

Township of Upper St. Clair

THERE WILL BE A REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF UPPER ST. CLAIR AT 7:30 P.M. ON MONDAY, JANUARY 6, 2025 AT THE TOWNSHIP OF UPPER ST. CLAIR MUNICIPAL BUILDING, BOARD OF COMMISSIONERS' MEETING ROOM, 1820 MCLAUGHLIN RUN ROAD, UPPER ST. CLAIR, PA 15241.

AGENDA

1. Call to Order.
2. Pledge of Allegiance.
3. Roll Call.
4. Review of the Board of Commissioners' Regular Meeting Minutes of December 2, 2024.
5. Comments from Citizens and Taxpayers on Matters Not Included on the Agenda.

OLD BUSINESS

6. None.

NEW BUSINESS

7. Recommendation Re. Township Attorney Fee Schedule. (Memorandum enclosed)
8. Recommendation Re. Reappointments to Various Township Boards and Commissions. (Memorandum and Resolution No. 1771 enclosed)
9. Other Business.
10. Adjournment.

BOARD OF COMMISSIONERS MEETING MINUTES

December 2, 2024

The regular meeting and public hearings 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, December 2, 2024, 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 Plutko	Vice President
	Commissioner Enck	
	Commissioner Graves	
	Commissioner Pardini	
	Commissioner Thomas	
	Matthew R. Serakowski	Township Manager
	Mark Mansfield	Assistant Township Manager
	Mark P. Romito	Director of Finance
	Adam A. Benigni	Director of Community Development
	Irving S. Firman	Township Attorney
	Michael J. Galet, P.E.	Township Engineer
	Missy Fenster	Network Deposition Services
	Prudence Cooper	Recording Secretary

EXCUSED: Commissioner Burlingame

PUBLIC: 16 people attended.

REVIEW OF BOARD OF COMMISSIONERS' REGULAR MEETING MINUTES OF NOVEMBER 4, 2024

Commissioner Plutko moved to approve the Regular Meeting Minutes of November 4, 2024. This was seconded by Commissioner Thomas and carried with a 6-0 voice vote.

PUBLIC COMMENTS

Mr. Wayne Herrod, 89 Long Drive, provided positive comments regarding two events that he attended and took part in: "Pack the Park" benefitting Casey's Clubhouse, and the Upper St. Clair Volunteer Fire Department Citizen's Fire Academy. Sean Casey is very passionate about his organization which could not have been created without the support from the Township. The Fire Department's Citizen's Fire Academy was administered by a wonderful group of volunteers for six days over six weeks. The Academy was very participatory and Mr. Herrod mentioned examples of several activities that he and the other residents engaged in. He learned that only 30% of residents of Upper St. Clair donate to the Volunteer Fire Department and it should be much more. Mr. Herrod wrote an article about the "Pack the Park" event in the latest issue of the Upper St. Clair TODAY magazine and he will be submitting another article about the Citizen's Fire Academy for a future publication.

Commissioner Paoly thanked Mr. Herrod for his comments and expressed his gratitude for the Township's Volunteer Fire Department and for Fire Chief Hale, and also for Casey's Clubhouse.

Mr. Renz Weinmann, 2528 Shenandoah Drive, provided follow up comments to those he made at the Board of Commissioners' Informational and General Affairs meeting on November 25, 2024. He distributed a document entitled "Written notice of unsafe condition along Mayview Park Trail" to the Board that provides a proposed solution and pricing to fix the problem. He reminded the Board that he raised this issue with them three years ago. He also provided a sample of a wood cap that he is suggesting be adhered to the metal corners of the vertical supports of the guardrail at the Mayview Park Trail along Morton Road.

OLD BUSINESS

CONTINUED PUBLIC HEARING RE. PLC24-0001 – ST. CLAIR COUNTRY CLUB TERRACE COURSE – UNIFIED CONDITIONAL USE PRELIMINARY AND FINAL LAND DEVELOPMENT APPROVAL

Commissioner Paoly introduced the Continued Public Hearing Re. PLC24-0001 – St. Clair Country Club Terrace Course – Unified Conditional Use Preliminary and Final Land Development Approval.

