

# ***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, FEBRUARY 23, 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. March 2, 2026, Regular Meeting Agenda Items. (Memorandum enclosed)

#### 1. Old Business:

- (a.) Continued Public Hearing Re. PLC25-0004 – St. Clair Country Club Paddle Hut – Unified Conditional Use Preliminary and Final Land Development Approval.

#### 2. New Business:

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

B. Other.

- (a.) None.

### 5. Other Agenda and Discussion Items

A. Status Report Re. Public Works Committee Meeting held February 18, 2026 (Commissioner Plutko to report)

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

- 2026 Street Resurfacing Program
- Public Works Vehicles
- Boyce Mayview Park Active Space Furnishings & Casey's Clubhouse Furnishings

C. Discussion Re. Disposal of Records. (Memorandum enclosed)

D. Discussion Re. Authorizing the Township to Enter into a Multi-Year Agreement with The Pennsylvania Department of Transportation for Comprehensive Road Maintenance. (Memorandum enclosed)

**GENERAL AFFAIRS**

1. Review of the Informational and General Affairs Meeting Minutes of January 26, 2026. (Minutes enclosed)
2. Consideration of the February 2026 Bill Sheet. (Bill Sheet sent electronically 2/20/26)
3. Acknowledge Receipt of Financial Statements for the One-Month Period ending January 31, 2026. (Financial Statement sent electronically 2/20/26)
4. Adjournment.

# MEMORANDUM

To: Matthew R. Serakowski, Township Manager  
From: Adam A. Benigni, Director of Planning and Community Development  
Date: February 20, 2026  
Subject: **COMMUNITY DEVELOPMENT DEPARTMENT INFORMATIONAL ITEMS FOR THE INFORMATIONAL AND GENERAL AFFAIRS MEETING ON FEBRUARY 23, 2026**



## **A. MARCH 2, 2026 - REGULAR MEETING AGENDA ITEMS**

### Old Business

#### **1. CONTINUED PUBLIC HEARING RE. PLC25-0004 – ST. CLAIR COUNTRY CLUB PADDLE HUT – UNIFIED CONDITIONAL USE PRELIMINARY AND FINAL LAND DEVELOPMENT APPROVAL**

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.

