

BOARD OF COMMISSIONERS MEETING MINUTES

March 2, 2026

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, March 2, 2026, 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 Burlingame President
Commissioner Graves Vice President
Commissioner Herrod
Commissioner Pardini
Commissioner Plutko

Matthew R. Serakowski	Township Manager
Mark S. Mansfield	Assistant Township Manager
Kristen L. Burch	Director of Finance
Adam A. Benigni	Director of Community Development
Irving S. Firman	Township Attorney
Michael J. Galet, P.E.	Township Engineer
Melissa Fenster	Network Deposition Services
Autumn Gibson	Recording Secretary

EXCUSED: Commissioner Madden
Commissioner Thomas

PUBLIC: Approximate 14 people attended.

REVIEW OF BOARD OF COMMISSIONERS' REGULAR MEETING MINUTES OF February 2, 2026

Commissioner Plutko moved to approve the Regular Meeting Minutes of February 2, 2026. This was seconded by Commissioner Herrod and carried with a 5-0 voice vote.

PUBLIC COMMENTS

None.

OLD BUSINESS

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

Commissioner Burlingame stated that this is the continued public hearing Re. PLC25-0004 – St. Clair Country Club Paddle Hut – Unified Conditional Use Preliminary and Final Land Development Approval.

Those wishing to testify were sworn in by Commissioner Burlingame.

Mr. Adam Benigni reviewed the recommended Public Hearing Procedures.

Mr. Benigni then entered Township Exhibits #16-18 and Applicant Exhibits #15-19 into the record.

Mr. Benigni stated this is a Unified Conditional Use Preliminary and Final Land Development Approval for St. Clair Country Club. The zoning district is RL1- Low Intensity Residential and are seeking to construct a permanent paddle hut. In June 2025, the Commissioners approved the paddle tennis courts, and the approval of a temporary paddle hut, which is permitted to be there one year from date of occupancy, which expires in October 2026. Regarding these plans Staff and the Township Engineer reviewed a proposal of materials, tentative and finals plans, post construction storm management, planning module, and presentation of materials. The proposal fully complies with the Township code and subdivisional land development ordinance. The applicant is not asking for any modifications or variances to the code. The applicant exceeds the code in terms of landscaping, such as the number of trees and parking spaces.

Commissioner Burlingame asked if there were any questions from the Board or the public.

Mr. John Gentry, 2315 Old Washington Road, raised concerns about a commercial bar in a residential zoning district, including questions about the operational duration of the paddle hut, its potential multi-use, building size limits, required parking spaces, and the absence of lighting plans or studies. Mr. Gentry emphasized the need for further information before making an informed decision and suggested postponing the proposal.

Commissioner Burlingame referred to Mr. Benigni, who stated that a representative from the Country Club should respond to Mr. Gentry's concerns.

Mr. Justin Hollingsworth, Vice President of the St. Clair Country Club presented a simulated night view appearance of the building. There will be a porch light and only one set of windows that face Washington Road and the remaining windows face towards the courts and other parts of the Club property. The bollard lights installed along the parking perimeters are low intensity landscape lighting and beyond seven feet the lights no longer project light in a measurable amount. Mr. Hollingsworth shared the photometric study that was completed which showed after seven feet from where the bollards are located, they are no longer projecting light outward. He did not have a photometric study for the porch light because this is a residential standard fixture. He continued the primary use of the building will be a paddle hut. It may be used for other events throughout the year such as birthday parties and bridal showers. He confirmed that the size of the building will not exceed what is shown on the prints.

Ms. Ann Gentry, 2315 Old Washington Road, is asking the Board of Commissioners to protect property values and to vote no on this application. She appreciates that the architect, Board President, and VP of the Country Club have appeared at the meetings to explain the scope of this project and to reassure the neighbors that this paddle hut will not damage property values. She continued by stating at previous meeting club members have declared that the Country Club is private property and they are permitted to do anything they want with their property. She stated local government exists to protect communities from property owners with poor judgement. She shared her concerns for the Country Club if in the future they build or modify their facilities without the approval of the Township because they believe they are within their rights as private property owners.

Ms. Gentry concluded by asking if the Board approves the project to postpone the approval until after the Country Club golf course project is completed. This request is due to increased traffic that

will overwhelm the neighborhood and local streets due to the Country Club Drive bridge project and the restrictions to Route 19 during that time.

Commissioner Burlingame asked if there were any other questions or comments from the Board.

Commissioner Burlingame asked Mr. Benigni if there are any variances or alterations to the existing ordinances in the township for this project.

Mr. Benigni responded to Commissioner Burlingame's question by confirming that everything fits within the ordinance, and that each of the bollard stops seven feet from actual light and they are 100-200 feet away from property line and down over a hill.

Ms. Jessica Hrabovsky, 2325 Old Washington Road, asked what other landscaping will be done in front of the building because all the landscaping was not complete from the beginning when there was just going to be temporary shelter once paddle courts were put up. She stated additional landscaping will be needed to block the lights from their view. She also shared her concerns with increased traffic, with Country Club Drive being closed and the additional trucks parking in the lot across from their house. These trucks sit idling overnight at the Country Club, which leads to exhaust fumes and additional noise. There is also the issue of not being able to contact the Country Club staff when this occurs.

Mrs. Hrabovsky continued by stating her concerns about using the permanent paddle hut as a recreational facility, the continuing outside noise at the paddle ball courts and also any noise that may occur inside the new paddle hut and how the noise will be controlled. She also commented that the rendering of the building on the presentation does not give the best representation as they will be looking at a higher elevation of the building from their front windows.

