

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, JUNE 30, 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. July 7, 2025, Regular Meeting Agenda Items. (Memorandum enclosed)
 1. Old Business:
 - (a.) None.
 2. New Business:
 - (b.) Public Hearing Re. Adoption of 2025-2035 Comprehensive Plan.
 - B. Other.
 - (a.) None.
5. Other Agenda and Discussion Items
 - A. Discussion Re. Recognitions. (Memorandum enclosed)
 - Upper St. Clair Girls' Track & Field members

GENERAL AFFAIRS

1. Status Report Re. Community & Recreation Center Implementation Advisory Committee Meeting held Wednesday, June 11, 2025. (Commissioner Burlingame to report)

2. Review of the Informational and General Affairs Meeting Minutes of May 27, 2025. (Minutes enclosed)
3. Consideration of the June 2025 Bill Sheet. (Bill Sheet sent electronically 06/27/25)
4. Acknowledge Receipt of Financial Statements for Five-Month Period ending May 31, 2025. (Financial Statement sent electronically 06/27/25)
5. Adjournment.

MEMORANDUM

To: Matthew R. Serakowski, Township Manager

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

Date: June 27, 2025

Subject: **COMMUNITY DEVELOPMENT DEPARTMENT INFORMATIONAL ITEMS FOR THE INFORMATIONAL AND GENERAL AFFAIRS MEETING ON JUNE 30, 2025**



A. JULY 7, 2025 - REGULAR MEETING AGENDA ITEMS

Old Business

None.

New Business

1. PUBLIC HEARING RE. ADOPTION OF 2025-2035 COMPREHENSIVE PLAN

This is the initial public hearing on the 2025-2035 Comprehensive Plan. The final draft of the Comprehensive Plan was reviewed by the Planning Commission at its Regular Meeting on June 19, 2025 and was recommended for adoption. Following a presentation by Herbert, Rowland & Grubic, Inc. (HRG), staff will recommend that the hearing be continued to Monday, August 4, 2025.

B. OTHER

None.

Attachments

1. 2025-2035 Comprehensive Plan - Final Draft

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Link to Final Comp Plan Draft:

https://cms8.revize.com/revize/usctp/Comprehensive%20Plan/Community%20Development/Comprehensive%20Plan/USC_FinalReport_FinalDisplay_5.22.25.pdf

MEMORANDUM

To: Board of Commissioners
From: Matthew R. Serakowski, Township Manager
Date: June 27, 2025
Subject: **DISCUSSION RE. RECOGNITIONS**

Staff will prepare Certificates of Achievement to be presented at the July 7, 2025 Regular Meeting of the Board recognizing Upper St. Clair Girls' Track & Field members, Sadie Tomczyk and Anna Engelman, for their wins at the Western Pennsylvania Interscholastic Athletic League (WPIAL) Championships.



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

May 27, 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, Tuesday, May 27, 2025, at the Township of Upper St. Clair Municipal Building, Board of Commissioners' Meeting Room, Upper St. Clair, PA, 15241.

PRESENT:	Commissioner Paoly	President (Early Dismissal, 7:32PM)
	Commissioner Enck	Vice President
	Commissioner Burlingame	(Late Arrival 7:32PM)
	Commissioner Graves	
	Commissioner Pardini	
	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
	Richard D. Minsterman	Township Engineer
	Laura Long	Recording Secretary

EXCUSED: Commissioner Plutko

PUBLIC: Approximately one member of the public was in attendance.

Recommendation Re. Election of Vice President of the Board of Commissioners.

Commissioner Paoly stated in light of Commissioner Plutko recently sharing his desire to step down as Vice President of the Board of Commissioners it will be necessary to elect a Vice President for the remainder of the 2024-2025 term.

In accordance with the Home Rule Charter and Chapter 19 of the Township Code, entitled *Board of Commissioners*, it will be necessary for the Board to elect a new Vice President. The Board may utilize the ensuing procedure:

1. The President of the Board asks for nominations for Vice President of the Board.
2. One Commissioner nominates a Commissioner for Vice President of the Board.
No second is required but may be given.
3. The President of the Board asks for additional nominations.
4. If none, a simple motion is made and seconded, with a voice vote following.
5. If more than one person is nominated, then the votes for each are cast.

Upon election, the Vice President will serve for the remainder of 2025.

Commissioner Paoly then asked for nominations for the Vice President of the Board of Commissioners.

Commissioner Graves nominated Commissioner Enck for the office of Vice President of the Board.

Commissioner Paoly asked if there were any other nominations for Vice President of the Board and there were none.

