

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, APRIL 6, 2026 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. Proclamation Recognizing National Library Week in Upper St. Clair, April 19 – 25, 2026. (Proclamation enclosed) (Commissioner Burlingame to Present)
5. Review of the Board of Commissioners' Regular Meeting Minutes of March 2, 2026. (Minutes enclosed)
6. Comments from Citizens and Taxpayers on Matters Not Included on the Agenda.

OLD BUSINESS

7. None.

NEW BUSINESS

8. Recommendation Re. Approval of Contracts. (Memorandum enclosed)
9. Recommendation Re. Approval of Option to be Included in the Community Development Block Grant (CDBG) and Home Investment Partnerships Programs. (Memorandum and Resolution No. 1796 enclosed)
10. Recommendation Re. Approval for a Grant Application Through the Department of Community and Economic Development for the Upper St. Clair Montour Trail Access Feasibility Assessment. (Memorandum and Resolution 1797 enclosed)
11. Other Business.
12. Adjournment.

MEMORANDUM

To: Board of Commissioners
From: Matthew R. Serakowski, Township Manager
Date: April 2, 2026
Subject: **RECOMMENDATION RE. RECOGNITION**

Staff has prepared a Proclamation to be presented at the April 6, 2026, Regular Meeting of the Board recognizing:

- April 19-25, 2026, as National Library Week in Upper St. Clair. Mr. Chris Gmitter, Director of Library will be present to accept the Proclamation.



Attachment

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Official Proclamation

Township of Upper St. Clair

A PROCLAMATION OF THE TOWNSHIP OF UPPER ST. CLAIR, A HOME RULE MUNICIPALITY, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, DESIGNATING APRIL 19-25, 2026 AS NATIONAL LIBRARY WEEK IN UPPER ST. CLAIR.

WHEREAS, libraries spark creativity, fuel imagination, and inspire lifelong learning, offering a space where individuals of all ages can find joy through exploration and discovery; and serve as vibrant community hubs, connecting people with knowledge, technology, and resources while fostering civic engagement, critical thinking and cultural enrichment; and,

WHEREAS, libraries provide free and equal access to books, digital tools, and innovative programming, ensuring that all individuals – regardless of background – have the support they need to learn, connect, and thrive; and,

WHEREAS, libraries partner with schools, businesses, and organizations to maximize resources, increase efficiency, and expand access to essential services, strengthening the entire community; and,

WHEREAS, libraries empower job seekers, entrepreneurs, and lifelong learners by providing access to resources, training, and opportunities that support career growth and economic success; and,

WHEREAS, libraries nurture young minds through Storytimes, STEAM programs, and literacy initiatives, fostering curiosity and a love of learning that lasts a lifetime; and,

WHEREAS, libraries protect the right to read, think, and explore, standing as champions of intellectual freedom and free expression; and,

WHEREAS, dedicated librarians and library workers provide welcoming spaces that inspire discovery, collaboration, and creativity for all; and,

WHEREAS, libraries, librarians, and library workers across the country are joining together to celebrate National Library Week under the theme “Find Your Joy”. TM

NOW, THEREFORE, BE IT PROCLAIMED, by the Board of Commissioners of the Township of Upper St. Clair as follows:

THAT, the week of April 19-25, 2026, is designated as National Library Week in Upper St. Clair and we encourage all residents to visit their library, explore its resources, and celebrate all the ways that the library helps our community to find joy.

ADOPTED this 6th day of April, 2026

TOWNSHIP OF UPPER ST. CLAIR

By _____
President, Board of Commissioners

ATTEST:

Assistant Township Manager/Secretary



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.

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 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.

MEMORANDUM

To: Board of Commissioners

From: Matthew R. Serakowski, Township Manager

Date: April 3, 2026

Subject: **RECOMMENDATION RE. APPROVAL OF CONTRACTS**

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

Groll Ornamental Iron Works, Pittsburgh, PA	Municipal Building Sidewalk Railings	\$61,870
Tri-Star Motors Blairsville, PA	Two (2) 2026 Ford F-600 4x4 Cab and Chassis (COSTARS Contracts #025-E22-550)	\$119,280
Stephenson Equipment, Inc. Lilly, PA	Two (2) 9' Aluminum Dump Body Upfit with stainless steel tailgate sale spreader, salt and liquid dispensing system and 9' snowplow (COSTARS Contracts #25-E22-432)	\$150,044

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

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MEMORANDUM

To: Board of Commissioners

From: Matthew R. Serakowski, Township Manager

Date: April 3, 2026

Subject: **RECOMMENDATION RE. APPROVAL OF OPTION TO BE INCLUDED IN THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME INVESTMENT PARTNERSHIPS PROGRAMS**

Attached is Resolution No. 1796 which authorizes the Township to "opt-in" to participate in the Allegheny County Community Development Block Grant (CDBG) and Home Investment Partnerships Programs.

