BOARD OF COMMISSIONERS INFORMATIONAL AND GENERAL AFFAIRS MEETING MINUTES

July 28, 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, July 28, 2025, at the Township of Upper St. Clair Municipal Building, Board of Commissioners' Meeting Room, Upper St. Clair, PA, 15241.

PRESENT:	Commissioner Enck	Vice President
	Commissioner Burlingame	
	Commissioner Plutko	
	Commissioner Pardini	
	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
EXCUSED:	Commissioner Paoly	President
	Commissioner Graves	
	Commissioner Thomas	

PUBLIC: No members of the public were in attendance.

CITIZENS' COMMENTS

Commissioner Enck asked if there were any citizens' comments, and there were none.

Presentation Re. Administrative Consent Order – Sanitary Sewers and MS4 – Storm Sewers Update.

Mr. Galet, Gateway Engineers, reviewed a presentation regarding MS4 Stormwater, Consent Order, and ALCOSAN Regionalization updates. Mr. Galet explained that MS4 stands for Municipal Separate Sewer System and USC's MS4 is comprised of numerous stormwater conveyances that drain into Lower Chartiers Creek, Middle Chartiers Creek and Brush Run. Mr. Galet provided a history of the MS4 program starting with the Federal Regulation in 1999, and the State Regulation in 2003, to the current MS4/PRP Programs extended through 2025, which prepare, plan and implement projects to reduce the amount of sediment and phosphorus generated by stormwater.

Mr. Galet reviewed key components of the MS4 program including public education and outreach, public involvement and participation, illicit discharge, detection, and elimination, construction site stormwater runoff control, post construction stormwater management, and pollution prevention. An overview of the documentation of the Township's recorded MS4 activities was displayed which included a mapped inventory of all of the public and privately owned stormwater facilities.

Mr. Galet explained that the Pollutant Reduction Plan (PRP) Program is specific to Pennsylvania, and the Township has completed five PRP projects to fulfill the sediment/phosphorus load reduction requirements including two ponds and three streambank restorations. These projects will remove over 200,000 lbs. of sediments from waterways per year. A new five-year MS4 permit is anticipated to be released by the Department of Environmental Protection (DEP) this year. The Township's last DEP inspection occurred in 2023 and received zero violations. The next inspection is anticipated for 2027/2028.

The Consent Order (Sanitary Sewers) was reviewed. Mr. Galet explained that the Phase II Consent Order is currently underway. This phase emphasizes reducing excess water from entering the sewer system below accepted thresholds and models to identify causes of overflows. Phase III of the Consent Order is anticipated for the 2030's and will emphasize reducing the threshold based on the average inflow and infiltration rate among all customer municipalities of ALCOSAN. The Township's service area consists of approximately 7,287 residences and businesses, with approximately 870,000 linear feet of sewer lines, with pipe sizes ranging from 6" to 33" in diameter, and about 5,000 manholes. Most of these systems were constructed 50-60 years ago with limited sections built within the past 10 years. There are two pump stations, Brush Run Pump Station and Deerfield Manor Pump Station, and three sewersheds, Brush Run, Painters Run, and McLaughlin Run.

Mr. Galet reviewed how the baseline was established and displayed a map of flow monitoring results. Mr. Galet stated that nine separate flow monitoring and flow isolation studies have been performed throughout the Municipality. Environmental benefits of Source Flow Reductions projects underway include eliminated untreated sewage from contaminating local waterways, reducing health risks associated with exposure to sewage, cleaner streams, and improved water quality.

Mr. Galet stated the Township maintains strong partnerships with ALCOSAN, 3RWW, and regional stakeholders to ensure long-term compliance and system sustainability. Mr. Galet discussed the ongoing ALCOSAN Regionalization efforts of transferring trunk lines from the Township to ALCOSAN, including Painters Run, McLaughlin Run, and Brush Run. These transfers were discussed at the May and June, 2025 Board Meetings with Resolutions passed by the Board of Commissioners.

Discussion ensued between the Commissioners and Mr. Galet regarding how the removal of sediment is measured and the circumference of pipes.

Mr. Galet stated that the Board will receive a copy of the presentation to review further.

Mr. Serakowski stated that a lot of work goes into adhering to these measures and maintaining these systems.

Commissioner Enck asked if there were any additional questions from the Board of Commissioners, and there were none.

INFORMATIONAL ITEMS

COMMUNITY DEVELOPMENT – OLD

Continued Public Hearing Re. Adoption of 2025-2035 Comprehensive Plan.

Mr. Benigni stated this hearing was continued from July 7, 2025, for the purpose of taking staff testimony. This is the final public hearing on the 2025-2035 Comprehensive Plan. The final draft of the plan was reviewed by the Planning Commission at its Regular Meeting on June 19, 2025 and was recommended for adoption. Provided no additional testimony is required, staff will recommend that the hearing be closed, and action taken. A Resolution adopting the Comprehensive Plan will be prepared for consideration by the Board on August 4, 2025.