MOTION AND VOTE TO ELECT COMMISSIONER ENCK AS VICE PRESIDENT OF THE BOARD OF COMMISSIONERS

Commissioner Pardini moved to elect Commissioner Enck as Vice President of the Board of Commissioners. This was seconded by Commissioner Thomas and carried with a 5-0 voice vote.

Commissioner Paoly stated that Commissioner Enck is the Vice President for the remainder of 2025 and requested that she take charge of the remainder of the meeting due to a family obligation for which he needed to depart early.

CITIZENS' COMMENTS

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

INFORMATIONAL ITEMS

COMMUNITY DEVELOPMENT – OLD BUSINESS

Public Hearing Re. PLC25-0002 – Pittsburgh Baseball Lab – Nonresidential – Conditional Use Approval.

Mr. Benigni stated this is the continued public hearing on an application filed by Bud Martin for Conditional Use Approval to convert the existing structure located at 1341 McLaughlin Run Road into an indoor baseball facility. The application was reviewed by the Planning Commission on March 20, 2025, and was recommended for approval subject to certain conditions. A bill granting approval will be prepared for consideration by the Board on Monday, June 2, 2025.

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

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

Mr. Benigni stated this is the continued public hearing on an application filed by the St. Clair Country Club for Unified Conditional Use/Preliminary and Final Land Development Approval to construct new paddle tennis courts at the St. Clair Country Club, located at 2300 Old Washington Road. The application was reviewed by the Planning Commission on January 14, 2025, and February 18, 2025, and was recommended for approval subject to certain conditions. A bill will be prepared for consideration by the Board on Monday, June 2, 2025.

Commissioner Graves asked when the Board will see the conditions noted in the memo. In response, Mr. Benigni stated that they will be included in the Agenda packet which will be distributed this upcoming Friday. Mr. Firman added that some of the legalities of the process would be discussed in the Executive Session later this evening.

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

COMMUNITY DEVELOPMENT – NEW BUSINESS

Recommendation Re. Establish Public Hearing Date Re. Adoption of 2025-2035 Comprehensive Plan.

Mr. Benigni stated Herbert, Rowland & Grubic, Inc. (HRG), the Township's planning consultant, has collaborated with Township staff to finalize the draft of the Comprehensive Plan for public review. In compliance with Section 302(a) of the Pennsylvania Municipalities Planning Code (MPC), the draft plan was sent to Allegheny County Economic Development, adjacent municipalities, and the Upper St. Clair School District on May 23, 2025, initiating the required 45-day review period.

To meet the requirements of MPC Section 302(b), which mandates a public hearing after the review period and before plan adoption, Township staff recommends scheduling the public hearing Monday, July 7, 2025. A Resolution to establish this hearing date will be presented for the Board's consideration at its meeting on Monday, June 2, 2025.

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

COMMUNITY DEVELOPMENT – OTHER

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

Mr. Benigni stated the Board received a draft resolution and associated documents which will authorize the Township to finalize and execute the legal agreements necessary to transfer ownership of the Brush Run Intermunicipal Trunk Sewer Line (C-55-02) and associated manholes 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).

As set forth in the Resolution, some information needs to be updated before the Transfer Agreement and other documents are final. However, if approved, the Resolution will authorize Township representatives, including the Board President, Township Manager and Township Attorney to execute the necessary documents to transfer the Trunk Lines when they are completed.

The Board received a bullet-point list summarizing the responsibilities of the Township of Upper St. Clair and the Allegheny County Sanitary Authority (ALCOSAN) following the transfer of the Brush Run Intermunicipal Trunk Sewer Line (C-55-02), as outlined in the provided documents.

Township of Upper St. Clair Responsibilities:

- **Retained Liabilities:** Retain and discharge all liabilities from prior ownership/operation of the sewer line, including debts, employee obligations, and liabilities from illegal/unauthorized connections (expire after 12 years unless involving fraud, willful misconduct, or gross negligence).
- **Indemnification:** Indemnify ALCOSAN for damages from Retained Liabilities, Excluded Assets, non-public and public title defects, misrepresentations, or breaches of warranty.
- **Easements and Rights-of-Way:** Grant temporary/permanent easements or rights-of-way at no cost for ALCOSAN's future sewer improvements, prioritizing existing easements and underground locations where feasible.
- **Stream Removal Projects:** Cooperate in stream removal projects contributing to Consent Order obligations, covering up to 20% of costs, and seek third-party funding.
- **Compliance with Plans:** Comply with the CSO Nine Minimum Controls Plan and Operation and Maintenance Plan for the Township's remaining sewer system (Excluded Assets).
- **Financial Obligations:** Pay 50% of realty transfer taxes, all costs to clear title, counsel fees, costs for Required Consents, and preparation/recordation of deeds for title clearance.
- **Repairs and Reimbursement:** Reimburse ALCOSAN for incomplete repairs per the Defect Report, payable in 12 monthly installments or up to 36 with interest if a financing election is made within 10 days post-closing.
- **Maintenance and Inspections:** Locate uninspected manholes, clean and CCTV uninspected pipe segments, and repair them as needed to meet transfer requirements.
- **Future Connections:** Own and maintain stub connection lines (first 10 feet or as approved) for any ALCOSAN-approved connections to the transferred sewer line, and cover ALCOSAN's review fees.

