

BOARD OF COMMISSIONERS MEETING MINUTES

November 3, 2025

The regular meeting and public hearing 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 7:30 PM on Monday, November 3, 2025, at the Township of Upper St. Clair Municipal Building, Board of Commissioners' Meeting Room, Upper St. Clair, PA. The Pledge of Allegiance was recited by all present.

PRESENT:	Commissioner Paoly	President
	Commissioner Enck	Vice President
	Commissioner Burlingame	
	Commissioner Graves	
	Commissioner Pardini	
	Commissioner Plutko	
	Commissioner Thomas	
	Mark S. Mansfield	Assistant Township Manager
	Mark P. Romito	Director of Finance
	Adam A. Benigni	Director of Community Development
	Chris Biswick	Director of Recreation
	Irving S. Firman	Township Attorney
	Michael J. Galet, P.E.	Township Engineer
	Prudence Cooper	Recording Secretary
EXCUSED:	Matthew R. Serakowski	Township Manager
PUBLIC:	Approximately 36 people attended.	

Commissioner Paoly stated that prior to this meeting, the Board met for an Executive Session to discuss personnel matters.

REVIEW OF BOARD OF COMMISSIONERS' REGULAR MEETING MINUTES OF OCTOBER 6, 2025

Commissioner Burlingame moved to approve the Regular Meeting Minutes of October 6, 2025. This was seconded by Commissioner Plutko and carried with a 7-0 voice vote.

PUBLIC COMMENTS

Mr. Brian Schill, 102 Wiltshire Drive, encouraged everyone to attend the Veterans Day ceremony next Tuesday, November 11th at 9:30AM. The ceremony is a joint venture with the School District. He commended Township Staff, Laura Long, Mitch Montani, and Leah Zaleski for their contributions in putting this ceremony together. This year, the key speaker will be Lieutenant Colonel Erik Schillo, a resident of the Township who has children in the School District, and is currently a pilot with the 171st Air Refueling Wing.

Mr. Schill gave Commissioner Paoly credit for the idea of securing the flyovers during previous ceremonies. Due to the government shutdown, the Air Force is unable to provide a flyover; however, a flyover by a UH-1 Huey helicopter will take place, weather permitting. He will get word out to

neighboring municipalities of the UH-1 Huey flyover because it will be lower to the ground and louder.

Commissioner Paoly thanked Mr. Schill for spearheading the ceremony every year and for arranging for the UH-1 Huey flyover. Mr. Schill added that next year is the 15th anniversary of the Veterans Park and solicited the Board for ideas to make that ceremony special.

OLD BUSINESS

None.

NEW BUSINESS

RECOMMENDATION RE. ESTABLISH PUBLIC HEARING RE. PLC25-1302 - RECLASSIFICATION OF THE PROPERTY IDENTIFIED AS BLOCK/LOT 321-G-150 TO THE R-4 AND RM ZONING DISTRICT BY ZONING AMENDMENT TO THE TOWNSHIP ZONING MAP

Mr. Benigni stated that Northwest Land LLC has submitted an application to reclassify the property located at 1512 McLaughlin Run Road to its previous zoning designations of R-4 Low-Rise Multifamily Residential District and RM Restricted Light Industrial District.

Mr. Benigni reminded the Board that the subject property was previously approved as the Tuscany Pointe Planned Residential Development (PRD). The PRD plan is now abandoned, and the property must be reclassified by enactment of an amendment to the Zoning Ordinance and Map.

At its regular meeting on October 16, 2025, the Planning Commission reviewed this proposed map amendment and adopted a motion recommending that the Board of Commissioners deny this application.

Staff recommends that the Board of Commissioners establish the public hearing of January 5, 2026, by adoption of Resolution No. 1787. This may be accomplished by a simple motion and roll call vote.

Commissioner Paoly emphasized that this matter tonight is only to establish a public hearing date of January 5, 2026.

Mr. Benigni confirmed for Commissioner Burlingame that before being zoned a PRD for the Tuscany Pointe development, this property was zoned R-4 and RM for more than 10 years.

Mr. William Elliott, 2602 Siesta Drive, stated that he is Vice President of Mosebach Manufacturing at 1417 McLaughlin Run Road, across the street from 1512 McLaughlin Run Road, and has been employed there since 1998. During that time, there have been several events that he has witnessed requiring evacuation of the manufacturing plant, including Hurricane Ivan in 2004, and heavy rains in April 2024. During both events, the creek held, but Mr. Elliott is concerned that if there is any development at the property in question, the creek would not hold, and the water would come across the road.

