

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, MARCH 30, 2026, 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. None.

1. Old Business:

(a.) None.

2. New Business:

(a.) None.

B. Other.

(a.) None.

5. Other Agenda and Discussion Items

A. Discussion Re. Recognition. (Memorandum enclosed)

- Recognizing April 19 – 25, 2026, as National Library Week in Upper St. Clair.

B. Discussion Re. Approval of Contracts. (Memorandum enclosed)

- Public Works Vehicles and Equipment
- Municipal Building Sidewalk Railings

C. Discussion Re. Option to be Included in the Allegheny County Community Development Block Grant (CDBG) and Home Investment Partnerships Programs. (Memorandum enclosed)

D. Discussion Re. Approval for a Grant Application Through the Department of Community and Economic Development for the Upper St. Clair Montour Trail Access Feasibility Assessment. (Memorandum enclosed)

GENERAL AFFAIRS

1. Review of the Informational and General Affairs Meeting Minutes of February 23, 2026. (Minutes enclosed)
2. Consideration of the March 2026 Bill Sheet. (Bill Sheet sent electronically 3/27/26)
3. Acknowledge Receipt of Financial Statements for the Two-Month Period ending February 28, 2026. (Financial Statement sent electronically 3/27/26)
4. Adjournment.

MEMORANDUM

To: Board of Commissioners
From: Matthew R. Serakowski, Township Manager
Date: March 27, 2026
Subject: **DISCUSSION RE. RECOGNITION**

Staff will prepare a Proclamation to be presented at the April 6, 2026 Regular Meeting of the Board recognizing:

- April 19 - 25, 2026, as National Library Week in Upper St. Clair. Library Staff will be on hand to accept the Proclamation.

Matthew R. Serakowski

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MEMORANDUM

To: Board of Commissioners

From: Matthew R. Serakowski, Township Manager

Date: March 27, 2026

Subject: **DISCUSSION RE. AUTHORIZATION OF CONTRACTS FOR PUBLIC WORKS VEHICLES AND EQUIPMENT**

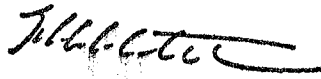
Staff is seeking approval to purchase the following Public Works vehicles and equipment in accordance with the Fleet and Equipment Replacement Schedule:

<u>Public Works Vehicle</u>	<u>Vendor</u>	<u>Bid/GSA</u>	<u>Amount</u>
Two (2) 2026 Ford F-600 4x4 Cab and Chassis	Tri Star Motors, Blairsville, PA	COSTARS Contract #025-E22-550	\$119,280.00

<u>Public Works Equipment</u>	<u>Vendor</u>	<u>Bid/GSA</u>	<u>Amount</u>
Two (2) 9' Aluminum Dump Body Upfit with stainless steel tailgate salt spreader, salt and liquid dispensing system and 9' snowplow	Stephenson Equipment, Inc. Lilly, PA	COSTARS Contract #25-E22-432	\$150,044.00

The Public Works vehicles and equipment are allocated in the Township's 2026 Capital Projects Budget.

Staff will recommend that the proper Township officials be authorized to enter into contracts with the above referenced vendors in the amounts indicated at the April 6, 2026 Regular Meeting of the Board.



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MEMORANDUM

To: Board of Commissioners
From: Matthew R. Serakowski, Township Manager
Date: March 27, 2026
Subject: **DISCUSSION RE. MUNICIPAL BUILDING SIDEWALK RAILINGS**

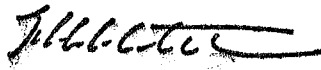
Various railing replacements are needed to complete the recent improvements around the Township Municipal Building. The proposed updated design will also meet current building code.

The Township received multiple quotes for the desired improvements, and Groll Ornamental Iron Works provided the best responsible quote for the Municipal Building Sidewalk Railings that include primer, topcoat and installation cost in the amount of \$61,870.

This purchase is allocated in the Township's 2026 Capital Projects Budget.

Staff will recommend that the proper Township Officials be authorized to enter into a contract with Groll Ornamental Iron Works in the amount of \$61,870 at the April 6, 2026 Regular Meeting of the Board.

