

BOARD OF COMMISSIONERS MEETING MINUTES

May 4, 2026

The regular 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 7:30 PM on Monday, May 4, 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 Madden	
	Commissioner Pardini	
	Commissioner Plutko	
	Commissioner Thomas	
	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
	Autumn Gibson	Recording Secretary

PUBLIC: Approximately 32 people attended.

RECOGNITIONS

Commissioner Pardini presented a Proclamation to Mr. Keith Morse, Chief of Emergency Medical Services (EMS) Operations for Tri-Community South (TCS), in recognition of National EMS Week, May 13 - 17, 2026. The theme for this year is "EMS WEEK: Improving Outcomes, Together".

Chief Morse mentioned that EMS is facing more challenges than ever. He has been invited by Mark Mansfield to present at the Western Association of Pennsylvania Municipal Management event later this week. Chief Morse believes TCS is well supported by its municipalities, especially Upper St. Clair Township, which leads in assisting with any problems. He thanked the Township and stated it is a great place to be and appreciates everything they do for TCS.

Commissioner Thomas presented a Certificate of Achievement to the Upper St. Clair High School Boys Basketball team for their third win in a row at the Western Pennsylvania Interscholastic Athletic League (WPIAL) Championships.

Coach Holzer, praised the amazing performance of the young men this year. Despite losing ten seniors last year, the team stayed connected and improved throughout the season. They achieved remarkable wins, including winning 23 straight games, a school record. They are now one of two teams in WPIAL history to win three years in a row in the highest classification, a win not done since the early 90's. The team aims to win a fourth title next year, making history. The coach expressed appreciation for the Township's support.

Commissioner Madden presented a Certificate of Achievement and Proclamation to Upper St. Clair High School Swim Team Members Nazar Zoukovski and Catherine Miller for their wins at the Western Pennsylvania Athletic League (WPIAL) Championship and to Nazar for his win at the Pennsylvania Interscholastic Athletic Association (PIAA) Championship.

Coach Schraven complimented both swimmers on their hard work and continued success.

REVIEW OF THE BOARD OF COMMISSIONERS' REGULAR MEETING MINUTES OF April 6, 2026

Commissioner Graves moved to approve the Regular Meeting Minutes of April 6, 2026. This was seconded by Commissioner Thomas and carried with a 7-0 voice vote.

Commissioner Burlingame asked if there were any questions or comments for items not on the agenda and there were none.

PUBLIC COMMENTS

None.

OLD BUSINESS

None.

NEW BUSINESS

DISCUSSION RE. PLC26-9301-AMENDMENT TO CHAPTER 93 OF THE TOWNSHIP CODE ENTITLED "PARKS AND PLAYGROUNDS" TO ADD STANDARDS FOR THE OPERATION OF E-BIKES AND ELECTRONICALLY MOTORIZED DEVICES ON TOWNSHIP PROPERTY

Mr. Benigni stated the proposed amendment to Chapter 93 updates the Township's regulations governing parks, parklets, traffic islands and other municipally owned property by adding definitions and operational standards related to electric bicycles (e-bikes) and electronically motorized devices.

Mr. Benigni stated this ordinance continues the general prohibition on motorized devices while permitting qualifying e-bikes, subject to specific safety and operational requirements, including pathway restrictions, a 15-mph speed limit, age and helmet requirements, and pedestrian right-of-way provisions. The Board of Commissioners will review and discuss the proposed ordinance for formal consideration and potential adoption at the June 1, 2026, meeting.

In response to Commissioner Plutko's question regarding the enforcement of this code, Mr. Benigni stated that with the amendment it aids the Police Department with the enforcement of E-bike regulations, and the use on Township property.

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

Commissioner Herrod stated that some kids don't realize how dangerous it is to themselves and other people. He expressed stricter rules and better knowledge is needed to help prevent serious injury.

Commissioner Thomas stated the approach is good and effective for the properties that the Township owns. We're seeing more use of e-bikes and other motorized vehicles generally or frequently with young people on public roadways and state roadways. Our ordinance cannot regulate these

situations. The Township is in contact with the State, specifically Senator Robinson, and he assured us they are preparing a bill in Harrisburg to deal with the matter regarding public roadways. Commissioner Thomas is looking forward to seeing that go into effect.

