son utilize the trail more.

Ms. Natalie Jaskowski, 1121 Skyridge Drive, stated her son uses an adapted stroller and she takes him up to the park three times a day to utilize Casey's Clubhouse due to her son's extreme sensory needs. Ms. Jaskowski stated an additional issue is how long the snow takes to melt, sometimes over 10 days after the snowfall, due to the tree coverage on the trail. Ms. Jaskowski asked the Board to consider their proposal so that special needs children can have additional access to the portion of the park that was designed for them.

Commissioner Paoly asked Ms. Stoecklein to come back to the podium to clarify a question regarding the printed proposal specific to the map provided in the packet. Mr. Paoly stated that the map refers to the perimeter trail; however, the perimeter trail encompasses more than is pictured on the map provided. Ms. Stoecklein clarified that their proposal is to shovel snow on a portion of the perimeter trail that surrounds the C&RC, not the entire trail.

Commissioner Paoly asked Ms. Stoecklein how her proposal would respond to residents residing in other parts of the Township who may come forward in the future inquiring why additional maintenance measures weren't added for their direct trail access. Commissioner Paoly asked where does it stop?

Ms. Stoecklein stated from her experience, living in the neighborhood for eight years, people drive to the C&RC, get out of their vehicles and walk the trail, so it is a destination trail. Ms. Stoecklein referred to Peters Township as a comparison stating they only maintain a 3.5-mile portion of the Montour Trail. Ms. Stoecklein stated if future residents were to come forward and ask for additional trail access, such as to Ardolino's, the Board could consider that; however, her proposal and the 185 community members who signed in support, are only requesting the portion of the trail surrounding the C&RC be maintained.

Ms. Stoecklein stated that there was a very invigorating conversation surrounding her request at the recent Parks & Recreation Advisory Board Meeting. She indicated that the Township Public Works Staff in attendance shared many reasons why the snow removal policy is as it currently stands. Ms. Stoecklein stated that as a resident it is her right to share her comments and requests with the Board and to ask for consideration.

Commissioner Paoly thanked the residents for their comments and stated the Board would take them into consideration.

Mr. Chuck Haus, 1191 Polaris Circle, asked the Commissioners if a timeline could be provided for when the Board would decide if additional snow removal would be included on the perimeter trail.

Commissioner Paoly stated that he could not provide a specific timeline this evening; however, the Board and Staff will review the proposal further and when they are ready to make a recommendation, it will be communicated.

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

INFORMATIONAL ITEMS**COMMUNITY DEVELOPMENT – OLD BUSINESS**

None.

COMMUNITY DEVELOPMENT – NEW BUSINESS

None.

COMMUNITY DEVELOPMENT – OTHER

None.

OTHER AGENDA AND DISCUSSION ITEMS

Discussion Re. Disposal of Records.

Mr. Mansfield stated Staff will prepare a Resolution for the March 3, 2025 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 list of records and disposal Resolution will be included with the memo to the Board.

Staff will recommend that the Resolution be adopted at the March 3, 2025 Regular Meeting of the Board.

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

Discussion Re. Approval of Contracts.

Commissioner Paoly asked Mr. Mansfield to review the four contracts on the Agenda so that the Board may ask questions after they have each been reviewed.

- **2025 Street Resurfacing Program**

Mr. Mansfield stated on Tuesday, February 11, 2025, four (4) pre-qualified vendors submitted bids for the Township's 2025 Street Resurfacing Program. Mele & Mele & Sons, Inc., Braddock, PA was the best responsible bidder for the base street resurfacing contract in the amount of \$1,996,649.80. In addition to the base bid, Staff also recommends accepting the following alternate bids:

Base Bid	\$1,996,649.90
Alternate #1 for Resurfacing the Municipal Building Parking Lots	\$ 373,413.00
Alternate #2 for Township Park Improvements	\$ 89,947.00
Added: Morton Fire Station Parking Lot	\$ 39,958.75
Grand total	<u>\$2,499,968.65</u>

A copy of the detailed unit pricing for street resurfacing was provided to the Board. Staff is not recommending accepting Alternate #3 for Baker Park Drive.

Funding sources and recommended programming for the Township's 2025 Street Improvement Program are allocated in the Township's Capital Fund and Liquid Fuels Fund.

Staff will recommend that the proper Township officials be authorized to enter into a contract with Mele & Mele & Sons, Inc. for street resurfacing in an amount of \$2,499,968.65 based upon the unit pricing provided within their bid at the March 3, 2025 Regular Meeting of the Board.

