

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, JANUARY 27, 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. February 3, 2025, Regular Meeting Agenda Items.
 1. Old Business:
 - (a.) None.
 2. New Business:
 - (a.) None.
 - B. Other.
 - (a.) None.
5. Other Agenda and Discussion Items
 - A. Discussion Re. Authorization of Contracts for Police Vehicles. (Memorandum enclosed)
 - B. Discussion Re. Transfer of Properties from Municipal Authority of Upper St. Clair to Township of Upper St. Clair. (Memorandum enclosed)

GENERAL AFFAIRS

1. Status Report Re. Community & Recreation Center Implementation Advisory Committee Meeting held Wednesday, January 8, 2025. (Commissioners Burlingame, Enck, and Graves to report)
2. Review of the Informational and General Affairs Meeting Minutes of December 16, 2024. (Minutes enclosed)
3. Consideration of the January 2025 Bill Sheet. (Bill Sheet sent electronically 01/24/25)
4. Acknowledge Receipt of Financial Statements for Twelve-Month Period ending December 31, 2024. (Financial Statement sent electronically 01/24/25)
5. Adjournment.

MEMORANDUM

To: Board of Commissioners

From: Matthew R. Serakowski, Township Manager

Date: January 24, 2025

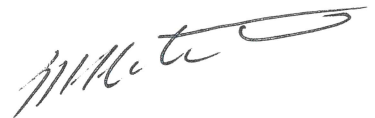
Subject: **DISCUSSION RE. AUTHORIZATION OF CONTRACT FOR POLICE VEHICLES**

Staff is seeking approval to purchase the following vehicles in accordance with the Fleet and Equipment Replacement Schedule:

<u>Vehicles</u>	<u>Vendor</u>	<u>Bid/GSA</u>	<u>Amount</u>
Two (2) 2025 Ford Police Interceptor SUVs @ \$45,029 each	Tri Star Motors Blairsville, PA	COSTARS Contract #013-E22-272	\$90,058.00

Police vehicles are allocated in the Township's 2025 Capital Projects Budget.

Staff will recommend that the proper Township officials be authorized to enter into a contract with Tri Star Motors for \$90,058.00 at the February 3, 2025 Regular Meeting of the Board.



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MEMORANDUM

To: Board of Commissioners

From: Matthew R. Serakowski, Township Manager

Date: January 24, 2025

Subject: **DISCUSSION RE. TRANSFER OF PROPERTIES FROM MUNICIPAL AUTHORITY OF UPPER ST. CLAIR TO TOWNSHIP OF UPPER ST. CLAIR**

The Township desires to have all Real Estate currently titled in the name of the Municipal Authority of the Township of Upper St. Clair to the Township of Upper St. Clair. The Township Attorney has provided an outline of the steps necessary to affect the transfer of three parcels, two of which are located on McLaughlin Run Rd and the other on Circle Drive. This transfer would ultimately facilitate turning over the Circle Drive pump station to ALCOSAN as well as meeting the Redevelopment Assistance Capital Program (RACP) library grant Municipal Building ownership requirements.

Accordingly, the Township must adopt an ordinance setting forth its desire to have the Authority transfer the properties back to the Township. An ordinance will therefore be prepared for the February 3, 2025 Board of Commissioners meeting for this purpose. After the ordinance is adopted by the Township, the Township Attorney will prepare deeds transferring the properties from the Authority to the Township. Each deed will need to be executed by representatives from the Authority. Thereafter, the Authority must also hold a public meeting and pass a resolution authorizing the transfer of the properties. After the deeds are executed, the deeds will need to be recorded with the Allegheny County Recorder of Deeds Office.



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

December 16, 2024

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 16, 2024, 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 Graves	
	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 Pardini

PUBLIC: No members 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 BUSINESS

None.

COMMUNITY DEVELOPMENT – NEW BUSINESS

None.

COMMUNITY DEVELOPMENT – OTHER

None.

OTHER AGENDA AND DISCUSSION ITEMS

Discussion Re. Township Attorney Fee Schedule.

Mr. Serakowski stated the Board received the Township Attorney's 2025 fee schedule along with an excerpt of the Township's fee schedule specific to current consultant rates.

Mr. Firman stated the attorney rate would increase to \$210 per hour per shareholder and \$180 per hour per associate, and that the paralegal rate would remain \$110 per hour.

Mr. Serakowski stated that approval of the fee schedule may be accomplished at the January 6, 2025, Regular Meeting of the Board by simple motion and voice vote.

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

GENERAL AFFAIRS

Review of the Informational and General Affairs Meeting Minutes of November 25, 2024.

Commissioner Burlingame moved to approve the Informational and General Affairs Meeting Minutes of November 25, 2024. This was seconded by Commissioner Plutko and carried with a 6-0 voice vote.

Consideration of the December 2024 Bill Sheet.

Commissioner Paoly stated the Board received the December 2024 Bill Sheet via email and there were no questions submitted. Commissioner Enck moved for approval of the December 2024 Bill Sheet, which was seconded by Commissioner Burlingame and approved with a 6-0 voice vote.

Acknowledge Receipt of Financial Statements for the Eleven-Month Period ending November 30, 2024.

Commissioner Paoly acknowledged receipt of the Financial Statements for the eleven-month period ending November 30, 2024 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.

ADJOURNMENT

Commissioner Burlingame moved to adjourn the Informational & General Affairs Meeting, which was seconded by Commissioner Enck. This was approved by a 6-0 voice vote and the meeting was adjourned at approximately 7:32PM.

Laura Long
Recording Secretary
December 16, 2024

LITIGATION REPORT - SUMMARY
TOWNSHIP OF UPPER ST. CLAIR
December 11, 2024

I. CASES WHERE TOWNSHIP IS PLAINTIFF

- A. Township of Upper St. Clair vs. Song Yifang and An Ping (No. CV-66-2024) (Magistrate Arnoni).
- B. Township of Upper St. Clair vs. Francis Funaro (No. CV-99-2024) (Magistrate Arnoni)
- C. Township of Upper St. Clair v. Irene Johnovna Verzelli (No. CV-176-2024) (Magistrate Arnoni)
- D. Township of Upper St. Clair v. Remedy Development LLC (No. CV-159-2024) (Magistrate Arnoni):
- E. Township of Upper St. Clair vs. Robert J. Komosinski (No. CV-237-2024) (Magistrate Arnoni):
- F. Township of Upper St. Clair vs. 3 Keifer Drive, Upper St. Clair, Pennsylvania (No. CV-160-2024, Magistrate Arnoni)
- G. Township of Upper St. Clair vs. Eugenio G. Tucciarone (Magistrate Arnoni)
- H. Township of Upper St. Clair vs. Hua Li Zhuan (Magistrate Arnoni)
- I. Township of Upper St. Clair vs. Chen Meisheng & Ye Qing (Magistrate Arnoni)
- J. Township of Upper St. Clair vs. Susan L. Wicks (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**

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

C. Township of Upper St. Clair v. Sujilda, No. S.A. 19-000168