Commissioner Graves highlighted the dangers of e-bikes on trails in the South Hills, where flat areas are limited. He expressed concern for pedestrians who may not hear approaching riders due to earbuds. He emphasized the need for regulations, including a 15-mph speed limit, and called for strict enforcement to prevent accidents. Commissioner Graves expressed concern that without these measures, someone could be injured by an e-bike, even at lower speeds.

Mr. Matthew Serakowski, stated in regards to enforcement of this amendment, the police department does run regular quad patrols through Boyce Mayview Park, along with several of our other parks.

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

Commissioner Burlingame thanked Mr. Benigni for his time and stated that other Townships throughout Western Pennsylvania are also experiencing issues with E-bike riders.

RECOMMENDATION RE. ESTABLISH PUBLIC HEARING RE. PLC26-1301 – ZONING TEXT AMENDMENT TO CHAPTER 130 OF THE TOWNSHIP CODE ENTITLED “ZONING” TO ADD A DEFINITION OF TOBACCO/VAPE SHOP TO SECTION 130.3, DEFINITIONS AND ADD TOBACCO/VAPE SHOP AS A CONDITIONAL USE IN THE C3, REGIONAL SHOPPING CENTER DISTRICT

Mr. Benigni stated that the Township has initiated a proposed zoning text amendment to Chapter 130 of the Township Code to address the classification and regulation of Tobacco/Vape Shops. The amendment would establish a formal definition for “Tobacco/Vape Shop” within Section 130.3 (Definitions) and permit this use within the C3 Regional Shopping Center District as a conditional use.

Mr. Benigni stated the purpose of this amendment is to provide clarity in the Township Code regarding these types of businesses and to ensure they are appropriately regulated and located in areas consistent with the Township’s planning objectives. By designating tobacco and vape shops as a conditional use within the C3 District, the Township maintains oversight through the conditional use process while allowing for their consideration in areas intended for regional-scale commercial activity.

It is recommended that the Board of Commissioner’s establish the public hearing on June 6, 2026, by adoption of Resolution No. 1798. This may be accomplished by a simple motion and roll call vote.

MOTION AND VOTE TO APPROVE RESOLUTION NO. 1798

Commissioner Herrod moved to approve Resolution No. 1798 Re. Establish Public Hearing PLC26-1301 – Zoning Text Amendment to Chapter 130 of the Township Code Entitled “Zoning” to Add a Definition of Tobacco/Vape Shop to Section 130.3, Definitions and Add Tobacco/Vape Shop as a Conditional Use in the C3, Regional Shopping Center District. This was seconded by Commissioner Madden and carried with a 7-0 roll call vote.

PRESENTATION RE. 2024 DEVONWOOD DRIVE TRAFFIC CALMING POLICY

Mr. Zach Stehle, Township Traffic Engineer, Trans Associates, shared a presentation for the Board of Commissioners reviewing the Devonwood Drive Traffic Calming Study conducted in the fall of 2024. Devonwood Drive, a half-mile residential local road connecting Murdstone Road and Washington Road, features three local intersections and one providing access to the High School and a church. The analysis focused on three segments of the road. Traffic calming measures are applicable to local or collector streets; Devonwood Drive, characterized by pedestrian and bicycle activity, meets the criteria for a local road. For comparison, the study used local street traffic calming criteria requiring a threshold of 2,000 vehicles per day, an 85th percentile speed over 10 mph above the posted limit, and a peak hour volume exceeding 200 vehicles.

In addition, the evaluation of All-Way Stop Control criteria for unsignalized local road intersections involved referencing traffic control manuals and PennDOT's publication. Applicable warrants sight distance at each intersection, and eight-hour traffic volume. It was emphasized that stop control should not be implemented solely for limited corner sight distanced speed control.

Mr. Stehle stated the data collection phase for Devonwood Drive included measuring traffic volume, speed, and crash data. The road is 22 feet wide, has a maximum grade of 10% and features three unsignalized intersections, a small traffic circle, and a median island. Two marked crosswalks help pedestrians cross between the church and the parking lot. Parking is mostly allowed, with some restrictions. Sight distances were checked at the intersections, and crash data from 2019 to 2023 was analyzed.