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MEMORANDUM

To: Board of Commissioners

From: Matthew R. Serakowski, Township Manager

Date: March 27, 2026

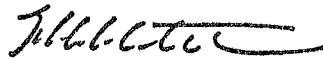
Subject: **DISCUSSION RE. OPTION TO BE INCLUDED IN THE ALLEGHENY COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME INVESTMENT PARTNERSHIPS PROGRAMS**

Allegheny County is required to qualify every three years as an Urban County to receive Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) funds from the U.S. Department of Housing and Urban Development (HUD). The County must notify municipalities of the option to either be included in or excluded from (opt-in/opt-out) participation in the CDBG and HOME programs for the next three-year cycle, for program years 2027, 2028, and 2029 (CD Years 53-55).

Allegheny County Economic Development (ACED) has requested that the Township of Upper St. Clair continue to participate in Allegheny County's CDBG and HOME programs for the next three program years beginning July 1, 2027 and ending June 30, 2029.

Staff will prepare the appropriate Resolution to "opt-in" to be included in these programs and will recommend that the Resolution be adopted at the April 6, 2026 Regular Meeting of the Board.

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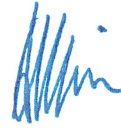
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MEMORANDUM

To: **Matthew R. Serakowski, Township Manager**

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

Date: **March 27, 2026**



Subject: **DISCUSSION RE. APPROVAL FOR A GRANT APPLICATION THROUGH THE DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT FOR THE UPPER ST. CLAIR MONTOUR TRAIL ACCESS FEASIBILITY ASSESSMENT**

The Township desires to apply for funding through the Department of Community and Economic Development (DCED) Greenways, Trails and Recreation Program (GTRP) from the Commonwealth Financing Authority (CFA) for the Upper St. Clair Montour Trail Access Feasibility Assessment.

This assessment will determine the feasibility for the development of approximately 2.3 miles of shared-use trail routes that will create a direct connection between Boyce Mayview Park and the existing Montour Trail in Peters Township. This project will improve regional connectivity, expand recreational opportunities, and increase access to Township parks all while supporting non-motorized transportation for residents and visitors.

Staff will prepare the appropriate Resolution for the April 6, 2026, Regular Board Meeting to authorize Mark S. Mansfield, Assistant Township Manager, to file all applications, documents, and forms between the Township and DCED.

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

February 23, 2026

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, February 23, 2026, at the Township of Upper St. Clair Municipal Building, Board of Commissioners' Meeting Room, Upper St. Clair, PA, 15241.

PRESENT:	Commissioner Burlingame	President
	Commissioner Graves	Vice President
	Commissioner Herrod	
	Commissioner Madden	
	Commissioner Pardini	
	Commissioner Plutko	
	Commissioner Thomas	
	Matthew R. Serakowski	Township Manager
	Mark M. Mansfield	Assistant Township Manager
	Kristen Burch	Director of Finance
	Adam A. Benigni	Director of Planning and Community Development
	Irving Firman	Township Attorney
	Michael Galet	Township Engineer
	Laura Long	Recording Secretary

PUBLIC: One member of the public was in attendance.

CITIZENS' COMMENTS

Commissioner Burlingame mentioned prior to the meeting the Board met for a brief Executive Session to discuss legal and personnel matters.

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

INFORMATIONAL ITEMS

COMMUNITY DEVELOPMENT – OLD

Continued Public Hearing Re. PLC25-0004 – St. Clair Country Club Paddle Hut – 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 a new paddle hut at the St. Clair Country Club, located at 2300 Old Washington Road. This application was reviewed by the Planning Commission on December 18, 2025, and was recommended for approval subject to certain conditions. A Bill will be prepared for consideration by the Board on March 2, 2026.

Commissioners Thomas and Madden stated, for the record, they were recused from any items pertaining to the country club since they are members.

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

COMMUNITY DEVELOPMENT – NEW BUSINESS

Recommendation Re. Adoption of Resolution for Plan Revision for New Land Development (Planning Module) for PLC25-0004 – St. Clair Country Club Paddle Hut.

Mr. Benigni stated the Pennsylvania Department of Environmental Protection requires planning module approval for any new development in the ALCOSAN service area. The planning module for this project has been reviewed by the Township Engineer and has been found to be in good order. A Resolution adopting the planning module will be prepared for consideration by the Board on March 2, 2026.

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

COMMUNITY DEVELOPMENT – OTHER

None.

OTHER AGENDA AND DISCUSSION ITEMS

Status Report Re. Public Works Committee Meeting held Wednesday February 18, 2026.