Commissioner Paoly reiterated that this agenda item is only to establish a public hearing date to reclassify the zoning of the property to what it was previously. There is no development plan before the Board this evening. Commissioner Paoly thanked Mr. Elliott for his comments.

Mr. Jeff Wilhelm, attorney with Reed Smith, represents Dimitri and Ann Shiry, and is formally entering an appearance on this matter. He stated that the Board should not hold a public hearing on this application. Per the Municipalities Planning Code (MPC), it does not grant the ability for the landowner to make an application once a PRD is deemed abandoned. This should originate from the Township's Planning Commission. Under well-established Pennsylvania law, there is no property right in existing zoning. In this instance, the Board has the right to hear from the public, and it has the right to consider intervening events that require the change of zoning as is. The application itself may not comply procedurally with the MPC that requires a plan be submitted with the landowner's application, which has not yet happened.

Commissioner Paoly thanked Mr. Wilhelm for his comments.

Commissioner Paoly asked if there were any additional questions from the Board or the public and there were none.

MOTION AND VOTE TO ADOPT RESOLUTION NO. 1787

Commissioner Thomas moved to adopt Resolution No. 1787 to Establish Public Hearing Re. PLC25-1302 Reclassification of the Property Identified as Block/Lot 321-G-150 to the R-4 and RM Zoning District by Zoning Amendment to the Township Zoning Map on January 5, 2026. This was seconded by Commissioner Graves and carried with a 7-0 roll call vote.

RECOMMENDATION RE. COMMUNITY & RECREATION CENTER IMPLEMENTATION ADVISORY COMMITTEE RECOMMENDATIONS

Mr. Biswick stated that based on the Community and Recreation Center (C&RC) post-COVID assessment by Ballard King and Associates, it is recommended to have two phases of improvements. Phase One involves exterior pool enhancements at an estimated cost of \$3.6 million to increase pool surface area and add features for older children. Phase Two involves facility interior improvements at a cost of \$2.4 million to improve safety and provide a permanent downstairs fitness area, enhance the locker rooms, and add family changing rooms.

Following discussion, the Board may take formal action to affirm the recommended design options by a simple motion and voice vote.

Commissioner Paoly thanked the advisory committee for almost two years of meetings, and Board members and Staff that were involved in this process. The assessment first began in 2019, so there has actually been many years involved in developing the recommended improvements.

Commissioner Paoly asked if there were any questions from the Board or public and there were none.

MOTION AND VOTE TO AFFIRM THE COMMUNITY & RECREATION CENTER IMPLEMENTATION ADVISORY COMMITTEE RECOMMENDATIONS

Commissioner Burlingame moved to affirm the Community & Recreation Center Implementation Advisory Committee Recommendations. This was seconded by Commissioner Enck and carried with a 7-0 voice vote.

RECOMMENDATION RE. PUBLIC HEARING FOR 2026 PROPOSED BUDGET

Mr. Romito stated that this is the Public Hearing for the 2026 Proposed Budget and he reviewed the recommended Public Hearing procedures. Following a presentation of the budget highlights, and any comments or questions from the Board of Commissioners and the public, the hearing should be closed by the Board.

Those wishing to testify were sworn in by Commissioner Paoly.

Mr. Romito shared a presentation which began with a review of the timeline of the 2026 budget development process that begins with Staff meetings in April with the Capital Improvements Plan process, public meetings including the Budget and Finance Committee meetings in late summer/early fall, and then this public hearing. Adoption of the 2026 budget will occur next month.

Mr. Romito is proposing a balanced budget with no tax increase for 2026. This would keep the real estate tax millage rate at 3.83 which has not increased since 2010. It also keeps the Earned Income Tax rate at .8% and that rate has not changed since 2007.

The General Fund is balanced at \$27.8 million, and all other funds are balanced at \$32.1 million. The largest of the other funds are the Sanitary Sewer fund, C&RC Fund and the Capital Projects fund, and other smaller funds. Altogether, the 2026 budget totals \$59.9 million.