### New Business

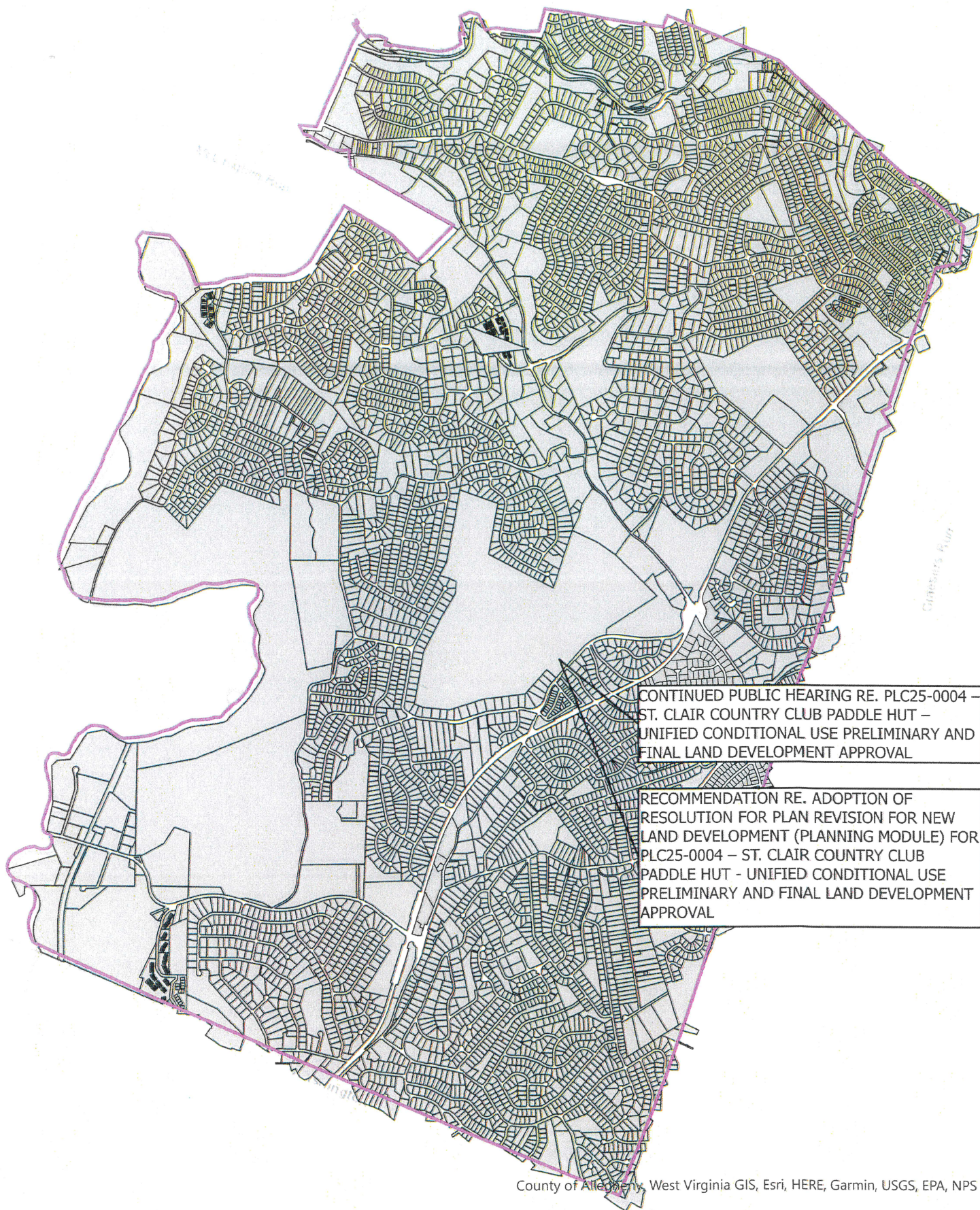
#### **2. RECOMMENDATION RE. ADOPTION OF RESOLUTION FOR PLAN REVISION FOR NEW LAND DEVELOPMENT (PLANNING MODULE) FOR PLC25-0004 – ST. CLAIR COUNTRY CLUB PADDLE HUT**

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.

## **B. OTHER**

None.

Attachment



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

Community Development Department  
Agenda Items for the  
Informational and General Affairs  
Meetings of February 23, 2026 and March 2, 2026

# MEMORANDUM

*To:* Board of Commissioners  
*From:* Matthew R. Serakowski, Township Manager  
*Date:* February 20, 2026  
*Subject:* **DISCUSSION RE. APPROVAL OF CONTRACTS FOR 2026 STREET RESURFACING PROGRAM**

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 an 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                 |
| <b>Grand total</b>                                           | <b><u>\$2,016,641.10</u></b> |

A copy of the detailed unit pricing for the street resurfacing is attached.

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>           |
| - <b>Grand Total</b>         | <b><u>\$2,165,000</u></b> |

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.

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Attachment

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**BID RESULTS**  
**2/10/2026**