- **Old Farm Road Trail Renovation Project Phase 2**

Mr. Mansfield stated on Tuesday, February 11, 2025, 18 pre-qualified vendors submitted bids for the Old Farm Road Trail Renovation Project Phase 2. John T. Subrick, Inc. was the best responsible bidder with a base bid in the amount of \$395,329.00. John T. Subrick, Inc. was the contractor for Phase 1 of this project which was completed to the Township's satisfaction.

This project is totally funded by a grant from Allegheny Regional Asset District (RAD).

Staff will recommend that the proper Township Officials be authorized to enter into a contract with John T. Subrick, Inc. in the amount of \$395,329.00 at the March 3, 2025 Regular Meeting of the Board.

- **Morton Fields Complex Site Furnishings**

Mr. Mansfield stated Staff has received a proposal from Keystone Ridge Designs for the purchase and delivery of site furnishings for the Morton Fields Complex utilizing the COSTARS cooperative purchasing program (contract #014-E23-301) in the amount of \$120,692.00. This purchase includes fourteen benches, 10 four-chair table sets, 2 three-chair table sets, 24 thirty-eight-gallon refuse and recycling receptacles with upgraded lids, and one 7 capacity bike rack.

This purchase is allocated in the Township's 2025 Capital Projects Budget and is entirely grant funded.

Staff will recommend that the proper Township Officials be authorized to enter into a contract with Keystone Ridge Designs in the amount of \$120,692.00 at the March 3, 2025 Regular Meeting of the Board.

- **Morton Fields Complex Soccer Goals**

Mr. Mansfield stated that Staff has received four proposals for the purchase and delivery of eight soccer goals of various sizes with anchor weights for the Morton Fields Complex. Pioneer Athletics provided the low quote in the amount of \$52,440.00.

This purchase is allocated in the Township's 2025 Capital Projects Budget and is entirely grant funded.

Staff will recommend that the proper Township Officials be authorized to enter into a contract with Pioneer Athletics in the amount of \$52,440.00 at the March 3, 2025 Regular Meeting of the Board.

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

Discussion Re. Adoption of Resolution for the Acquisition 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 the Township intends to purchase parcels 395-A-80 and 395-E-70 presently owned by Nancy J. Leygraaf located at 1610 McLaughlin Run Road. The total area of the two parcels is approximately 6.47 acres. The owner has agreed to sell the property to the Township for \$245,000.00.

A Resolution authorizing the purchase will be prepared for consideration by the Board at the Regular Meeting on Monday, March 3, 2025.

Commissioner Paoly asked if any due diligence on the property has been completed to ensure what may be underground. In response, Mr. Benigni stated that once the contract has been signed the Township has six months to conduct an environmental assessment and survey which will be completed by Gateway Engineers.

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

Discussion Re. Approval for a Grant Application through the Department of Community and Economic Development for the Acquisition of Property located at 1610 McLaughlin Run Road.

Mr. Benigni stated the Township desires to apply for a grant through the Greenways, Trails and Recreation Program of the Commonwealth Financing Authority in the amount of \$210,000 to be used to acquire two parcels of property totaling 6.47 acres located at 1610 McLaughlin Run Road.

Staff will prepare a Resolution for the March 3, 2025 Regular Board Meeting to authorize Mark S. Mansfield, Assistant Township Manager, to file all applications, documents, and forms between the Township of Upper St. Clair and the DCED.

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

Discussion Re. Amendment to the General Employees' Pension Plan Document.

Mr. Romito stated Staff has prepared an administrative update to the Plan Document for the General Employees' Pension Plan so that it aligns with the Teamsters 205 contract (Public Works). The update will incorporate the terms agreed to between the Township and the Teamsters during the recently completed labor contract negotiation, specifically the inclusion of new multiplier levels for 2025 and 2026.

This is a routine update that merely synchronizes the language in the two documents (the Teamsters 205 contract and the Plan Document). It does not impact any operational aspect of the pension plan. A draft Bill was provided to the Board showing the update in Section 4.02.

Staff will recommend the Board of Commissioners adopt the Bill amending the General Employee Pension Plan Document at its Regular Meeting on Monday, March 3, 2025.

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

GENERAL AFFAIRS

Status Report Re. Public Works Committee of the Board of Commissioners Meeting held Wednesday, February 19, 2025.

Commissioner Thomas stated the purpose of the meeting was to review the 2025 annual street resurfacing program and a very comprehensive presentation was provided by Andrew Bekich, Superintendent of Public Improvements and George Kostelich, Director of Public Works. Commissioner Thomas stated the long-term objective is to maintain an average of 15 years on road resurfacing in the Township. Commissioner Thomas stated Staff did an outstanding job on the presentation.

Commissioner Paoly stated he noticed there was a new format to the presentation this year and it looked great and thanked the Staff for their work. Mr. Serakowski responded that he would share the comments with the Staff.