Commissioner Plutko stated the Public Works Committee met to review the streets that are pending resurfacing. Commissioner Plutko stated that it is great to see the transition from one leader to another this year with the promotions of the new Director of Public Works and Superintendent of Operations along with the newly hired Superintendent of Public Improvements. Commissioner Plutko indicated the Public Works Staff serves the Township well.

Commissioner Burlingame expressed appreciation to the Public Works department and the Township regarding the recent salt situation. Mr. Serakowski stated that these compliments would be shared with the public works team.

Discussion Re. Approval of Contracts.

Commissioner Burlingame asked Mr. Mansfield to review each of the contracts listed on the Agenda so that the Board may ask any questions following each item:

- 2026 Street Resurfacing Program

Mr. Mansfield stated On Tuesday, February 10, 2026, six (6) pre-qualified vendors submitted bids for the Township's 2026 Street Resurfacing Program. Mele & Mele & Sons, Inc., Braddock, PA was the best responsible bidder for the base street resurfacing contract in the amount of \$1,935,846.60. In addition to the base bid, Staff also recommends accepting the alternate bid for the basketball courts repaving in the amount of \$80,794.50.

Base Bid	\$1,935,846.60
Alternate #1 for Resurfacing the Municipal Basketball Courts	\$ 80,794.50
Grand total	<u>\$2,016,641.10</u>

A copy of the detailed unit pricing for the street resurfacing was provided to the Board.

Funding sources and recommended programming for the Township's 2026 Street Improvement/Paving Program are allocated in the Township's Capital Fund and Liquid Fuels Fund as outlined below:

ANNUAL STREET RESURFACING PROGRAM / PAVING

- Capital Projects Fund -	\$1,450,000
- State Liquid Fuels -	\$650,000
- Park Renovation Projects -	<u>\$65,000</u>
- Grand Total	<u>\$2,165,000</u>

Staff will recommend that the proper Township officials be authorized to enter into a contract with Mele & Mele & Sons, Inc. for street resurfacing/paving in an amount not to exceed \$2,165,000.00 based upon the unit pricing provided within their bid at the March 2, 2026 Regular Meeting of the Board.

Commissioner Burlingame asked whether the streets scheduled for paving will be posted on the Township website and requested that they be shared publicly so residents can confirm if their road is included in the 2026 program. Commissioner Burlingame asked if there were any additional questions from the Board, and there were none.

- Public Works Vehicles

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

<u>Vehicle</u>	<u>Vendor</u>	<u>Bid/GSA</u>	<u>Amount</u>
Two (2) 2026 Chevrolet Colorado 4x4 pickup trucks	Tri-Star Motors Blairsville, PA	COSTARS Contract #025-E23-558	\$74,142.00

Public Works vehicles are allocated in the Township's 2026 Capital Projects Budget.

Staff will recommend that the proper Township officials be authorized to enter into a contract with Tri-Star Ford in the amounts indicated at the March 2, 2026 Regular Meeting of the Board.

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

- Boyce Mayview Park Active Space Furnishings & Casey's Clubhouse Furnishings

Mr. Mansfield stated Staff has received a proposal from Keystone Ridge Designs for the purchase and delivery of furnishings for the Boyce Mayview Park & Casey's Clubhouse furnishings utilizing the COSTARS cooperative purchasing program (contract #014-E23-301) in the amount of \$82,606.50. This purchase includes fourteen benches, 9 large trash receptacles with upgraded lids, 2 sonance bike racks, and 8 picnic tables and 3 will be ADA compliant.

This purchase is allocated in the Township's 2026 Capital Projects Budget and is entirely grant funded.

Staff will recommend that the proper Township Officials be authorized to enter into a contract with Keystone Ridge Designs in the amount of \$82,606.50 at the March 2, 2026 Regular Meeting of the Board.

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

Discussion Re. Disposal of Records.

Mr. Mansfield stated Staff will prepare a Resolution for the March 2, 2026 Regular Meeting of the Board to authorize disposal of various Township records in accordance with the Municipal Records Retention and Disposition Schedule referenced in Chapter 11.7. of the Township Code. The attached list of records will be an attachment to the disposal Resolution.

Staff will recommend that the Resolution be adopted at the March 2, 2026 Regular Meeting of the Board.

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

Discussion Re. Authorizing the Township to Enter into a Multi-Year Agreement with the Pennsylvania Department of Transportation for Comprehensive Road Maintenance.