**Mole & Mole & Sons**

El Grando Industrios, Inc

## Plum Contracting Inc.

**INADRONCONI ENTERPRISES, LLC**

| TOWNSHIP OF UPPER ST. CLAIR                                |                                  |             |      |             |                 |                    |                         |                            |                               |                       |                               |  |
|------------------------------------------------------------|----------------------------------|-------------|------|-------------|-----------------|--------------------|-------------------------|----------------------------|-------------------------------|-----------------------|-------------------------------|--|
| BID RESULTS<br>2/10/2026                                   |                                  |             |      |             |                 |                    |                         |                            |                               |                       |                               |  |
| 2026 ANNUAL STREET RESURFACING PROGRAM                     |                                  |             |      |             |                 |                    |                         |                            |                               |                       |                               |  |
| Item #                                                     | Description                      | Quantity    | Unit | Unit Price  | Total           | Mois & Mois & Sons | Marcan Excavation, L.P. | El Grande Industries, Inc. | A. Collino Construction, Inc. | Plum Contracting Inc. | Independent Enterprises, Inc. |  |
| 1                                                          | Milling 1" to 4" Depth           | 74,524      | sq   | \$ 3.00     | \$ 223,572.00   |                    |                         |                            |                               |                       |                               |  |
| 2                                                          | Sinher, 2" Depth                 | 74,524      | sq   | \$ 10.50    | \$ 782,502.00   |                    |                         |                            |                               |                       |                               |  |
| 3                                                          | Modify Existing Inlets           | 74,524      | sq   | \$ 9.15     | \$ 681,894.60   |                    |                         |                            |                               |                       |                               |  |
| 4                                                          | 8" Base Repair                   | 500         | sq   | \$ 3,500.00 | \$ 1,750,000.00 |                    |                         |                            |                               |                       |                               |  |
| 5                                                          | 6" Base Repair                   | 750         | sq   | \$ 48.00    | \$ 36,000.00    |                    |                         |                            |                               |                       |                               |  |
| 6                                                          | 4" Base Repair                   | 50          | sq   | \$ 24.00    | \$ 1,200.00     |                    |                         |                            |                               |                       |                               |  |
| 7                                                          | Special Underdrain               | 54,889      | lf   | \$ 2.00     | \$ 109,778.00   |                    |                         |                            |                               |                       |                               |  |
| 8                                                          | Wedge Curb                       | 30          | ton  | \$ 100.00   | \$ 3,000.00     |                    |                         |                            |                               |                       |                               |  |
| 9                                                          | Driveway Transitions             | 100         | sq   | \$ 6,000.00 | \$ 600,000.00   |                    |                         |                            |                               |                       |                               |  |
| 10                                                         | New Storm Inlets                 | 12          | sq   | \$ 300.00   | \$ 3,600.00     |                    |                         |                            |                               |                       |                               |  |
| 11                                                         | Paving Fabric                    | 34          | sq   | \$ 425.00   | \$ 14,450.00    |                    |                         |                            |                               |                       |                               |  |
| 12                                                         | Admix Storm Inlets               | 50          | sq   | \$ 75.00    | \$ 3,750.00     |                    |                         |                            |                               |                       |                               |  |
| 13                                                         | Excavation                       | 500         | sq   | \$ 32.50    | \$ 16,250.00    |                    |                         |                            |                               |                       |                               |  |
| 14                                                         | ASAPTO #1, 10" Depth             | 15          | sq   | \$ 175.00   | \$ 2,625.00     |                    |                         |                            |                               |                       |                               |  |
| 15                                                         | Concrete Driveways               | 15          | sq   | \$ 150.00   | \$ 2,250.00     |                    |                         |                            |                               |                       |                               |  |
| 16                                                         | Downspout Connections            | 15          | lf   | \$ 75.00    | \$ 1,125.00     |                    |                         |                            |                               |                       |                               |  |
| 17                                                         | Linestrapping                    | 25          | lf   | \$ 75.00    | \$ 1,875.00     |                    |                         |                            |                               |                       |                               |  |
| 18                                                         | 15" C/P                          |             |      |             |                 |                    |                         |                            |                               |                       |                               |  |
| 19                                                         | TOTAL BASE BID                   |             |      |             | \$ 5,193,546.60 |                    |                         |                            |                               |                       |                               |  |
| * Numbers on bid sheet are reversed                        |                                  |             |      |             |                 |                    |                         |                            |                               |                       |                               |  |
| Alternate #1 - Resurfacing the Municipal Basketball Courts |                                  |             |      |             |                 |                    |                         |                            |                               |                       |                               |  |
| 1.1                                                        | Milling, 1"-4" Depth             | 1,270       | sq   | \$ 7.00     | \$ 8,890.00     |                    |                         |                            |                               |                       |                               |  |
| 1.2                                                        | Superpave Binder, 2" Depth       | 1,270       | sq   | \$ 13.65    | \$ 17,335.50    |                    |                         |                            |                               |                       |                               |  |
| 1.3                                                        | Superpave Wearfina, 1 1/2" Depth | 1,270       | sq   | \$ 11.50    | \$ 14,600.00    |                    |                         |                            |                               |                       |                               |  |
| 1.4                                                        | Base Repairs                     | 350         | sq   | \$ 54.00    | \$ 18,900.00    |                    |                         |                            |                               |                       |                               |  |
| 1.5                                                        | Base Repairs                     | 350         | sq   | \$ 6.50     | \$ 2,275.00     |                    |                         |                            |                               |                       |                               |  |
| 1.6                                                        | Linestrapping                    | Colorealing | sq   | \$ 27.00    | \$ 34,290.00    |                    |                         |                            |                               |                       |                               |  |
| TOTAL ALTERNATE #1                                         |                                  |             |      |             | \$ 80,794.50    |                    |                         |                            |                               |                       |                               |  |
| Mois & Mois & Sons                                         |                                  |             |      |             |                 |                    |                         |                            |                               |                       |                               |  |
| Marcan Excavation, L.P.                                    |                                  |             |      |             |                 |                    |                         |                            |                               |                       |                               |  |
| El Grande Industries, Inc.                                 |                                  |             |      |             |                 |                    |                         |                            |                               |                       |                               |  |
| A. Collino Construction, Inc.                              |                                  |             |      |             |                 |                    |                         |                            |                               |                       |                               |  |
| Plum Contracting Inc.                                      |                                  |             |      |             |                 |                    |                         |                            |                               |                       |                               |  |
| Independent Enterprises, Inc.                              |                                  |             |      |             |                 |                    |                         |                            |                               |                       |                               |  |

