

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 TUESDAY, SEPTEMBER 2, 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 August 4, 2025. (Minutes enclosed)
5. Comments from Citizens and Taxpayers on Matters Not Included on the Agenda.

OLD BUSINESS

6. None.

NEW BUSINESS

7. Recommendation Re. Approval of Contracts. (Memorandum enclosed)
8. Other Business.
9. Adjournment.

BOARD OF COMMISSIONERS MEETING MINUTES

August 4, 2025

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, August 4, 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 Pardini	
	Commissioner Plutko	
	Commissioner Thomas	
	Mark S. 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 Graves	
	Matthew R. Serakowski	Township Manager
PUBLIC:	3 people attended.	

REVIEW OF BOARD OF COMMISSIONERS' REGULAR MEETING MINUTES OF JULY 7, 2025

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

PUBLIC COMMENTS

None.

OLD BUSINESS

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

Mr. Benigni stated that this is the continued public hearing for the adoption of the 2025-2035 Comprehensive Plan. This hearing is continued from July 7th for the purpose of taking Staff testimony. The Plan was developed over an 18-month time period guided by Herbert, Rowland & Grubic, Inc. (HRG), the Township's planning consultant. A representative of HRG is present to answer any questions.

Beginning in January, 2024, the process of developing the Comprehensive Plan involved extensive community engagement, including public workshops, online surveys, and stakeholder meetings. The Planning Commission has recommended adoption of the Comprehensive Plan by the Board of Commissioners.

Provided no additional testimony is required, it is recommended that the hearing be closed and action taken to adopt the 2025 Upper St. Clair Comprehensive Plan. This can be accomplished by the adoption of Resolution No. 1780 with a simple motion and roll call vote.

Commissioner Paoly shared that the Plan itself was very readable, and he was impressed with the work done by HRG.

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. ADOPTION OF 2025-2035 COMPREHENSIVE PLAN

Commissioner Enck moved to close the Public Hearing Re. 2025-2035 Comprehensive Plan. This was seconded by Commissioner Burlingame and carried with a 6-0 voice vote.

MOTION AND VOTE TO ADOPT RESOLUTION NO. 1780

Commissioner Thomas moved to approve Resolution No. 1780 adopting the 2025-2035 Comprehensive Plan. This was seconded by Commissioner Pardini and carried with a 6-0 roll call vote.

NEW BUSINESS

RECOMMENDATION RE. 2026 – 2030 CAPITAL IMPROVEMENT PROGRAM

Mr. Romito stated that this is the public hearing for the Five-Year Capital Improvement Program (CIP) for 2026-2030. After the presentation and any questions or comments by the Board of Commissioners, Resolution No. 1781 should be considered to update the CIP for a five-year period.

Mr. Romito began his presentation by explaining that a CIP is a plan that maps out the Township's capital needs for the next five years and is used as a tool for the budget development process. The plan can change annually based on circumstances, pricing and needs. Most importantly, the plan does not commit funding for any of the items in it. That approval is part of the budget process.

The CIP is developed through careful review of each item in last year's CIP by the Department Directors to determine if it is still a priority and its timeframe. Sometimes items are no longer considered a priority and alternatives are considered. The entire process occurs from April through July, and the CIP was presented to the Budget & Finance Committee on July 24, 2025.

The CIP is organized in six categories:

- Capital Equipment – trucks, vehicles, public safety equipment, IT infrastructure, etc.
- Street & Pedestrian Improvements – annual road improvement program, sidewalks, traffic warning devices, etc.
- Storm Sewer Projects
- Sanitary Sewer Projects

- Public Building & Park Improvements – items that impact parks, fields and facilities
- Community & Recreation Center (C&RC) – is its own category because it is in its own enterprise fund.

Mr. Romito continued with the five-year breakouts of the CIP by year and by category with a focus on next year since that will be considered in the 2026 budget process.

The total for the entire five-year plan is just over \$58 million. Last year it was about \$5 million higher. It is not unusual for years four and five of the CIP to be the lowest amounts because there is less certainty and for years one and two to be the largest. Once we get to year five, the amount for that year will typically be larger.

Reviewing the totals by category, this year's CIP shows more even amounts for each category, whereas in years past, the amount of one category was much larger. The largest categories in the proposed CIP are Public Buildings & Parks, and Street & Pedestrian Improvements. In recent years, the Public Buildings & Parks category was much larger due to the NextGen and Morton Fields renovation projects. The Sanitary Sewer category has also been very large in the recent past, but the amount has decreased. Most of the Street & Pedestrian amount (75%) is for the street resurfacing program which will continue to be funded.

Mr. Romito continued by providing an overview of Year 1 of the CIP for 2026 beginning with Capital Equipment in the amount of \$1.4 million which includes Public Works vehicles and equipment, Police vehicles, and IT equipment replacements. Library shelving made it into the budget in 2025, but since it is a grant dependent item and we do not anticipate receiving grant money in 2025, it is being moved to 2026.