In response to Commissioner Enck's inquiry, Mr. Benigni confirmed that Herbert, Rowland & Grubic, Inc. consultants will attend the Regular Meeting to answer any additional questions that may arise.

Commissioner Enck asked if the Board had any additional questions, and there were none.

COMMUNITY DEVELOPMENT – NEW BUSINESS

None.

COMMUNITY DEVELOPMENT – OTHER

None.

OTHER AGENDA AND DISCUSSION ITEMS

Discussion Re. 2026-2030 Capital Improvement Program.

Mr. Romito stated a public hearing for the Five-Year Capital Improvement Program for 2026-2030 has been scheduled for August 4, 2025.

In accordance with Chapter 25-2 of the Township Code, Staff will prepare a Resolution for Board adoption of the presented Capital Improvement Program.

Commissioner Enck asked if the Board had any questions, and there were none.

Discussion Re. Authorization of the Transfer of the Brush Run Intermunicipal Trunk Sewer Line.

Mr. Benigni stated the Board of Commissioners must pass a Resolution in order to finalize and execute the legal agreements necessary to transfer ownership of the Brush Run Pump Station to the Allegheny County Sanitary Authority (ALCOSAN). This transfer supports ALCOSAN's regionalization program in compliance with its Consent Decree with the U.S. Environmental Protection Agency (EPA).

A Resolution authorizing the transfer of the Brush Run Pump Station will be prepared for consideration by the Board of Commissioners on Monday, August 4, 2025.

Commissioner Enck asked if the Board had any questions, and there were none.

GENERAL AFFAIRS

Status Report Re. Budget & Finance Committee Meeting held Thursday, July 24, 2025.

Commissioner Enck stated the Committee met on Thursday, July 24, 2025, and the Township is in good order. Ms. Enck asked Mr. Romito to provide a summary of the meeting.

Mr. Romito indicated that the meeting was primarily to review the Capital Improvement Plan which will have a public hearing next Monday. The Committee discussed the June 2025 Financial Statements. An item of note is the decline in Earned Income Tax revenue which prompted discussion regarding Staff observations. Mr. Romito said the performance does not require any changes to the Township's approach on the expense side of the budget this year. Staff will continue to track this issue as the 2026 budget is prepared.

Commissioner Enck indicated that Commissioner Burlingame was also in attendance and asked if he would like to add any additional input; however, Commissioner Burlingame indicated Mr. Romito's summary covered what he would have mentioned.

Commissioner Enck asked if the Board had any questions, and there were none.

Review of the Informational and General Affairs Meeting Minutes of June 30, 2025.

Commissioner Burlingame moved to approve the Informational and General Affairs Meeting Minutes of June 30, 2025. This was seconded by Commissioner Pardini and carried with a 4-0 voice vote.

Consideration of the July 2025 Bill Sheet.

Commissioner Enck stated the Board received the Bill Sheet on July 25, 2025 via email and there were no questions submitted. Commissioner Burlingame moved for approval of the July 2025 Bill Sheet, which was seconded by Commissioner Pardini and approved with a 4-0 voice vote.

Acknowledge Receipt of Financial Statements for the Six -Month Period ending June 30, 2025.

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

ADDITIONAL COMMENTS

Commissioner Enck 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 4-0 voice vote, and the meeting was adjourned at approximately 8:08 PM.

Laura Long
Recording Secretary
July 28, 2025

LITIGATION REPORT - SUMMARY
TOWNSHIP OF UPPER ST. CLAIR
July 25, 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. AR-25-2214) (Court of Common Pleas)

C. Township of Upper St. Clair vs. Deborah E. McPherson & David C. Mesko (No. CV-70-2025) (Magistrate Arnoni)

D. Township of Upper St. Clair vs. Joseph J. Zelezniak & Judith A. Zelezniak (No. CV-71-2025) (Magistrate Arnoni)

E. Township of Upper St. Clair vs. Kerry L. Turner (No. CV-138-2025) (Magistrate Arnoni)

F. Township of Upper St. Clair vs. Matthew Weiss (No. CV-118-2025) (Magistrate Arnoni)

G. Township of Upper St. Clair vs. Perfect Power Wash, LLC (two Cases) (No docket numbers assigned) (Magistrate Arnoni)

H. Township of Upper St. Clair vs. Robert C. Minetti & Joan R. Minetti (No docket number assigned) (Magistrate Arnoni)

I. Township of Upper St. Clair vs. Zheng Xiao Ling (No docket number assigned) (Magistrate Arnoni)

J. Township of Upper St. Clair vs. Gokalp Ilkcan (No docket number assigned) (Magistrate Arnoni)

K. Township of Upper St. Clair vs. Loan Funder LLC Series 41493 (No docket number assigned) (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. Stasenko 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

A. Matthew Weiss vs. Township of Upper St. Clair Zoning Hearing Board (No. SA 25-000453)(Allegheny County):

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