# MEMORANDUM

**To:** Board of Commissioners

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

**Date:** February 20, 2026

**Subject:** **DISCUSSION RE. APPROVAL OF CONTRACT FOR PUBLIC WORKS VEHICLES**

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<br>Colorado 4x4 pickup trucks | Tri-Star Motors<br>Blairsville, PA | COSTARS Contract<br>#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.



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# MEMORANDUM

**To:** Board of Commissioners

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

**Date:** February 21, 2025

**Subject:** **DISCUSSION RE. APPROVAL OF CONTRACT FOR BOYCE MAYVIEW PARK ACTIVE SPACE FURNISHINGS & CASEY'S CLUBHOUSE FURNISHINGS**

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.

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# MEMORANDUM

*To:* Board of Commissioners  
*From:* Matthew R. Serakowski, Township Manager  
*Date:* February 20, 2026  
*Subject:* **DISCUSSION RE. DISPOSAL OF RECORDS**

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.

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Attachment



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## ATTACHMENT A

### **ADMINISTRATION**

#### ***Retain 6 years after final settlement of claims/policy expiration – Insurance Claims and Policies***

2019 and prior      Vehicle Fleet Policy Change Requests; Automobile Claims; C&RC Incident Reports

#### ***Retain 6 years after termination – Contract Files***

2019 and prior      Renewable and One-Time Contracts

#### ***Retain 5 years - Employee Personnel Records***

2020 and prior      Attendance Records; Personnel Records of Employees Who Separate Without Post-Termination Benefits; Life, Dental & Vision Enrollments, Terminations, and Miscellaneous Changes