Mr. Benigni reviewed the recommended continued public hearing procedures.

Commissioner Paoly asked if there was anyone wishing to testify who was not previously sworn in and there was none.

Mr. Benigni then entered Township Exhibit #14 and Applicant Exhibit #18 into the record.

Mr. Benigni then gave representatives from the St. Clair Country Club the opportunity to address the questions the Board had from last month's Board meeting.

Mr. Jason Sloan of Strategic Golf, and part of the golf course design team, provided a presentation of Hole 7 of the proposed Terrace Nine course detailing yardage and golf ball dispersion of scratch and bogey golfers from the various tees to the correct scale. In all scenarios, the two normal golf shots on Hole 7 of scratch and bogey golfers meet the golf ball dispersion of 15 degrees of the aiming point which is the industry standard of golf course design.

Mr. Sloan added that there have been no incidents or lawsuits pertaining to golf balls leaving the property or causing property damage.

Mr. Benigni continued that draft Bill No. 6-24 outlines several conditions for the recommendation for approval and asked the Board if they had any questions or comments. Provided no further testimony is needed, Staff recommends that the public hearing be closed and the Board of Commissioners grant approval subject to the conditions outlined in Bill No. 6-24 which may be accomplished by a simple motion and roll call vote.

The applicant confirmed for Commissioner Paoly that they accept the conditions outlined in Bill No. 6-24.

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 PUBLIC HEARING RE. PLC24-0001 – ST. CLAIR COUNTRY CLUB TERRACE COURSE – UNIFIED CONDITIONAL USE PRELIMINARY AND FINAL LAND DEVELOPMENT APPROVAL

Commissioner Graves moved to close the Public Hearing Re. PLC24-0001 – St. Clair Country Club Terrace Course – Unified Conditional Use Preliminary and Final Land Development Approval. This was seconded by Commissioner Pardini and carried with a 6-0 voice vote.

MOTION AND VOTE TO ADOPT BILL NO. 6-24

Commissioner Pardini moved to adopt Bill No. 6-24 Re. PLC24-0001 – St. Clair Country Club Terrace Course – Unified Conditional Use Preliminary and Final Land Development Approval. This was seconded by Commissioner Plutko and carried with a 5-0-1 roll call vote. Commissioner Thomas recused himself from voting since he is a member of St. Clair Country Club.

NEW BUSINESS

RECOMMENDATION RE. ADOPTION OF THE 2025 BUDGET

Mr. Romito stated that in accordance with Section 906 of the Home Rule Charter, Staff has prepared Bill No. 7-24 for the Board's consideration to adopt the 2025 Budget.

Mr. Romito confirmed that the budget holds the real estate tax level at 3.83 mills, the earned income tax rate at .08%, the local services tax at \$52 per year and sets the sanitary sewer multiplier at 1.64.

It is recommended that the Board of Commissioners adopt Bill No. 7-24 which may be accomplished by a simple motion and roll call vote.

Commissioner Paoly thanked Mr. Romito and his Staff for their efforts and hard work with the budget.

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 BILL NO. 7-24

Commissioner Enck moved to adopt Bill No. 7-24 Re. Adoption of the 2025 Budget. This was seconded by Commissioner Thomas and carried with a 6-0 roll call vote.

RECOMMENDATION RE. APPROVAL OF CONTRACTS

Mr. Mansfield stated that Staff recommends the following contracts for the Board's approval in accordance with Township Code:

A. Merante Contracting Pittsburgh, PA	2025 Consent Order Repairs Project	\$3,489,970.00
Gulisek Construction Mt. Pleasant, PA	Pedestrian Improvements/Signalization	\$ 274,297.00
Escajeda Masonry & Concrete Pittsburgh, PA	Meadowcrest Sidewalk Project 2025	\$ 142,328.50
Merit Electrical Group Oakmont, PA	Municipal Building Site Lighting & Signage	\$ 474,000.00

A simple motion and voice vote will authorize the four recommended contracts.

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

MOTION AND VOTE TO APPROVE THE ABOVE-MENTIONED CONTRACTS

Commissioner Enck moved to approve the above-mentioned contracts. This was seconded by Commissioner Plutko and carried with a 6-0 voice vote.