ALCOSAN Responsibilities:

- **Assumed Liabilities:** Assume and perform duties for operation, maintenance, repair, and future upgrades of the transferred sewer line post-closing, per the Modified Consent Decree and Municipal Feasibility Study.
- **Indemnification:** Indemnify the Township for damages from Assumed Liabilities, failure to perform under the agreement, or misrepresentations/breaches of warranty.
- **Financial Obligations:** Pay its counsel fees, due diligence costs, survey costs, 50% of realty transfer taxes, and recordation costs (except for title-clearing instruments).
- **Access Rights:** Access Township property for maintenance/repairs via the Right-of-Entry License, repair any property damage caused, and perform work at its cost.
- **Repairs:** Complete agreed-upon incomplete repairs from the Defect Report, with Township reimbursement, in its sole discretion regarding timing and manner.

- **Permit and Consent Cooperation:** Cooperate to secure transfers or re-issuance of WQM II and NPDES permits, and other licenses/permits requiring consents.
- **Connection Approvals:** Review and approve/deny proposed connections to the transferred sewer line, ensuring compliance with ALCOSAN specifications, and charge review fees.
- **Project Negotiation:** Negotiate with regulatory agencies to modify, defer, or eliminate projects in the Municipal Feasibility Study for cost-effective regional compliance.
- **Manhole and Pipe Inspections:** Inspect and repair newly located manholes, and accept only pipe segments that have been cleaned, CCTV-ed, and inspected pre-transfer.
- **Future Improvements:** Plan and implement sewer improvements (e.g., wet weather facilities) under the Modified Consent Decree, using Township easements where needed.

Staff will recommend that the Board of Commissioners take action on the resolution at the Regular Meeting on Monday, June 2, 2025.

In response to Commissioner Enck's inquiry, Mr. Serakowski stated that the trunk lines are existing.

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

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

Mr. Benigni stated the Board received a draft resolution and associated documents which will authorize the Township to finalize and execute the legal agreements necessary to transfer ownership of the McLaughlin Run Intermunicipal Trunk Sewer Line (C-53-10) and associated manholes 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).

As set forth in the Resolution, some information needs to be updated before the Transfer Agreement and other documents are final. However, if approved, the Resolution will authorize Township representatives, including the Board President, Township Manager and Township Attorney to execute the necessary documents to transfer the Trunk Lines when they are completed.

Mr. Benigni stated the same list of responsibilities for the Township and for ALCOSAN from the previous Agenda item regarding Brush Run are included as the agreements are essentially the same with the exception of which trunk lines they are for.

Staff will recommend that the Board of Commissioners take action on the resolution at the Regular Meeting on Monday, June 2, 2025.

Discussion between the Commissioners and Mr. Firman ensued regarding the language of the agreement and the Township's responsibilities. Mr. Firman stated that repairs that would need to be made within the next 12 years would still be the responsibility of the Township. He noted that this was a heavily negotiated condition, stating ALCOSAN initially requested that local municipalities be

required to make all repairs with no deadline in sight. Through negotiations, 12 years was agreed upon.

Discussion between Commissioner Graves, Mr. Serakowski and Mr. Minsterman ensued regarding reasons why ALCOSAN is requesting the transfer of these sewer lines including easier management of necessary improvements and Environmental Protection Agency (EPA) requirements.

Mr. Firman and Mr. Serakowski noted that this is a standard agreement across 83 entities including authorities and municipalities; the Township did not negotiate unique terms specific to the Township of Upper St. Clair.

Commissioner Graves expressed concern with the potential financial impact.

Mr. Serakowski thanked the Board for asking questions and stated that there would be more opportunities to discuss this further at the next meeting.

Commissioner Burlingame stated that he has come across similar situations in other cities outside of Pennsylvania and thinks these protections are in a good place to keep Townships accountable to maintain their systems and limit massive expenses that can occur when systems fail.

Commissioner Thomas inquired if any of the transfers will impact individual homeowners. In response, Mr. Serakowski stated that these are all interceptor lines would not affect individual residents.