### **COMMUNITY DEVELOPMENT**

#### ***Retain 7 years – Deposit Slips***

2018 and prior      Deposit Reports

#### ***Retain 7 years – Accounts Payable Files and Ledgers***

2018      Purchasing Card Reconciliation Log

#### ***Retain 7 years – Purchase Order Files***

2019 and prior      Street Opening Invoices

#### ***Retain 5 years – Reports of Buildings or Zoning Permits Issued and Local Public Construction***

2016 and prior      Building Permit Monthly Reports

#### ***Retain 3 years – Permits and Licenses***

2022 and prior      Alarm Permit Renewals

### **FINANCE**

#### ***Retain until final completion of audit – Financial Statements***

2018      Payroll Transfers; Other Transfers

#### ***Retain for Life of Equipment Plus 3 Years – Depreciation Schedules***

2014      Fixed Assets

#### ***Retain 7 years – General and Special Tax Ledgers and Related Records***

2017 and prior      Mercantile Tax, Local Services Tax, School District Tax, Real Estate Tax,

#### ***Retain 7 years – Voucher Files***

2018 and prior      Vouchers and Invoices

#### ***Retain 7 years – Accounts Receivable Files and Ledgers***

2018      Accounts Receivable Invoices; C&RC Credit Card Refunds

#### ***Retain 7 years - Payroll Earnings and Deductions Registers***

2018      Payroll Records, Payroll Support

#### ***Retain 7 years – Tax Collector's Monthly Report to Taxing Districts***

2018 and prior      Jordan Tax Service Monthly Reports

**FINANCE** (continued from previous page)

***Retain 7 years – Account Distribution Summaries***

2018 Township and Tri-Community South Journal Entries

***Retain 7 years – Bank Statements and Reconciliations***

2018 Purchasing Cards Reconciliations

***Retain 7 years – Deposit Slips***

2018 Library Endowment Deposits; Veteran's Memorial Deposits

***Retain 7 years – Purchase Orders***

2013 and prior Purchase Orders

***Retain 7 years – Expense Reports (Employee)***

2018 Employee Expense Reimbursements through Payroll

***Retain 6 years – Pension Plans – Administration Records***

2005 and prior Actuarial Studies; Pension Plan Records – Police and General Employees

***Retain 6 years – Investment Records***

2003 Bond Issue

***Retain 3 years – Daily Cash Records***

2018 and prior SAF, TCS, and C&RC Cash Receipts

**LIBRARY**

***Retain as long as of Administrative Value – Administrative and Subject Files***

2024 and prior Packing slips, duplicate invoices and bank deposit sheets, tribute gifts and donations records, library attendance records

***Retain 3 years – Patron Registration Files***

2020 Registration Forms

***Retain 3 years – Time Cards and Attendance Records***

2022 Time Sheets

**PUBLIC WORKS**

***Retain 7 years – Accounts Receivable Files and Ledgers***

2018 and prior Invoices

***Retain 6 years – Contract Files***

2010 and prior Contracts

***Retain 5 years – Maintenance Records-Road/Building/Facility***

2016 and prior Field irrigations, backflow field documents, irrigation

***Retain 3 years – Time Cards and Attendance Records***

2022 and prior Timesheets

**PUBLIC WORKS** (continued from previous page)

***Retain 3 years – Sewer Assessment Notification Records***

2021 and prior                      Dye Test and Sewer Lateral Inspections

***Retain 2 years – Complaints and Notification of Hazards***

2023 and prior                      Various Tree and sewer letters

**RECREATION**

***Retain 7 years – Contract Files***

2018 and prior                      Price Quotations; Contracts for Services, Certificates of Liability

***Retain 7 years – Employee Personal Records***

2018                                      Retired/Inactive Employees

***Retain 7 years – Accounts Receivable Files and Ledgers***

2018                                      Refunds; Accounts Payable

***Retain 7 years – Purchase Order Files***

2018                                      Supply Order Requisitions

***Retain 4 years – Payroll Earnings and Deductions Registers***

2021 and prior                      Payroll Earnings Reports

***Retain 3 years – Park Use Records***

2022 and prior                      Non-Member Facility Rental Permits; Township and School District Field Usage Records; Boyce Mayview Pavilion, McLaughlin Activity Center; C&RC Gym and Room Usage; Scheduling Books