RECOMMENDATION RE. APPROVING THE DESIGNATION OF MATCHING FUNDS THROUGH THE REDEVELOPMENT ASSISTANCE CAPITAL PROGRAM FOR THE UPPER ST. CLAIR TOWNSHIP LIBRARY – NEXT GENERATION LIBRARY IMPROVEMENT PROJECT

Mr. Mansfield stated that the proposed Resolution No. 1768 would authorize approval of the designation of matching funds through the Redevelopment Assistance Capital Program (RACP) for the Upper St. Clair Township Library – Next Generation Library Improvement Project.

Staff is recommending the approval of Resolution No. 1768 which may be accomplished 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. 1768

Commissioner Plutko moved to adopt Resolution No. 1768 approving the designation of matching funds through the Redevelopment Assistance Capital Program for the Upper St. Clair Township Library – Next Generation Library Improvement Project. This was seconded by Commissioner Thomas and carried with a 6-0 roll call vote.

RECOMMENDATION RE. RESTATEMENT OF CHAPTER 25.10 – INVESTMENT POLICY

Mr. Romito stated that the next two items on the agenda are related, and both are necessary to update the Township's investment policy. The first one is part of the Board of Commissioners' Planning Priorities for 2024-2025 and has been developed in consultation with the Township Attorney and the Budget & Finance Committee. The first step of this two-step process is to simplify Chapter 25.10 of the Township Code to allow for a more substantive development of investment policies outside of the Code.

Staff recommends that the Board of Commissioners adopt Bill No. 8-24 that will achieve the first step. This may be accomplished 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 BILL NO. 8-24

Commissioner Thomas moved to adopt Bill No. 8-24 to amend Chapter 25.10 of the Township Code entitled "Fiscal Affairs". This was seconded by Commissioner Pardini and carried with a 6-0 roll call vote.

RECOMMENDATION RE. INVESTMENT POLICY FOR NON-RETIREMENT FUNDS

Mr. Romito stated that this is step two of the investment policy update process to approve Bill No. 9-24 which adopts the new investment policy. This new investment policy modernizes the existing policy to better align with best practices.

Staff recommends that the Board of Commissioners adopt Bill No. 9-24 which may be accomplished by a simple motion and roll call vote.

In response to Commissioner Pardini's inquiry, this update does not switch investment companies for pension plan investments and does not impact those companies at all.

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 BILL NO. 9-24

Commissioner Enck moved to adopt Bill No. 9-24 to update the investment policy for non-retirement funds. This was seconded by Commissioner Thomas and carried with a 6-0 roll call vote.

RECOMMENDATION RE. SNOW REMOVAL AGREEMENT WITH UPPER ST. CLAIR SCHOOL DISTRICT

Mr. Romito stated that Resolution No. 1769 authorizes approval of the Agreement between the Township of Upper St. Clair and the Upper St. Clair School District under which the Township performs snow and ice removal services on School District properties for the next three (3) winter seasons through 2026/2027.

The Agreement includes a pricing adjustment to address fluctuations in the cost of rock salt. Based on current rock salt prices, the annual fee would range from \$165,000 to \$175,000. The School District has already approved the Agreement.

Staff is recommending approval of Resolution No. 1769. This may be accomplished 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. 1769

Commissioner Graves moved to adopt Resolution No. 1769 authorizing the approval of the Agreement between the Township of Upper St. Clair and the Upper St. Clair School District for snow and ice removal services on School District properties. This was seconded by Commissioner Enck and carried with a 6-0 roll call vote.

RECOMMENDATION RE. RESOLUTION AUTHORIZING THE APPROPRIATE TOWNSHIP OFFICIALS TO EXECUTE A UTILITY RELOCATION ABBREVIATED WORK REIMBURSEMENT AGREEMENT FOR MANHOLE ADJUSTMENTS ON BOYCE ROAD

Mr. Benigni stated that PennDOT requires the Board of Commissioners to pass a resolution that designates the appropriate Township Officials to execute a Utility Relocation Abbreviated Work Reimbursement Agreement for proposed manhole adjustments on Boyce Road. The Township will be providing materials for seven manhole adjustments and PennDOT will be providing the labor. The entirety of the project includes milling resurfacing on Boyce Road, replacing portions of guardrails, making minor drainage improvements and updating signage and pavement markings that will be done in 2025.