Mr. Mansfield stated for a number of years, the Township has entered into a Comprehensive Maintenance Agreement with the Commonwealth of Pennsylvania Department of Transportation for maintenance of State roads that run through the Township. These roads include Route 19, Boyce Road, McMillan Road, Lesnett Road, Fort Couch Road, the ramps of Route 19 at McLaughlin Run Road, McMurray Road, McLaughlin Run Road and Mayview Road. Under this Comprehensive Maintenance Agreement, which begins July 1 of each year, the Township is responsible for selective maintenance services.

The Township Public Works Department as highlighted within the agreement performs various routine maintenance, and the costs are then billed back to the Commonwealth on a semi-annual basis. The Township performs the following tasks as part of the comprehensive maintenance program:

1. Mowing all berm areas and intersections with the Township's flail mower.
2. Street sweeping of roadways and paved road berms.
3. Manual patching/repairing of state roads/storm inlets as necessary.

The Comprehensive Maintenance Agreement provides reimbursement for up to \$26,838.21 annually based upon a prescribed line item unit cost.

By participating in this program, the Township ensures a timelier maintenance to roadways within its borders. Staff, therefore, will recommend that the Board of Commissioners authorize proper Township Officials to enter into a renewal Comprehensive Maintenance Agreement with the Commonwealth of Pennsylvania Department of Transportation for comprehensive road maintenance.

A Resolution to accomplish the above will be prepared for the Board's approval at the Regular Board Meeting on March 2, 2026.

Commissioner Burlingame inquired about potholes. Mr. Mansfield stated that PennDOT refers to potholes as manual patching and at times, the Township may address them on main roads, but more significant issues are referred to PennDOT.

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

GENERAL AFFAIRS

Review of the Informational and General Affairs Meeting Minutes of January 26, 2026.

Commissioner Plutko moved to approve the Informational and General Affairs Meeting Minutes of January 26, 2026. This was seconded by Commissioner Thomas and carried with a 7-0 voice vote.

Consideration of the February 2026 Bill Sheet.

Commissioner Burlingame stated the Board received the Bill Sheet on February 20, 2026 by email and there were no questions submitted. Commissioner Pardini moved for approval of the February 2026 Bill Sheet, which was seconded by Commissioner Herrod and approved with a 7-0 voice vote.

Acknowledge Receipt of Financial Statements for the One-Month Period ending January 31, 2026.

Commissioner Burlingame acknowledged receipt of the Financial Statements for the one -month period ending January 31, 2026 and stated they are available at the Township offices for review.

ADDITIONAL COMMENTS

Commissioner Burlingame stated that the Board will be meeting later this evening for an additional Executive Session to continue to discuss legal and personnel matters under Quasi-judicial consideration.

Commissioner Graves provided an update on the SHACOG Board of Directors Meeting he attended last week. Commissioner Graves indicated that there was a second Vice President nominated and noted that it was an interesting process with 14 votes cast, resulting in a tie of seven-seven. The group conducted a coin flip; however, someone initially pulled a two-headed coin. Once a valid coin was provided, Paul Harris of Baldwin was appointed as the second Vice President. Joe Janosik of Bethel Park was the runner-up. Commissioner Graves indicated the group discussed grant opportunities, cyber insurance, and communication efforts to potentially add a YouTube channel that the Chamber could stream meetings from.

ADJOURNMENT

Commissioner Pardini moved to adjourn the Informational & General Affairs Meeting, which was seconded by Commissioner Thomas. This was approved by a 7-0 voice vote, and the meeting was adjourned at approximately 7:47PM.

Laura Long
Recording Secretary
February 23, 2026

LITIGATION REPORT - SUMMARY
February 20, 2026

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. Gokalp Ilkcan (No. CV-197-2025) (Magistrate Arnoni)
- E. Township of Upper St. Clair v. Ronald Riso (CV-244-2025) (Magistrate Arnoni)
- F. Township of Upper St. Clair v. Daniel M. Evans (CV-313-2025) (Magistrate Arnoni)
- G. Township of Upper St. Clair v. Mehul Vakil (CV-314-2025) (Magistrate Arnoni)
- H. Township of Upper St. Clair v. Rene Marasco (CV-3-2026) (Magistrate Arnoni)
- I. Township of Upper St. Clair v. Grand Old Properties, LLC (No case number assigned) (Magistrate Arnoni)
- J. Township of Upper St. Clair v. Naheeda Shaikh (No case number assigned) (Magistrate Arnoni)
- K. Township of Upper St. Clair v. Irene Verzelli (No case 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).

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. Stasenکو 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