The annual street resurfacing project in the amount of \$2.1 million takes up most of the total amount of \$3.3 million in the Street & Pedestrian Improvements category. The amount of this project did not change from last year as it is increased by \$100,000 every other year. In addition to the sidewalk program, the tennis facility bridge repair for \$800,000 is a fairly large item for this category. Gateway Engineers is currently reviewing the bridge repair to determine if this will take place in 2026 or in a later year, which will be worked out in the budget process.

The funding of \$300,000 is projected for Storm Sewer Projects. Next year is the 40th year for the Township's separate Storm Sewer Fund which has been aggressively funded in the past 15 years. In the past five years, over \$5 million was added to this fund, mainly due to the MS4 compliance requirements, and the amount for 2026 is to continue to meet those requirements and plan for future compliance as well.

The amount for Public Building & Parks Improvements for 2026 is approximately \$2.6 million which includes minor renovations to the municipal building by modernizing the IT area, the former Community Development space, and EMS garage. Also included are HVAC and CO2 exhaust system replacements in the main fire station. The Parks Master Plan begins next year and typical parks and fields equipment replacement and maintenance of the Township's facilities, as mentioned in the Comprehensive Plan, is also proposed.

The amount for the Sanitary Sewer Projects for 2026 has been reduced from the major source reduction projects in 2025 and includes post-construction flow monitoring and evaluation scheduled for next year. There will be another Consent Order in the near future, so future years' amounts may be increased depending upon the new Consent Order's requirements. Steps will be taken to make

sure the Township remains in compliance, and the \$1.5 million shown for 2026 provides flexibility for additional work if needed.

For the C&RC Fund, the amount is higher than in previous years because of the progress of the facility enhancements projects planning through the Implementation and Advisory Committee that has met during the last few months. There have been facility enhancement placeholders in the past few years that have just remained in years 2 and 3 of the CIP, but those have now been moved forward in this CIP due to the progress made by the committee. The actual costs remain unknown at this time, but the committee will continue to refine that through the budget development process. In addition, routine fitness equipment replacement is also included as well as routine indoor aquatics maintenance. Staff is aware of additional projects that are reflected in years 3 and 4 of the CIP and will carefully plan the timing of them to minimize the impact on the members of the C&RC, particularly looking for opportunities where those items may align with any potential enhancement projects.

In summary, Mr. Romito stated that the CIP reflects continued investment in our facilities, parks, sewers, roads, and equipment. No debt issuance is recommended for 2026, and we will aggressively continue to seek grant funding. He emphasized that approval of the CIP does not appropriate funds for any of the five years. That comes during the budget approval.

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. 1781

Commissioner Enck moved to adopt Resolution No. 1781 Re. 2026 – 2030 Capital Improvement Program. This was seconded by Commissioner Thomas and carried with a 6-0 roll call vote.

RECOMMENDATION RE. AUTHORIZATION OF THE TRANSFER OF THE BRUSH RUN PUMP STATION

Mr. Benigni stated that Resolution No. 1782 and its supporting documents will enable the Township to complete and sign the legal agreements required to transfer ownership of the Brush Run Pump Station to the Allegheny County Sanitary Authority (ALCOSAN). This transfer aligns with ALCOSAN's regionalization efforts as mandated by its Consent Decree with the U.S. Environmental Protection Agency (EPA).

Mr. Benigni continued that the memo to the Board for this pump station transfer lists the Township's and ALCOSAN's responsibilities pre and post transfer.

Mr. Benigni added that Staff recommends adopting Resolution No. 1782 authorizing the appropriate Township Officials to execute the necessary documents to transfer the Brush Run Pump Station to ALCOSAN. This may be accomplished by a simple motion and roll call vote.

Commissioner Paoly commented that this process has been lengthy, and it is good to see it nearly coming to a close.

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. 1782

Commissioner Burlingame moved to adopt Resolution No. 1782 Re. Authorization of the Transfer of the Brush Run Pump Station. 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 Burlingame and a second by Commissioner Pardini which carried with a 6-0 voice vote, the meeting was adjourned at approximately 7:53PM

Prudence Cooper
Recording Secretary
August 4, 2025

MEMORANDUM

To: Board of Commissioners
From: Matthew R. Serakowski, Township Manager
Date: August 29, 2025
Subject: **RECOMMENDATION RE. APPROVAL OF CONTRACTS**

Staff recommends the following contracts for the Board's approval in accordance with Township Code:

COSTARS Purchasing Alliance	Rock Salt for 2025 – 2026 Season (approx. 1,500 tons)	\$91.44/ton*
Compass Minerals America, Inc. Overland Park, KS	Rock Salt for 2025 – 2026 Season (approx. 3,500 tons)	\$88.32/ton
Southwest Greens Golf & Grass Pittsburgh, PA	Morton Fields Complex Playground Safety Surface	\$99,719.00

A simple motion and voice vote will authorize the above actions.

*Revised 9/2/2025



/pec

i:\memos\09-25 contracts.doc