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

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

Mr. Benigni stated the Board received a draft resolution and associated documents which will authorize the Township to finalize and execute the legal agreements necessary to transfer ownership of the Painters Run Intermunicipal Trunk Sewer Line (C-53) and associated manholes 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).

As set forth in the Resolution, some information needs to be updated before the Transfer Agreement and other documents are final. However, if approved, the Resolution will authorize Township representatives, including the Board President, Township Manager and Township Attorney to execute the necessary documents to transfer the Trunk Lines when they are completed.

Commissioner Graves inquired about the monetary value of signing over an existing infrastructure. Mr. Minsterman stated that in most cases, these trunk lines are seen as a liability and not an asset. The Township will keep the revenue from every customer that taps into the system without the liability of maintaining the lines after the 12-year maintenance condition has been completed. Mr. Minsterman stated that unfortunate circumstances such as a storm removing a manhole cover and clogging a line with debris and branches can cost over \$500K to fix, and failed lines are even more costly.

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

OTHER AGENDA AND DISCUSSION ITEMS

Discussion Re. Recognitions.

Commissioner Enck asked Commissioner Pardini to present a Proclamation recognizing Abigail Petras for being selected to attend the annual Youth Leadership Program sponsored by the Federal Bureau of Investigation and the FBI National Academy Associates, Inc. at the June 2, 2025 Regular Meeting.

Discussion Re. Approval of Contracts.

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

- **Public Works Vehicle and Equipment**

Mr. Mansfield stated Staff is seeking approval to purchase the following Public Works vehicle and equipment in accordance with the Fleet and Equipment Replacement Schedule:

<u>Public Works Vehicle</u>	<u>Vendor</u>	<u>Bid/GSA</u>	<u>Amount</u>
One (1) 2026 International HV507 SFA Cab & Chassis	Hill International Eighty Four, PA	COSTARS Contract #025-E22-519	\$121,175.00

<u>Public Works Equipment</u>	<u>Vendor</u>	<u>Bid/GSA</u>	<u>Amount</u>
One (1) 10'6" Aluminum Dump Body Upfit with stainless steel tailgate salt spreader, salt and liquid dispensing system and 10' snowplow (for 2026 International Cab & Chassis)	Stephenson Equipment, Inc. Lilly, PA	COSTARS Contract #25-E22-432	\$107,597.00

The Public Works vehicle and equipment are allocated in the Township's 2025 Capital Projects Budget.

Staff will recommend that the proper Township officials be authorized to enter into contracts with the above-mentioned vendors in the amounts indicated at the June 2, 2025 Regular Meeting of the Board.

- **Community & Recreation Center Rooftop Unit #8 Replacement**

Mr. Mansfield stated on Tuesday, May 13, 2025, four pre-qualified vendors submitted bids for the Community & Recreation Center Rooftop Units #8 (base bid) and #6 (Alternate #1 bid) Replacement. Staff is recommending an award for Rooftop Unit #8 only and deferring the replacement of Rooftop Unit #6 until 2026. The replacement of Rooftop Unit #8 is a priority because of more frequent failures leading to extended down times. Unit #8 also serves the facility's locker rooms whereas Rooftop Unit #6 serves half of the gymnasium and that space can be temporarily served by Rooftop Unit #5 in the event of failure.

R&B Mechanical, Inc., Pittsburgh, PA was the best responsible bidder in the amount of \$106,900.00 for Rooftop Unit #8 Replacement.

This purchase is allocated in the Township's 2025 C&RC Capital Projects Budget.

Staff will recommend that the proper Township Officials be authorized to enter into a contract with R&B Mechanical, Inc. in the amount of \$106,900.00 at the June 2, 2025 Regular Meeting of the Board.

Commissioner Enck 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 April 28, 2025.

Commissioner Burlingame moved to approve the Informational and General Affairs Meeting Minutes of April 28, 2025. This was seconded by Commissioner Thomas and carried with a 5-0 voice vote.

Consideration of the May 2025 Bill Sheet.

Commissioner Enck stated the Board received the May 23, 2025 Bill Sheet via email and there were no questions submitted. Commissioner Thomas moved for approval of the May 2025 Bill Sheet, which was seconded by Commissioner Burlingame and approved with a 5-0 voice vote.

Acknowledge Receipt of Financial Statements for the Four -Month Period ending April 30, 2025.

Commissioner Enck acknowledged receipt of the Financial Statements for the four-month period ending April 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 Thomas. This was approved by a 5-0 voice vote and the meeting was adjourned at approximately 8:06 PM.

Laura Long
Recording Secretary
May 27, 2025