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

Recommendation Re. Establish Public Hearing Re. PLC25-0001 – St. Clair Country Club Paddle Ball Courts Unified Conditional Use Preliminary and Final Land Development Approval.

Mr. Benigni stated this application for Unified Conditional Use Preliminary and Final Land Development Approval to construct new paddle ball courts at the St. Clair Country Club, located at 2300 Old Washington Road, was reviewed by the Planning Commission on January 16, 2025, and February 20, 2025, and was recommended for approval subject to certain conditions.

A public hearing is required for Conditional Use applications. Staff recommends that the public hearing be scheduled for Monday, April 7, 2025. This may be accomplished by a simple motion and voice vote.

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

MOTION AND VOTE TO ESTABLISH PUBLIC HEARING RE. PLC25-0001 – ST. CLAIR COUNTRY CLUB PADDLE BALL COURTS UNIFIED CONDITIONAL USE PRELIMINARY AND FINAL LAND DEVELOPMENT APPROVAL.

Commissioner Enck moved to establish public hearing re. PLC25-0001 – St. Clair Country Club Paddle Ball Courts Unified Conditional Use Preliminary and Final Land Development Approval. This was seconded by Commissioner Burlingame and carried with a 5-0 voice vote.

Review of the Informational and General Affairs Meeting Minutes of January 27, 2025.

Commissioner Burlingame moved to approve the Informational and General Affairs Meeting Minutes of January 27, 2025. This was seconded by Commissioner Enck and carried with a 5-0 voice vote.

Consideration of the February 2025 Bill Sheet.

Commissioner Paoly stated the Board received the February 2025 Bill Sheet via email and there were no questions submitted. Commissioner Enck moved for approval of the February 2025 Bill Sheet, which was seconded by Commissioner Burlingame and approved with a 5-0 voice vote.

Acknowledge Receipt of Financial Statements for the One-Month Period ending January 31, 2025.

Commissioner Paoly acknowledged receipt of the Financial Statements for the one-month period ending January 31, 2025 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.

In addition, Commissioner Paoly stated the Board was provided with a memo from the Staff regarding pickleball amenities within the Township. This has been an off and on discussion amongst the Commissioners over the past few years regarding whether the Township should do more since residents have inquired at previous meetings. Commissioner Paoly asked the Board to give feedback for Mr. Serakowski and the Staff to provide more direction regarding whether the Board would like to continue to explore additional options for pickleball courts or if the Board would like to maintain what the Township currently offers.

Commissioner Paoly stated that he personally feels the 11 shared pickleball courts across six parks currently within the Township, in tandem with existing and new facilities being built in surrounding areas, are adequate in providing residents with pickleball playing options.

Commissioner Burlingame stated with the outlay of money, time, and energy over the Morton Fields Complex renovation, in addition to the upcoming Ballard*King report's recommendations for improvements at the C&RC, he does not wish to take action on any additional pickleball courts until the recommended improvements of the C&RC have been determined.

Commissioner Plutko, Commissioner Enck and Commissioner Thomas agreed that due to current pressing priorities, the Board is satisfied with the Township's current pickleball options and would like to focus on other priorities at this time.

Commissioner Paoly asked Mr. Serakowski to share the Board's comments with Staff and asked the Board if there were any additional comments, and there were none.

ADJOURNMENT

Commissioner Burlingame moved to adjourn the Informational & General Affairs Meeting, which was seconded by Commissioner Plutko. This was approved by a 5-0 voice vote and the meeting was adjourned at approximately 8:02PM.

Laura Long
Recording Secretary
February 24, 2025

LITIGATION REPORT - SUMMARY
TOWNSHIP OF UPPER ST. CLAIR
February 21, 2025

I. CASES WHERE TOWNSHIP IS PLAINTIFF

- A. Township of Upper St. Clair vs. Francis Funaro (No. CV-99-2024) (Magistrate Arnoni)
- B. Township of Upper St. Clair v. Irene Johnovna Verzelli (No. CV-176-2024) (Magistrate Arnoni)
- C. Township of Upper St. Clair v. Remedy Development LLC (No. CV-159-2024) (Magistrate Arnoni):
- D. Township of Upper St. Clair vs. Robert J. Komosinski (No. CV-237-2024) (Magistrate Arnoni):
- E. Township of Upper St. Clair vs. Chen Meisheng & Ye Qing (Magistrate Arnoni)
- F. Township of Upper St. Clair vs. Charles R. Bloedel (Magistrate Arnoni)

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

- A. Shipley Plumbing LLC v. Township of Upper St. Clair (AAA Case No. 01-24-0008-2776).
- B. TBI Contracting, Inc. v. Township of Upper St. Clair and Edelmann Project Management LLC d/b/a EPM Architecture (AAA Case No. 01-24-0008-6898).

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. 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