Mr. Stehle reported on traffic data collected from November 18th to November 24th, 2024. The warm and dry weather did not affect the results. The area between Washington Road and Blairmont Drive saw about 2,100 vehicles daily, with a peak of 211 vehicles during busy hours and an 85th percentile speed of 26 mph. He stated west of Hycroft Drive, traffic dropped to under 1,600 vehicles per day. The volumes decreased further on Devonwood Drive while speeds reached 33 mph in a flat section. The data collection method ensured accurate readings.

Mr. Stehle stated that the traffic study showed that only one of three locations met the daily volume threshold. The 85th percentile speed was below 10 mph, failing to meet the peak hour traffic volume criteria. There were no reportable crashes from January 1, 2019, to December 31, 2023, leading to no recommended traffic calming measures. He stated the average daily traffic met peak hour volumes only near Route 19, with lower volume moving west. Increased traffic likely came from a nearby church. The 85th percentile speed was between 25-33 mph. No intersections met the criteria for All-Way Stop Control along Devonwood Drive.

In response to Commissioner Burlingame's question regarding the completion of another traffic study in May while school is still in session, Mr. Serakowski stated his expectation would be to have this accomplished.

Commissioner Burlingame stated the Board would like to maintain the same criteria used two years ago and asked if this policy is consistent with other Township's in the South Hills. He stated they would like to have a study done in the month of May. In response, Mr. Serakowski confirmed that this policy is consistent with other Townships in the South Hills. He also stated that another study could be done following the adoption of the policy and the school district would oversee any bus stop movement.

Mr. Stehle confirmed that the 85th percentile speed is the industry standard when comparing the speed thresholds per the vehicle code. There is a 10 mph threshold and ADT peak hour volumes are similar to respective Township's.

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

Mr. Matt Amick, 192 Devonwood Drive, stated he appreciated the summary of the study and proposed conducting another one. He pointed out that speed data was not collected at a key section near his home, which is important for the report's context. He submitted a document prepared with his neighbors for the Board of Commissioners. He acknowledged some misunderstanding on his part regarding traffic calming expertise but indicated he felt compelled to act after witnessing unsafe conditions for his family. Mr. Amick measured speeds of 41 mph on his street with a radar gun, noting that is not the fastest observed. Mr. Amick stressed the need for action to address safety concerns, especially when children are outside, and supported the Board's efforts in this process.

Mr. Cliff Rowe, 2119 Blairmont Drive, stated there are several kids in the neighborhood who frequently ride bikes. He questioned the traffic study being done in the middle of November when Murdstone Road was closed for construction and may not have been the best use of Township resources.

Mr. Amick stated Mr. Benigni was kind enough to send one of the residents requested results on the prior traffic calming study that had been done. He didn't believe that where speed bumps or other measures were implemented, that all three of those criteria were actually met. In response to Mr. Rowe's point regarding voting on this policy, Mr. Amick stated the criteria is too harsh for this street and inquired if there is a way to not meet all of the thresholds and still vote on the policy.

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

Commissioner Thomas stated that Devonwood Drive intersects Murdstone Road and Panther Pass, and he noted that construction on Murdstone Road during the study periods needs to be considered for future studies. He stated that speeding tends to occur before high school classes start and just after they end. Mr. Thomas stated that communication with school police revealed that congestion, not speeding, is an issue on Panther Pass. He suggested that delays on Panther Pass could lead drivers to speed on Devonwood Drive. He emphasized that any traffic study must reflect the critical times for speeding and take current road conditions into account.

Mr. Matt Lanz, 191 Devonwood Drive, stated they do have the speed signs that have been set up for the past four weeks and asked if there has been any data available from that study. In response Commissioner Burlingame stated that the Township does not have that information available to present tonight.

In response to Mr. Lanz's inquiry regarding a current Right-to-Know request that the Police Department and Community Development are working on, Mr. Serakowski emphasized the need to release all information together to address the submitted questions clearly. He stated with school ending in May, if delays occur, the study will have to take place in September when school resumes. Mr. Serakowski stated the Board plans to review everything since the available data is over a year old and residents have concerns about it. He stated the Township will follow the adopted policy and provide updates at the next meeting in June. Mr. Serakowski stated that if the Board votes tonight, it will be based on this evening's presentation.