***Retain 3 years – Time Cards and Attendance Records***

2022 and prior                      Time Sheets for swim lessons; Fitness Attendants, Group Exercise Instructors, and Personal Trainers Timesheets; Personal Training Payment Receipts; Membership Party Greeting, Playroom and Guest Relations Associate Employee Time sheets

***Retain 2 years – Operation Maintenance Records***

2022 and prior                      Service Repair Reports

***Retain 2 years – Park Program Files***

2022 and prior                      Community Day, Log House, Softball League, Tennis and Paddle Programs, Play Room Activity Rosters, Key Log In/Sign Out Sheets; Specialty Program Registration Forms; Registration Forms for Winter Programs; Community Programs & Information for Staff/Counselors/Volunteers

**TRI-COMMUNITY SOUTH EMS**

***Retain 7 years – Emergency Medical Treatment Records (Trip Reports)***

2015                                      Trip Sheets

# MEMORANDUM

**To:** Board of Commissioners

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

**Date:** February 20, 2026

**Subject:** **DISCUSSION RE. AUTHORIZING THE TOWNSHIP TO ENTER INTO A MULTI-YEAR AGREEMENT WITH THE PENNSYLVANIA DEPARTMENT OF TRANSPORTATION FOR COMPREHENSIVE ROAD MAINTENANCE**

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 more timely maintenance to roadways within its borders. Staff, therefore, will recommend that the Board of Commissioners authorize the 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.

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

**January 26, 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, January 26, 2026, at the Township of Upper St. Clair Municipal Building, Board of Commissioners' Meeting Room, Upper St. Clair, PA, 15241.

PRESENT: Commissioner Graves Vice President

Commissioner Herrod  
Commissioner Madden  
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 |
| Chris Callihane       | Tucker Arensberg                               |
| Michael Galet         | Township Engineer                              |
| Laura Long            | Recording Secretary                            |

EXCUSED: Commissioner Burlingame President  
Commissioner Pardini

PUBLIC: No members of the public were in attendance.

**CITIZENS' COMMENTS**

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

**INFORMATIONAL ITEMS**

**COMMUNITY DEVELOPMENT – OLD**

Continued 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.

Mr. Benigni stated this is the continued 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. On October 16, 2025, the Planning Commission recommended denial of this item to the Board of Commissioners by a vote of 5 to 2. Then on December 18, 2025, the Planning Commission heard this item a second time and subsequently recommended approval to

the Board of Commissioners by a vote of 5 to 2. A Bill will be prepared for consideration by the Board on February 2, 2026.

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

### **COMMUNITY DEVELOPMENT – NEW BUSINESS**

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 initial 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. Following the applicant's presentation, Staff will recommend that the hearing be continued to Monday, March 2, 2026, for the purpose of taking Staff testimony.

Commissioner Thomas and Commissioner Madden stated for the record that they would need to recuse themselves for anything related to St. Clair Country Club since they are members.

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

### **COMMUNITY DEVELOPMENT – OTHER**

None.

### **OTHER AGENDA AND DISCUSSION ITEMS**

Discussion Re. Approval of Contracts.

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

- Authorization of Contract for Police Vehicles

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

| <u>Vehicles</u>                                                    | <u>Vendor</u>              | <u>Bid/GSA</u>               | <u>Amount</u>      |
|--------------------------------------------------------------------|----------------------------|------------------------------|--------------------|
| One (1) 2026 Ford Police<br>Interceptor Utility AWD<br>Vehicle     | Laurel Ford<br>Windber, PA | COSTARS Contract<br>#013-056 | \$46,690.00        |
| One (1) 2026 Ford Explorer<br>4x4 Administrative Police<br>Vehicle | Laurel Ford<br>Windber, PA | COSTARS Contract<br>026-021  | \$43,885.00        |
|                                                                    |                            | <b>Total Contract</b>        | <b>\$90,575.00</b> |

Police 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 Laurel Ford for \$90,575.00 by a simple motion and voice vote at the February 2, 2026 Regular Meeting of the Board.