Resolution No. 1770 designates the appropriate Township Officials to execute all documents regarding the Agreement between the Township and PennDOT. This Resolution may be adopted by a simple motion and roll call vote.

In response to Mr. Serakowski's inquiry, Mr. Benigni confirmed that the project will include striping and queuing along Boyce Road. No plans have been finalized yet because it is still early in the project. As more clarity of the project is received, it will be passed along to the Board of Commissioners through the Township Manager. The Township's concerns in this regard have been passed along to PennDOT.

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. 1770

Commissioner Thomas moved to adopt Resolution No. 1770 authorizing the appropriate Township Officials to execute a Utility Relocation Abbreviated Work Reimbursement Agreement for Manhole Adjustments on Boyce Road. This was seconded by Commissioner Pardini and carried with a 6-0 roll call vote.

OTHER BUSINESS

None.

ADJOURNMENT

Following a motion for adjournment by Commissioner Pardini and a second by Commissioner Enck which carried with a 6-0 voice vote, the meeting was adjourned at approximately 8:03PM.

Prudence Cooper
Recording Secretary
December 2, 2024

MEMORANDUM

To: Board of Commissioners
From: Matthew R. Serakowski, Township Manager
Date: January 3, 2025
Subject: **RECOMMENDATION RE. TOWNSHIP ATTORNEY FEE SCHEDULE**

Enclosed is the Township Attorney's 2025 Fee Schedule. Additionally, an excerpt of the Township's Fee Schedule is enclosed specific to current consultant rates.

Approval of the Fee Schedules may be accomplished at the January 6, 2025 Regular Meeting of the Board by simple motion and voice vote.

/ll
enclosure



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November 26, 2024

Via Email

Mr. Matthew Serakowski, Township Manager
Township of Upper St. Clair
1820 McLaughlin Run Road
Upper St. Clair, PA 15241

Re: Fee Proposal 2025 - Township Attorney

Dear Mr. Serakowski:

Tucker Arensberg is proud to represent the Township of Upper St. Clair as the Township Attorney. As you know our rates have remained the same for the years 2022-2024. Due to increased costs, we propose the following fee arrangement for 2025:

1. A \$5,500 per month retainer. This will continue to include attendance at all public meetings, general telephone advice and attendance at all hearings before the District Justice. In practice we have included and will continue to include standing internal staff meetings and advice regarding routine matters. Out-of-pocket expenses will continue to be billed additionally.
2. Additional services have been charged on an hourly basis in the following manner:

Attorneys	\$195 per hour per shareholder	\$180 per hour per associate
Paralegals	\$100 per hour	

We propose the following changes to the hourly rate:

Attorneys	\$210 per hour per shareholder	\$180 per hour per associate
Paralegals (rare use)	\$110 per hour	

If you have any questions or would like additional information, please feel free to contact me at (412) 594-5557. Thank you again for retaining Tucker Arensberg to serve as the Township attorney.

Very truly yours,

TUCKER ARENSBERG, P.C.


Irving S. Firman

TADMS:5237372-1 024931-162738

Tucker Arensberg, P.C.

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*As Tucker Arensberg LLP

TOWNSHIP OF UPPER ST. CLAIR FEE SCHEDULE
(Updated January 30, 2024)

Township Attorney

Attorneys	\$195.00 /Hour Per Shareholder
Associate	\$180.00 /Hour Per Associate
Paralegals	\$110.00 /Hour

The hourly charge does not include out-of-pocket expenses such as court costs, filing fees, postage, photocopy charges, etc.