In response to Commissioner Maddens inquiry regarding All-way stop sign criteria, Mr. Stehle confirmed that PennDOT publishes to the official traffic control devices that reference MUTCD (Manual Uniform on Traffic Control Devices). MUTCD outlines numerous criteria and these three were the most applicable. It provides additional guidance where stop signs are to be implemented. In this case they are not to be implemented due to limited corner site distance and to control speeds.

Mr. Rowe asked if the speed limit can be reduced to 15 mph in the neighborhood. He stated the current speed limit is 25 mph.

In response to Mr. Rowe's question, Mr. Stehle stated the statutory speed limit in residential districts is 25 mph unless there is an engineering study that justifies the reduction to 15 mph.

Commissioner Burlingame stated the Board would like to have a study done that encompasses the school traffic that was discussed tonight. The Board would like the criteria to be consistent to what was used previously and will render a decision based upon that criteria. In response Mr. Serakowski stated that staff will move forward with the study.

RECOMMENDATION RE. APPROVAL OF CONTRACTS

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

Cleveland Brothers Caterpillar, Murrysville, PA	One (1) 2026 Caterpillar 255-05 Skid Loader	\$85,111.00
General Recreation, Inc. Newton Square, PA	Tustin Park Playground Structure	\$84,568.20
Allegheny Fence Construction Co., Inc. Pittsburgh, PA	Municipal Basketball Playground Fence	\$69,460.00
Stryker Sales, LLC Chicago, IL	Six (6) Model 6507 Power-Pro Ambulance Electronic Stretchers	\$199,961.76

Commissioner Graves inquired about the Tustin Park Playground Structure and questioned whether the park designs were created from discussions or were randomly chosen. In response, Mr. Mansfield stated that the various styles were created from Recreation and Public Works.

Commissioner Plutko added that there is a significant mudslide at Tustin Park that needs to be addressed. In response Mr. Mansfield confirmed, it will be addressed.

A simple motion and voice vote will authorize these contracts.

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

MOTION AND VOTE TO APPROVE CONTRACTS

Commissioner Thomas moved to approve the above contracts. This was seconded by Commissioner Graves and carried with a 7-0 voice vote.

RECOMMENDATION RE. CABLE COMMUNICATIONS FRANCHISE AGREEMENT RENEWAL WITH COMCAST OF COLORADO/PENNSYLVANIA/WEST VIRGINIA LLC

Mr. Mansfield stated that Staff is recommending the Board's approval to execute the Cable Franchise Renewal Agreement between the Township of Upper St. Clair and Comcast of Colorado/Pennsylvania/West Virginia, LLC. Staff recommends Board approval of Resolution No. 1799 to authorize the execution of the Cable Franchise Renewal Agreement between the Township of Upper St. Clair and Comcast of Colorado/Pennsylvania/West Virginia, LLC. This can be accomplished by a motion and roll call vote.

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

In response to Commissioner Thomas's question regarding an increase in revenue with the adoption of this agreement, Mr. Mansfield stated it would likely remain the same. Both vendors are about \$50,000 per quarter based on the number of Township residents that are plugged into cable.

In response to Commissioner Plutko's question regarding the length of the contract, Mr. Mansfield stated that these agreements have been 12-15 years in the past.

MOTION AND VOTE TO ADOPT RESOLUTION NO. 1799

Commissioner Herrod moved to adopt Resolution No. 1799 Re. Cable Communications Franchise Agreement Renewal with Comcast Colorado/Pennsylvania/West Virginia LLC. This was seconded by Commissioner Madden and carried with a 7-0 roll call vote.

OTHER BUSINESS

Commissioner Burlingame stated that the new Fire Department apparatus looks great, but the addition of many new members looks even better. Commissioner Burlingame noted the positive recruitment efforts made over the past few years. Commissioner Burlingame thanked Staff for everything and stated the safety and security of our Township is in a better place.

Commissioner Herrod stated his appreciation for Chief Hale and his leadership.

ADJOURNMENT

Following a motion for adjournment by Commissioner Pardini and a second by Commissioner Plutko which carried with a 7-0 voice vote, the meeting was adjourned at approximately 8:33PM.

Autumn Gibson
Recording Secretary
May 4, 2026