The General Fund was reviewed, which is the Township's operating budget. Sources of revenue for the General Fund have been fairly consistent from year to year. Real Estate tax and Earned Income tax are the two largest sources of General Fund revenue at approximately 77%. Other taxes, at just under 10%, include local services tax, real estate transfer tax, and the Township's share of the County's 1% sales tax. General Fund revenues are budgeted to increase at .7%, which is a small change primarily due to the earned income tax performance which has declined since 2024 and is projecting to end the year below the 2025 budget. This has not caused any operational issues, and it was isolated to the second quarter of this year. Since then, that tax revenue has recovered and growth has returned so there is a budgeted 3% increase in Earned Income tax revenue for 2026. This increase is off of the year-end projection, not last year's budget.

State Pension aid is expected to increase by \$200,000 next year. There was a factor that held that revenue source to be capped for the last two years which will not exist in 2026. The cap will then lift thereby allowing the funding level to increase by \$200,000.

On the expenditure side, expenses across the General Fund are distributed to different program areas, the two largest are Public Works and Public Safety which combined total about three-quarters of the General Fund budget.

Total operating expenditures are up about 4.23% from the 2025 budget. There are two large drivers of the increase, one of which is the refuse contract with Waste Management. The Township is in the middle of a five-year contract with an increase of about 8% for 2026. The other driver is the Police Pension Contribution which increases about \$200,000 next year. It is not a coincidence that the Police Pension Aid is also up \$200,000 and they offset each other. The reason for the cap on the revenue side is the same as the expense side. If the Waste Management contract and Police Pension Contribution are removed, the total operating expenditure increase is 2.39% from last year's budget.

Another major fund is the Sanitary Sewer Fund. ALCOSAN will once again increase their rates by 7% in 2026. The Township will reduce the Sanitary Sewer fee multiplier used to determine the

billing rates each year so that the ALCOSAN increase gets passed but the Township portion of the sewer bill remains level.

The wastewater treatment costs are what the Township pays to ALCOSAN which is budgeted at \$6.5 million for 2026. This is two-thirds of the Sanitary Sewer Fund operating budget. Source reduction work will be continued in 2026, budgeted at \$1.9 million, which will help to complete the requirements for the current Consent Order and allow us to measure and confirm that targets have been met. Looking ahead, a new Consent Order is anticipated but the timing and its mandates are unknown. In addition, ALCOSAN rates beyond 2026 are uncertain. The Sanitary Sewer fund is in a good position and Staff will stay on top of all movement in that area over the next few years.

Regarding the C&RC Fund, membership levels have hit new highs again in 2025 with strong performance in programs and facility rental fees. Continued success on the revenue side is expected in 2026. Operating expenses are budgeted 1.7% higher than in 2025. There is some fluctuation in the contractual services area that skews that percentage and when pulled out, that increase is closer to 4%. This is mostly due to personnel expenses and meeting the challenges of part-time wage increases which have been met; however, it continues to put pressure on the budget.

On the capital side of the C&RC Fund, there will be routine equipment replacement for fitness, aquatics, and IT infrastructure. There is funding in the budget for the facility enhancement project that preceded this item on the agenda this evening, which would allow the project to begin in the second half of 2026 and into 2027.

The budget is developed with strategic planning in mind, including the Board's planning priorities which are affirmed every other year. The top priority is holding the line on taxes which this budget accomplishes for the 17th straight year. This budget also supports the first full year of the Morton Complex and continues to support the Fire Department's strategic plan. In addition, the budget provides funding to support several of the key themes of the Comprehensive Plan, which was adopted earlier this year. The budget also maintains a funding plan that is sustainable over the long term, allowing the Township to maintain its very strong AA+ credit rating.

The proposed budget has been online on the Township's website since October 22nd when it was presented to the Budget and Finance Committee and is in printed form at the Township Library.

Mr. Romito confirmed for Commissioner Burlingame that since he has been the Director of Finance for the past 11 years, there has not been a tax increase during that time.

In response to Commissioner Paoly's question, Mr. Romito stated that the increase to the millage rate in 2010 did not coincide with the last county property reassessment. There had to be a property reassessment in 2012, but the last time the Board increased the tax rate in a way that impacted residents' property tax bills was in 2010. Due to the oddity of the county reassessment, the millage rate had actually been adjusted downward in accordance with the anti-windfall legislation which required the Township not to have a negative impact on property tax bills.

Commissioner Paoly thanked Mr. Romito and his Staff and Commissioner Enck and the Budget and Finance Committee for all their hard work to bring this proposed budget that holds the line on taxes.

Commissioner Paoly asked if there were any additional questions or comments from the Board or the public and there were none.