Commissioner Plutko asked why two different vehicle models were required, noting that one was identified as All-Wheel Drive and the other as 4x4. Mr. Serakowski clarified that both vehicles are 4x4. He explained that the patrol vehicle includes an interceptor package designed for standard patrol use, while the administrative vehicle will be assigned to detectives for investigative work and is not intended for pursuit operations.

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

- Police In-Car Fleet Camera Systems

Mr. Mansfield stated the Police Department's in-car cameras have been scheduled for replacement, as they are currently out of the five-year warranty window and becoming a maintenance concern. In addition to improved reliability, the recommended upgrade will include Automated License Plate Recognition (ALPR), a feature the older cameras did not have.

Axon Enterprise, Inc., Scottsdale, AZ, has submitted a proposal for the purchase of the following in-car fleet camera systems for eleven vehicles in the Police Department utilizing Sourcewell pricing contract #101223-AXN:

|                                                                                  |               |
|----------------------------------------------------------------------------------|---------------|
| Eleven (11) Axon Fleet3B in-car camera systems (\$161.49/unit/month) for 5 years | \$ 106,583.40 |
|----------------------------------------------------------------------------------|---------------|

|                                                                                     |              |
|-------------------------------------------------------------------------------------|--------------|
| Eleven (11) Axon Fleet 3 – ALPR License – 1 camera (\$64.01/unit/month) for 5 years | \$ 42,246.60 |
|-------------------------------------------------------------------------------------|--------------|

|                                                        |                     |
|--------------------------------------------------------|---------------------|
| One (1) Axon Fleet 3 – Services – ALPR API Integration | \$ 2,947.20         |
| <b>Total</b>                                           | <b>\$151,777.20</b> |

A five-year warranty is included with the above purchases.

This purchase will be made under a five-year payment plan with the first-year payment allocated in the 2026 Capital Fund and the annual payments in years two through five will be allocated in the Operating Budget of the Police Department.

Staff will recommend that the proper Township officials be authorized to execute a contract with Axon Enterprise, Inc. in the amount of \$151,777.20 by a simple motion and voice vote at the Regular Meeting of the Board on February 2, 2026.

Commissioner Thomas inquired about how the current cameras will be disposed of. Mr. Mansfield responded that he has discussed this matter with the Police Department and, due to advances in technology, the cameras are expected to have limited residual value. Nevertheless, Staff will coordinate with Axon and/or Municibid to pursue resale of the used equipment.

In response to Commissioner Plutko's inquiry regarding how the payments will be broken down, Mr. Mansfield stated the Township will pick up the hardware cost initially and the remainder will be yearly payments for the licensing.

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

- Professional Services-Community & Recreation Center Enhancements

Mr. Mansfield stated Staff recommends proceeding with professional services with Weber Murphy Fox and Wallover Architects for the Community & Recreation Center (C&RC) enhancements, consistent with the approved Capital Improvement Program framework. WMF will provide architectural support and project management services, and Wallover architects will provide aquatics consultant services for the outdoor pool enhancements.

This recommendation is made following the Board of Commissioners' affirmation of the recommended conceptual design options at the November 3, 2025, regular meeting.

**Weber Murphy Fox (WMF)**

- Architectural Services (Phases 1 & 2): \$270,000
- Project Management:
  - Phase 1 – Outdoor Pool Area Enhancements: \$67,200
  - Phase 2 – Indoor Facility Enhancements: \$81,367

**Wallover Architects**

- Aquatics Consultant Services:
  - Phase 1 – Outdoor Pool Enhancements: \$75,400

**Total Professional Services Cost: \$493,967**

The above-mentioned contractual services were budgeted in the Township 2026 Capital Budget.