Commissioner Burlingame asked Mr. Benigni to address the landscaping concerns from Ms. Hrabovsky.

Mr. Benigni stated that a previous member of the public stated that all the landscaping from previous approval was not planted, however, Mr. Benigni visited the site and confirmed that 89 trees were planted and confirmed the height and type of trees.

Mr. Hollingsworth added to Mr. Benigni's response that the country club intends to plant 50 more trees along the driveway going to parking lot which is 40 feet below elevation of Old Washington Road. There were trees planted as part of the original paddle courts location near another resident and the resident has asked them to remove the trees because they enjoy the view of the property.

Ms. Ann Daniels, 1743 Hastings Mill Road, sharing a positive note she moved from out of state seven years ago and bought her house which is adjacent from the St. Clair Country Club. She knew being adjacent to the country club property would hold its value and happy about it because it has. They started a year-long construction project starting at 7A.M., neighbors have been supportive, as the improvements benefit property values.

Commissioner Burlingame asked if there were any additional comments from the public.

MOTION AND VOTE TO CLOSE THE PUBLIC HEARING RE. PLC25-0004 – ST. CLAIR COUNTRY CLUB PADDLE HUT – UNIFIED CONDITIONAL USE PRELIMINARY AND FINAL LAND DEVELOPMENT APPROVAL

Commissioner Herrod moved to close the Public Hearing Re. PLC25-0004 St. Clair Country Club Paddle Hut – Unified Conditional Use Preliminary and Final Land Development Approval, this was seconded by Commissioner Graves and carried with a 5-0 voice vote.

MOTION AND VOTE TO ADOPT BILL NO. 02-26

Commissioner Graves moved to approve Bill No. 02-26 Re. PLC25-0004 St. Clair Country Club Paddle Hut – Unified Conditional Use Preliminary and Final Land Development Approval. This was seconded by Commissioner Herrod and carried with a 5-0 roll call vote.

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

Mr. Benigni stated that Pennsylvania Department Environmental Protection approval for any new development and ALCOSAN service area. Planning module project has been reviewed by township engineer found to be in good order. Staff recommends that the Board of Commissioners approve resolution number 1793 which adopts to authorize submission of planning module to DEP made accomplished by roll call vote.

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

MOTION AND VOTE TO ADOPT RESOLUTION NO. 1793

Commissioner Graves moved to Adopt Resolution No. 1793 Re. Adoption of Resolution for Plan Revision for New Land Development for PLC25-0004 – St. Clair Country Club Paddle Hut. This was seconded by Commissioner Plutko and carried with a 5-0 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.

Mele & Mele & Sons, Inc. Braddock, PA	2026 Annual Street Resurfacing (unit price contract) with: Alternate #1 – Municipal Basketball Courts	\$2,165,000.00
Tri-Star Motors Blairsville, PA	Two (2) Chevrolet Colorado 4x4 pickup trucks (COSTARS Contracts #025- E23-558)	\$74,142.00
Keystone Ridge Designs Butler, PA	Boyce Mayview Park and Casey's Clubhouse Furnishings (COSTARS Contract #014-E23-301)	\$82,606.50

A simple motion and voice vote will authorize these contracts.

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

MOTION AND VOTE TO APPROVE CONTRACTS

Commissioner Herrod moved to approve the above contracts. This was seconded by Commissioner Putko and carried with a 5-0 voice vote.

RECOMMENDATION RE. DISPOSAL OF RECORDS

Mr. Mansfield stated that Staff has prepared Resolution No. 1794, which authorizes the disposal of various Township records in accordance with the Municipal Records Retention and Disposition Schedule referenced in Chapter 11.7 of the Township Code. Staff recommends the adoption of Resolution No.1794, which may be accomplished by a simple motion and roll call vote.

Commissioner Burlingame 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. 1794

Commissioner Plutko moved to adopt Resolution No. 1794 authorizing the Disposal of Records. This was seconded by Commissioner Graves and carried with a 5-0 roll call vote.

RECOMMENDATION RE. AUTHORIZING THE TOWNSHIP TO ENTER INTO A MULTI – YEAR AGREEMENT WITH THE PENNSYLVANIA DEPARTMENT OF TRANSPORTATION FOR COMPREHENSIVE ROAD MAINTENANCE

Mr. Mansfield stated that 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.

Mr. Mansfield further stated that for the period of July 1, 2025, to June 30, 2028, the Comprehensive Maintenance Agreement provides reimbursement for up to \$26,838.21 annually based upon a prescribed unit cost for services provided by the Township which include mowing, street sweeping, minor paving and inlet repair.

Staff recommends adoption of Resolution No. 1795 that will authorize the Township to enter into a three-year agreement with the Commonwealth which may be accomplished by a simple motion and roll call vote.

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

MOTION AND VOTE TO ADOPT RESOLUTION NO. 1795

Commissioner Plutko moved to adopt Resolution No. 1795 authorizing the Township to enter into a multi-year Agreement with the Pennsylvania Department of Transportation for Comprehensive Road Maintenance. This was seconded by Commissioner Herrod and carried with a 5-0 roll call vote.

OTHER BUSINESS

None.

ADJOURNMENT

Following a motion for adjournment by Commissioner Pardini and a second by Commissioner Graves which carried with a 5-0 voice vote, the meeting was adjourned at approximately 8:04PM.

Autumn Gibson
Recording Secretary
March 2, 2026