

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, DECEMBER 15, 2025, 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. January 5, 2026, Regular Meeting Agenda Items. (Memorandum enclosed)
 1. Old Business:
 - (a.) None.
 2. New Business:
 - (a.) 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.
 - B. Other.
 - (a.) None.
5. Other Agenda and Discussion Items
 - A. None.

GENERAL AFFAIRS

1. 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. (Memorandum enclosed)
 - 1.a. Recommendation Re. To Suspend Section 19.6.2 of the Township Code. (Memorandum enclosed)
2. Review of the Informational and General Affairs Meeting Minutes of November 24, 2025. (Minutes enclosed)
3. Consideration of the December 2025 Bill Sheet. (Bill Sheet sent electronically 12/12/25)
4. Acknowledge Receipt of Financial Statements for Eleven-Month Period ending November 30, 2025. (Financial Statement sent electronically 12/12/25)
5. Adjournment.

MEMORANDUM

To: Matthew R. Serakowski, Township Manager
From: Adam A. Benigni, Director of Planning and Community Development
Date: December 12, 2025



Subject: COMMUNITY DEVELOPMENT DEPARTMENT INFORMATIONAL ITEMS FOR THE INFORMATIONAL AND GENERAL AFFAIRS MEETING ON DECEMBER 15, 2025

A. JANUARY 5, 2026 - REGULAR MEETING AGENDA ITEMS

Old Business

None.

New Business

1. 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

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.

B. OTHER

None.

Attachment

1. Map of locations of Community Development Department agenda items for the meetings of December 15, 2025 and January 5, 2026

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

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

County of Allegheny, West Virginia GIS, Esri, HERE, Garmin, USGS, EPA, NPS



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

Community Development Department
Agenda Items for the
Informational and General Affairs
Meetings of December 15, 2025 and January 5, 2026

MEMORANDUM

To: Matthew R. Serakowski, Township Manager

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

Date: December 12, 2025



Subject: **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**

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.

Attachment

1. Resolution No. 1791

TOWNSHIP OF UPPER ST. CLAIR

RESOLUTION NO. 1791

A RESOLUTION OF THE TOWNSHIP OF UPPER ST. CLAIR, A HOME RULE MUNICIPALITY, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, AUTHORIZING 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

WHEREAS, the Township of Upper St. Clair, by and through the adoption of Resolution No. 1773, has previously agreed to acquire fee simple title to two (2) certain parcels of real property identified as: (1) vacant land on McLaughlin Run Road, Upper St. Clair, PA 15241, designated by the Allegheny County Department of Real Estate as Block & Lot 395-E-70; and (2) 1610 McLaughlin Run Road, Upper St. Clair, PA 15241, designated by the Allegheny County Department of Real Estate as Block & Lot 395-A-80 (hereinafter collectively referred to as the "Property"); and

WHEREAS, said Property is owned by Nancy J. Leygraaf, Trustee under the Testamentary Remainder Trust under the Will of Paul A. Orient; and

WHEREAS, the purchase price for the Property is \$245,000 plus any closing costs and finance charges; and

WHEREAS, the original Agreement of Sale required settlement to occur on or before January 1, 2026; and

WHEREAS, the Seller has requested, and the Township has agreed, to extend the settlement date to on or before April 1, 2026, pursuant to the terms of the Amendment to Agreement of Sale attached hereto as Exhibit A; and

WHEREAS, the Township's Board of Commissioners has determined that granting this extension is reasonable and in the best interests of the Township.

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved by the Board of Commissioners of the Township of Upper St. Clair, as follows:

SECTION 1. THAT the proper Township officials are hereby authorized and directed to execute any and all documents necessary to amend the Agreement of Sale and extend the settlement date for the purchase of the Property from on or before January 1, 2026, to on or before April 1, 2026.

SECTION 2. ALL Resolutions or parts of Resolutions in conflict with the provisions of this Resolution are hereby rescinded to the extent of such conflict.

ADOPTED THIS 15TH DAY OF DECEMBER, 2025.

TOWNSHIP OF UPPER ST. CLAIR

ATTEST:

By: _____
President, Board of Commissioners

Township Manager/Secretary

Exhibit A

AMENDMENT TO
AGREEMENT OF SALE OF REAL ESTATE

This Amendment to Agreement of Sale of Real Estate ("Amendment") is made this ____ day of October, 2025, by and between Nancy J. Leygraaf, Trustee under the Testamentary Remainder Trust under the Will of Paul A. Orient ("Seller") and Township of Upper St. Clair ("Purchaser").

WHEREAS, Seller and Purchaser entered into that certain Agreement of Sale of Real Estate dated March 15, 2025 ("Agreement of Sale") for the purchase of those two certain parcels of real property in Upper St. Clair Township, Allegheny County, Pennsylvania designated by the Allegheny County Office of Real Estate as Block & Lot Nos. 395-E-70 and 395-A-80;

WHEREAS, Seller and Purchase desire to amend the Agreement of Sale pursuant to the terms and conditions set forth herein;

WHEREAS, any capitalized term used in this Amendment and not defined herein shall have the meaning for such term as is set forth in the Agreement of Sale; and

NOW THEREFORE, in consideration of the premises and mutual covenants and agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Seller and Purchaser, intending to be legally bound hereby, agree as follows:

1. The above recitals are hereby incorporated herein.
2. The first sentence of Section 6 of the Agreement of Sale is hereby deleted in and replaced with: "Settlement' will be held on a mutually agreeable date on or before April 1, 2026."
3. This Amendment may be executed in counterparts. Each of such fully executed counterparts shall be deemed an original and it shall not be necessary in making proof of this Amendment to produce or account for more than one such counterpart. Facsimile or electronic (PDF) signatures on and/or such signatures delivered by facsimile or electronic mail with respect to this Amendment shall have the same force and effect, and shall be as binding, as delivery of a manually executed counterpart of this Amendment.
4. Except as specifically modified or amended hereby, the Agreement of Sale and the terms and conditions set forth therein shall remain unmodified and in full force and effect.

IN WITNESS WHEREOF, Seller and Purchaser have duly executed this Amendment with the intent to be legally bound as of the day and date first written above:

SELLER:

Nancy J. Leygraaf, Trustee under the
Testamentary Remainder Trust under
the Will of Paul A. Orient

By: Nancy J. Leygraaf
Nancy J. Leygraaf, Trustee

PURCHASER:

Township of Upper St. Clair

By: _____

Name: Daniel R. Paoly

Title: President, Board of Commissioners

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

MEMORANDUM

To: Matthew R. Serakowski, Township Manager

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

Date: December 12, 2025

Subject: **RECOMMENDATION RE. TO SUSPEND SECTION 19.6.2 OF THE TOWNSHIP CODE**



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 the

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.

I:\BENIGNI\Orient - 1610 McLaughlin Run Road\December 15 2025 BOC Info Meeting - Extension\Memo to suspend 19.6.2 re. Orient Extension 121225.docx