Staff will recommend that the proper Township officials be authorized to execute a contract with Weber Murphy Fox for \$418,567 and a contract with Wallover Architects for \$75,400 for a total of \$493,967. This can be accomplished by a simple motion and voice vote at the Regular Meeting of the Board on February 2, 2026.

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

- Indoor Pool Play Structure Replacement

Mr. Mansfield stated the large Indoor Pool Play Structure at the Community & Recreation Center has been scheduled for removal and replacement as part of the 2026 Capital Improvement Program. The current structure is over 15 years old and is showing significant wear and tear.

Vortex Aquatic Structures International submitted a proposal for purchase, delivery, and installation of the desired new play structure in the amount of \$390,232.57 using COSTARS Contract #014-E22-275 discount.

This “Priority Project” contractual pricing falls within the 2026 Capital Projects allocation of \$435,000.

Staff will recommend that the proper Township officials be authorized to execute a contract with Vortex Aquatic Structures International for \$390,232.57. This can be accomplished by a simple motion and voice vote at the Regular Meeting of the Board on February 2, 2026.

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

Discussion Re. 2026-2027 Township Engineer Fee Schedule.

Mr. Serakowski stated the Board received the Township Engineer’s 2026-2027 Fee Schedule. The new rates are good for a two-year period.

Approval of the Fee Schedule may be accomplished at the February 2, 2026 Regular Meeting of the Board by simple motion and voice vote.

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

Discussion Re. Reappointments to Various Township Boards and Commissions.

Mr. Serakowski stated the following Board and Commission terms expired on December 31, 2025. These reappointments may be discussed at the Informational and General Affairs Meeting, Monday, January 26, 2026. Formal action on the reappointments may take place at the February 2, 2026 Regular Meeting of the Board of Commissioners.

**Building and Fire Codes Appeals and Advisory Board – 3 year term**

- Firas Abdelahad
- Glenn Avick
- Denis Flaherty

**Civil Service Board – 3 year term**

- P.J. Murray, III

**Library Board – 3 year term**

- Robert G. Ontolchik

**Municipal Authority – 5 year term**

- Mark D. Christie

**Planning Commission – 4 year term**

- Robin Weissert
- Jeffrey Krantz

**Zoning Hearing Board – 3 year term**

- Dwight D. Ferguson

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

**GENERAL AFFAIRS**

Review of the Informational and General Affairs Meeting Minutes of December 15, 2025.

Commissioner Plutko moved to approve the Informational and General Affairs Meeting Minutes of December 15, 2025. This was seconded by Commissioner Herrod and carried with a 5-0 voice vote.

Consideration of the January 2026 Bill Sheet.

Commissioner Graves stated the Board received the Bill Sheet on January 23, 2026 by email and there were no questions submitted. Commissioner Thomas moved for approval of the December 2025 Bill Sheet, which was seconded by Commissioner Herrod and approved with a 5-0 voice vote.

Acknowledge Receipt of Financial Statements for the Twelve-Month Period ending December 31, 2025.

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

### **ADDITIONAL COMMENTS**

Commissioner Graves stated that the Board will be meeting later this evening for an Executive Session to discuss legal and personnel matters.

### **ADJOURNMENT**

Commissioner Thomas moved to adjourn the Informational & General Affairs Meeting, which was seconded by Commissioner Madden. This was approved by a 5-0 voice vote, and the meeting was adjourned at approximately 7:44PM.

Laura Long  
Recording Secretary  
January 26, 2026

**LITIGATION REPORT - SUMMARY**  
**January 23, 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. 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. Daniel M. Evans (CV-313-2025) (Magistrate Arnoni)
- H. Township of Upper St. Clair v. Mehul Vakil (CV-314-2025) (Magistrate Arnoni)
- I. Township of Upper St. Clair v. Rene Marasco (CV-3-2026) (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