Township Engineer

Intern	\$56.00 /Hour
Professional/Technical I	\$66.00 /Hour
Professional/Technical II	\$80.00 /Hour
Professional/Technical III	\$93.00 /Hour
Professional/Technical IV	\$106.00 /Hour
Professional/ Technical V	\$120.00 /Hour
Professional/ Technical VI	\$133.00 /Hour
Professional/ Technical VII	\$147.00 /Hour
Professional/Technical VIII	\$160.00 /Hour
Professional/Technical IX	\$174.00 /Hour
Professional/Technical X	\$187.00 /Hour
Professional/Technical XI	\$200.00 /Hour
Professional/Technical XII	\$214.00 /Hour
*Fee rates locked in for 2024-2025	

I hereby certify that the above listed fees are in effect until further notice.



Matthew R. Serakowski
Township Manager
Township of Upper St. Clair

TOWNSHIP OF UPPER ST. CLAIR FEE SCHEDULE
(Updated January 30, 2024)

Township Traffic Engineer

Principal/Senior Manager	\$170.00 /Hour
Engineering Manager	\$148.00 /Hour
Senior Engineer/Designer	\$132.00 /Hour
Staff Engineer	\$125.00 /Hour
Associate Designer/Analyst	\$ 120.00 /Hour
Senior Technician	\$ 87.00 /Hour
Senior Survey Technician	\$ 87.00 /Hour
Field Technician	\$ 63.00 /Hour
Clerical	\$ 63.00 /Hour
Field Enumerators	\$ 45.00 /Hour
Auto Travel	\$ 0.655 /Mile
Copies	\$ 0.17 /Sheet
Color Copies	\$ 0.50 /Sheet
Plan Prints – Bond	\$ 0.27 /S.F.
Plan Prints – Vellum	\$ 1.00 /S.F.
Plan Prints – Mylar	\$ 1.35 /S.F.
Plan Prints – Color Plot	\$ 0.65 /S.F.
Other Direct Costs	At Cost

*Premium hourly rate based upon authorized overtime

I hereby certify that the above listed fees are in effect until further notice.



Matthew R. Serakowski
Township Manager
Township of Upper St. Clair

MEMORANDUM

To: Board of Commissioners
From: Matthew R. Serakowski, Township Manager
Date: January 3, 2025
Subject: **RECOMMENDATION RE. REAPPOINTMENTS TO VARIOUS TOWNSHIP BOARDS AND COMMISSIONS**

Staff recommends the Board of Commissioners approve the following appointments and reappointments at the Regular meeting of the Board on January 6, 2025. The below appointments may be approved by simple motion and voice vote.

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

- Anthony L. Pitassi

Civil Service Board – 3 year term

- Neal Holmes

Municipal Authority – 5 year term

- Kenneth L. Brown

Park and Recreation Advisory Board – 3 year term

- Ryan Buries
- Matthew Weaver

Planning Commission – 4 year term

- David Sirota, Vice Chair

The Pennsylvania Municipalities Planning Code authorizes the Board of Commissioners to appoint residents of the municipality to the Zoning Hearing Board by Resolution. Therefore, staff recommends the Board approve Resolution No. 1771 by simple motion and roll call vote.

Zoning Hearing Board – 3 year term

- Anderson Bailey

1. Resolution No. 1771

/ll
Attachment

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Matthew R. Serakowski

TOWNSHIP OF UPPER ST. CLAIR

RESOLUTION NO. 1771

A RESOLUTION OF THE TOWNSHIP OF UPPER ST. CLAIR, A HOME RULE MUNICIPALITY, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA REAPPOINTING ANDERSON T. BAILEY TO THE ZONING HEARING BOARD.

WHEREAS, Act 247 of 1968 ("the Pennsylvania Municipalities Planning Code"), authorizes the Board of Commissioners of Upper St. Clair to appoint residents of the municipality to the Zoning Hearing Board by resolution; and

WHEREAS, the Township of Upper St. Clair Board of Commissioners has determined that these appointments will carry out the duties and responsibilities on the Zoning Hearing Board.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Township of Upper St. Clair, and it is hereby resolved by the authority of the same:

THAT, Anderson T. Bailey is reappointed to the Zoning Hearing Board with the term ending December 31, 2028.

ADOPTED THIS 6th DAY OF JANUARY, 2025.

TOWNSHIP OF UPPER ST. CLAIR

ATTEST:

By: _____
President, Board of Commissioners

Township Manager/Secretary