Staff is recommending the approval of Resolution No. 1796. This may be accomplished by a simple motion and roll call vote.



Attachment

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TOWNSHIP OF UPPER ST. CLAIR

RESOLUTION NO. 1796

A RESOLUTION OF THE TOWNSHIP OF UPPER ST. CLAIR, A HOME RULE MUNICIPALITY, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, TO BE INCLUDED IN THE ALLEGHENY COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME INVESTMENT PARTNERSHIPS PROGRAMS FOR THREE PROGRAM YEARS – 2027, 2028, AND 2029.

WHEREAS, Title I of the Housing and Community Development Act of 1974, as amended, has established the Community Development Block Grant Program ("CDBG"); and

WHEREAS, the National Affordable Housing Act of 1990, as amended, has established the HOME Investment Partnerships Program ("HOME"); and

WHEREAS, the United States Department of Housing and Urban Development ("HUD"), has determined that the County of Allegheny (the "County"), has the powers to qualify as an "urban county" under the CDBG Program and the HOME Program; and

WHEREAS, the Attorney General of the Commonwealth of Pennsylvania has issued a legal opinion that the County can undertake essential community development and housing assistance activities within the jurisdiction of the Township of Upper St. Clair (the "Municipality") only upon the consent of said Municipality; and

WHEREAS, the County, through its Department of Economic Development, has requested the Municipality give its consent for the County to undertake essential community development and housing assistance activities within the Municipality from annual CDBG grants and HOME funds for program years 2027, 2028, and 2029.; and

WHEREAS, the Municipality is willing to give its consent for the County to undertake the aforementioned activities within its jurisdiction for program years 2027, 2028, and 2029, and to include the Municipality's population as part of the threshold population figure necessary to qualify the County as an "urban county".

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Township of Upper St. Clair as follows:

THAT, The Municipality is hereby authorized to enter into a Cooperation Agreement with the County for the County to undertake essential community development and housing assistance activities within the Municipality from annual CDBG grants and HOME funds received by the County from HUD for the program years 2027, 2028, and 2029.

THAT, The appropriate officers and officials of the Municipality are hereby authorized to take whatever actions are necessary to effectuate this Resolution.

ADOPTED THIS 6th DAY OF APRIL 2026.

TOWNSHIP OF UPPER ST. CLAIR

By _____
President, Board of Commissioners

ATTEST:

Township Manager/Secretary

MEMORANDUM

To: **Matthew R. Serakowski, Township Manager**

From: **Adam A. Benigni, Director of Planning and Community Development**

Date: **April 2, 2026**



Subject: **RECOMMENDATION RE. APPROVAL FOR A GRANT APPLICATION THROUGH THE DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT FOR THE UPPER ST. CLAIR MONTOUR TRAIL ACCESS FEASIBILITY ASSESSMENT**

The Township desires to apply for a grant through the Greenways, Trails and Recreation Program of the Commonwealth Financing Authority in the amount of \$96,000 to be used the Upper St. Clair Montour Trail Access Feasibility Assessment

It is recommended that the Board of Commissioners approve Resolution No. 1797 which authorizes Mark S. Mansfield, Assistant Township Manager, to file all applications, documents, and forms between the Township of Upper St. Clair and the DCED.

Attachment

1. Resolution No. 1797

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TOWNSHIP OF UPPER ST. CLAIR

RESOLUTION NO. 1797

A RESOLUTION OF THE TOWNSHIP OF UPPER ST. CLAIR, A HOME RULE MUNICIPALITY, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, AUTHORIZING THE FILING OF AN APPLICATION FOR GREENWAYS, TRAILS AND RECREATION PROGRAM FUNDS WITH THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT

WHEREAS, the Township of Upper St. Clair hereby requests a Greenways, Trails and Recreation Program grant in the amount of \$96,000 from the Commonwealth Financing Authority to be used for the Upper St. Clair Montour Trail Access Feasibility Assessment.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Township of Upper St. Clair as follows:

THAT, in accordance with Section C-602 of the Home Rule Charter, Matthew R. Serakowski, Township Manager, has the authority to execute all documents and agreements between the Township of Upper St. Clair, the Pennsylvania Department of Community and Economic Development and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant; and,

THAT, in accordance with Section 29.2.4. of the Township Code Mark S. Mansfield, Assistant Township Manager, is hereby authorized with the ability to file the documents and execute forms between the Township of Upper St. Clair, the Pennsylvania Department of Community and Economic Development and the Commonwealth Financing Authority as designated by the Township Manager; and,

THAT, Mark S. Mansfield, Assistant Township Manager, hereby certifies that the foregoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Township Board of Commissioners at a meeting held on April 6, 2026 and said Resolution has been recorded in the Minutes of the Township of Upper St. Clair and remains in effect as of this date.

ADOPTED THIS 6TH DAY OF APRIL 2026.

TOWNSHIP OF UPPER ST. CLAIR

By _____
President, Board of Commissioners

ATTEST:

Assistant Township Manager