MOTION AND VOTE TO CLOSE THE PUBLIC HEARING RE. 2026 PROPOSED BUDGET

Commissioner Burlingame moved to close the Public Hearing Re. 2026 Proposed Budget. This was seconded by Commissioner Enck and carried with a 7-0 voice vote.

RECOMMENDATION RE. APPOINTMENT OF DELEGATES TO THE SOUTHWEST ALLEGHENY TAX COLLECTION COMMITTEE

Mr. Romito stated that pursuant to Act 32 of 2008, the Board of Commissioners is required to appoint delegates to represent the Township on the Allegheny Southwest Tax Collection Committee (TCC). The TCC oversees the collection of Earned Income Tax for all 63 political subdivisions in the southwest Allegheny County district.

To simplify the delegate appointment process and ensure future continuity, Staff has prepared Resolution No. 1788 that appoints the Township's delegates by job title rather than by employee name as has been done in the past.

Staff recommends adopting Resolution No. 1788 authorizing the following appointments to the TCC:

Primary voting delegate – Director of Finance
Alternate voting delegate – Finance Manager
Alternate voting delegate – Township Manager
Alternate voting delegate – Assistant Township Manager

This may be accomplished with a simple motion and roll call vote.

Commissioner Paoly asked if there were any questions or comments from the Board or the public and there were none.

MOTION AND VOTE TO ADOPT RESOLUTION NO. 1788

Commissioner Plutko moved to adopt Resolution No. 1788 Re. Appointment of Delegates to the Southwest Allegheny Tax Collection Committee. This was seconded by Commissioner Thomas and carried with a 7-0 roll call vote.

RECOMMENDATION RE. APPROVAL FOR A GRANT APPLICATION THROUGH THE DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT LOCAL SHARE ACCOUNT FOR THE PURCHASE OF A MEDIC UNIT FOR TRI-COMMUNITY SOUTH E.M.S.

Mr. Mansfield stated that Resolution No. 1789 authorizes a grant application for a Statewide Local Share Account grant through the Pennsylvania Department of Community and Economic Development (DCED) from the Commonwealth Financing Authority in the amount of \$275,000 for the purchase of a medic unit for Tri-Community South E.M.S.

Staff recommends approval of Resolution No. 1789 which may be accomplished by a simple motion and roll call vote.

In response to Commissioner Pardini's inquiry, Mr. Mansfield stated that due to inflation, the estimated cost next year for a medic unit is \$275,000, which is higher than the cost of a recent purchase of an ambulance.

Commissioner Paoly asked if there were any additional questions or comments from the Board or the public and there were none.

MOTION AND VOTE TO ADOPT RESOLUTION NO. 1789

Commissioner Pardini moved to adopt Resolution No. 1789 Re. Approval for a Grant Application through the Department of Community and Economic Development Local Share Assessment Grant for the purchase of a Medic Unit for Tri-Community South E.M.S. This was seconded by Commissioner Plutko and carried with a 7-0 roll call vote.

RECOMMENDATION RE. RESOLUTION AUTHORIZING THE APPROPRIATE TOWNSHIP OFFICIALS TO EXECUTE ALL DOCUMENTATION REGARDING A SIDEWALK MAINTENANCE AGREEMENT

Mr. Benigni stated that as part of the Country Club Drive Bridge Rehabilitation Project, PennDOT will replace the sidewalks that cross the bridge at no cost to the Township. While PennDOT will continue to own and maintain the bridge and the wind walls along the sidewalks, the sidewalks themselves will be owned and maintained by the Township.

Resolution No. 1790 designates Matthew R. Serakowski, Township Manager, to execute all documents regarding the sidewalk maintenance agreement between the Township and PennDOT. This Resolution may be adopted by a simple motion and roll call vote.

Commissioner Paoly asked if there were any questions or comments from the Board or the public and there were none.

MOTION AND VOTE TO ADOPT RESOLUTION NO. 1790

Commissioner Burlingame moved to approve Resolution No. 1790 Authorizing the Appropriate Township Officials to Execute All Documentation Regarding a Sidewalk Maintenance Agreement. This was seconded by Commissioner Enck and carried with a 7-0 roll call vote.

OTHER BUSINESS

None.

ADJOURNMENT

Following a motion for adjournment by Commissioner Pardini and a second by Commissioner Burlingame which carried with a 7-0 voice vote, the meeting was adjourned at approximately 8:04 PM.

Prudence Cooper
Recording Secretary
November 3, 2025