

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

November 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, November 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 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 1 member of the public were in attendance.

CITIZENS' COMMENTS

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

INFORMATIONAL ITEMS

COMMUNITY DEVELOPMENT – OLD

None.

COMMUNITY DEVELOPMENT – NEW BUSINESS

Recommendation Re. Establish Public Hearing Re. PLC25-1303 Zoning Map Amendment for Rezoning of 1400 McLaughlin Run Road (Block/Lot 254-P-005 and 321-C55) from R-L1 Low Intensity Residential District to R-4 Low-Rise Multifamily Residential District.

Mr. Benigni stated that this application was filed by McLaughlin Run 1001 LLC to rezone the property located at 1400 McLaughlin Run Road (Block/Lot 254-P-005 and 321-C155) from R-L1 Low Intensity Residential District to R-4 Low-Rise Multifamily Residential District. The Planning Commission reviewed the request at its regular meeting on November 20, 2025, and recommended

denial of the application. A resolution establishing a public hearing for February 2, 2026 will be prepared for consideration by the Board of Commissioners at its meeting on December 1, 2025.

In response to Commissioner Burlingame's inquiry, Mr. Benigni stated this property is different than the property discussed last month.

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

COMMUNITY DEVELOPMENT – OTHER

None.

OTHER AGENDA AND DISCUSSION ITEMS

Continued Discussion Re. Adoption of the 2026 Budget.

Mr. Romito stated a public hearing was held on November 3, 2025, to review the Township Manager's 2026 Proposed Budget. The Proposed Budget holds the Real Estate Tax rate at 3.83 mills and the Earned Income Tax rate at 0.80% and sets the sanitary sewer rate multiplier at 1.59.

No changes have been made since the release of the Proposed Budget. However, several open items from the 2025 Capital Projects Fund Budget are still being reviewed to determine if they will be received/completed this year, or if their associated funding should be carried over to the 2026 Budget. Any such adjustments will have a neutral overall budgetary impact and will be communicated to the Board in next week's Staff recommendation memorandum.

In accordance with Section 906 of the Township Charter, Staff will prepare a Bill for the Board's consideration of the 2026 Budget. Staff will recommend that the Board of Commissioners adopt the 2026 Budget at the Regular Board meeting on Monday, December 1, 2025.

Commissioner Graves inquired about a line item in the budget that seemed higher than past years regarding the South Hills Communities Animal Control. In response, Mr. Romito stated he would need to review the information in the budget further to comment with certainty and would report back to the Board next week.

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

Discussion Re. Approval of Contract for the Purchase of Gasoline and Diesel Fuel.

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

Melzers Fuel Service, Coraopolis, PA, was the best responsible bidder for 89 Octane – unleaded midgrade gasoline, with a fixed margin price of \$.0300 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 \$.0300. A winterized diesel fuel additive is also available at the cost of \$.0300/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 December 1, 2025.

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

Discussion Re. 2026 Township Traffic Engineer Fee Schedule.

Mr. Serakowski stated the Board received the Township Traffic Engineer's 2026 Fee Schedule. Mr. Benigni confirmed the new rates are good for a two-year period. The Board was also provided with an excerpt of the Township's Fee Schedule specific to current consultant rates.

Approval of the Fee Schedule may be accomplished at the December 1, 2025 Regular Meeting of the Board by simple motion and voice vote.

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

GENERAL AFFAIRS

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

Commissioner Burlingame moved to approve the Informational and General Affairs Meeting Minutes of October 27, 2025. This was seconded by Commissioner Plutko and carried with a 7-0 voice vote.

Consideration of the November 2025 Bill Sheet.

Commissioner Paoly stated the Board received the Bill Sheet on November 21, 2025 via email and there were no questions submitted. Commissioner Enck moved for approval of the November 2025 Bill Sheet, which was seconded by Commissioner Burlingame and approved with a 7-0 voice vote.

Acknowledge Receipt of Financial Statements for the Ten-Month Period ending October 31, 2025.

Commissioner Paoly acknowledged receipt of the Financial Statements for the ten-month period ending October 31, 2025 and stated they are available at the Township offices for review.

ADDITIONAL COMMENTS

Commissioner Paoly noted that the Board had previously received a memorandum addressing requests for mandated snow removal on the Boyce Mayview Park Perimeter Trail and surrounding areas, following the citizen comments and petition presented at the Board's Informational & General Affairs Meeting on February 24, 2025. The March 28, 2025 memorandum included the resident's presentation and the petition titled "*Mandate Snow Removal on Boyce Mayview Park's Perimeter Trail,*" along with the supporting rationale for Township Staff's recommendation that the Township's winter maintenance policy remain unchanged.

Commissioner Paoly asked if anyone on the Board would like to entertain further consideration for changes to the Township's snow removal policy at the upcoming Board meeting scheduled for Monday, December 1, 2025.

Commissioner Paoly stated that, hearing no further comments, the Board supports the Township's recommendation to maintain the current winter maintenance policy. He thanked Mr. Serakowski and Township Staff for providing the additional information previously requested by the Board.

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 7:40 PM.

Laura Long
Recording Secretary
November 24, 2025

LITIGATION REPORT - SUMMARY
TOWNSHIP OF UPPER ST. CLAIR
November 20, 2025

I. CASES WHERE TOWNSHIP IS PLAINTIFF

- A. Township of Upper St. Clair vs. Deborah E. McPherson & David C. Mesko (AR-25-7328) (Court of Common Pleas)
- B. Township of Upper St. Clair vs. Kerry L. Turner (No. CV-138-2025) (Magistrate Arnoni)
- C. Township of Upper St. Clair vs. Matthew Weiss (No. CV-118-2025) (Magistrate Arnoni)
- D. Township of Upper St. Clair vs. Robert C. Minetti & Joan R. Minetti (CV-195-2025) (Magistrate Arnoni)
- E. Township of Upper St. Clair vs. Gokalp Ilkcan (No. CV-197-2025) (Magistrate Arnoni)
- F. Township of Upper St. Clair v. Ronald Riso (CV-244-2025) (Magistrate Arnoni)
- G. Township of Upper St. Clair v. Rene Marasco (No docket number assigned) (Magistrate Arnoni)
- H. Township of Upper St. Clair v. Daniel M. Evans (CV-313-2025) (Magistrate Arnoni)
- I. Township of Upper St. Clair v. Mehul Vakil (CV-314-2025) (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