

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, MARCH 2, 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. Review of the Board of Commissioners' Regular Meeting Minutes of February 2, 2026. (Minutes enclosed)
5. Comments from Citizens and Taxpayers on Matters Not Included on the Agenda.

OLD BUSINESS

6. Continued Public Hearing Re. PLC25-0004 – St. Clair Country Club Paddle Hut – Unified Conditional Use Preliminary and Final Land Development Approval. (Memorandum and Bill No. 2-26 enclosed)

NEW BUSINESS

7. Recommendation Re. Adoption of Resolution for Plan Revision for New Land Development (Planning Module) for PLC25-0004 – St. Clair Country Club Paddle Hut. (Memorandum and Resolution No. 1793 enclosed)
8. Recommendation Re. Approval of Contracts. (Memorandum enclosed)
9. Recommendation Re. Disposal of Records. (Memorandum and Resolution No. 1794 enclosed)
10. Recommendation Re. Authorizing the Township to Enter into a Multi-Year Agreement with the Pennsylvania Department of Transportation for Comprehensive Road Maintenance. (Memorandum and Resolution 1795 enclosed)
11. Other Business.
12. Adjournment.

BOARD OF COMMISSIONERS MEETING MINUTES

February 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, February 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 Madden
Commissioner Pardini
Commissioner Plutko
Commissioner Thomas

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
Amy Wiszczor	Recording Secretary

EXCUSED: Matthew R. Serakowski Township Manager

PUBLIC: Approximately 40 people attended.

Commissioner Burlingame stated that prior to this meeting, the Board met for an Executive Session to discuss legal and personnel matters.

PROCLAMATION RECOGNIZING GABRIEL JOSEPH ZYCH FOR ATTAINING THE RANK OF EAGLE SCOUT

Commissioner Pardini presented a Proclamation to Gabriel Joseph Zych for attaining the rank of Eagle Scout and congratulated him on his achievements. Gabriel explained the significance of a Frassatti-Molla Scholar to those in attendance as requested by Commissioner Pardini.

REVIEW OF BOARD OF COMMISSIONERS' REGULAR MEETING MINUTES OF JANUARY 5, 2026

Commissioner Plutko moved to approve the Regular Meeting Minutes of January 5, 2026. This was seconded by Commissioner Thomas and carried with a 7-0 voice vote.

PUBLIC COMMENTS

Mr. Marty Kaplan, 2077 Blairmont Drive, stated he is attending tonight to discuss the safety issues on Blairmont Drive. Mr. Kaplan expressed his gratitude to the new Ward 2 Commissioner, stating that Commissioner Herrod has "raised the bar" for local representation. He shared that this was the first time a Commissioner had taken the time to meet him at home to hear his concerns firsthand.

For several years, Blairmont has been used by students as a parking lot for Upper St. Clair high school. Initially parking on Blairmont was not allowed and disciplinary action was taken. With parent pressures, the school changed their policy to now offer passes to the majority of seniors that want to drive and other students wishing to drive to the school can park wherever. In essence, the school has a “not my problem” policy which has resulted in numerous students, 12-14 vehicles, now parking daily on Blairmont Drive, weather permitting. Cars must weave around parked vehicles, as well as navigate the crest of a hill which creates a safety hazard. In the last six months, this parking issue has caused a fire truck emergency vehicle to be stuck for over twenty-five minutes and at least (5) school buses being blocked, as well as numerous occurrences of cars weaving in and out trying to navigate the hill. The occurrences have been well documented and seen by both the school police staff as well as Upper St. Clair Township. At times mailboxes are blocked, which is a federal crime to knowingly obstruct mail delivery. Other services such as garbage pickup, deliveries and lawn care are affected by the parking situation.

Mr. Kaplan stated that a survey was conducted and the results were given to the Township. A restriction of no parking except for service vehicles between 7am and 9am on weekdays would solve this problem. The residents want this condition resolved. He has heard about student rights, parent rights and school policy, but wants to know the rights of the residential taxpayers. The 35 homes he refers to represent \$22.2 million in county excess tax value and these homes pay approximately \$750,000 in school property taxes annually.

To close his presentation, Mr. Kaplan stated that government agencies – city, township, county or state – have a duty to keep public roads reasonably safe for motorists and failure to do so is being negligent. He understands that the Board has other priorities to consider and devote their time to, but safety is the number one priority.

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

Commissioner Burlingame thanked Mr. Kaplan and stated that the Board is aware of the issue he presented tonight and the Board will continue to work on this issue to find the root cause and solve it the best the Board can. Commissioner Burlingame thanked Commissioner Herrod for meeting with Mr. Kaplan, and he thanked Mr. Kaplan for all the work he has done regarding this parking issue.

Commissioner Burlingame asked if there were any additional comments from the public pertaining to items not on the agenda and there were none.

OLD BUSINESS

CONTINUED PUBLIC HEARING RE. PLC25-1302 - RECLASSIFICATION OF THE PROPERTY IDENTIFIED AS BLOCK/LOT 321-G-150 TO THE R-4 LOW-RISE MULTIFAMILY RESIDENTIAL DISTRICT AND RM RESTRICTED LIGHT INDUSTRIAL ZONING DISTRICT BY ZONING AMENDMENT TO THE TOWNSHIP ZONING MAP

Commissioner Burlingame stated that this is the continued public hearing on an application filed by Northwest Land LLC #1023 to reclassify the property located at 1512 McLaughlin Run Road (Block/Lot 321-G-150) to its previous zoning designations of R-4 Low-Rise Multifamily Residential District and RM Restricted Light Industrial District.

Those wishing to testify, who were not previously sworn in, were sworn in by Commissioner Burlingame.

Mr. Benigni reviewed the recommended public hearing procedures.

Mr. Benigni then entered Township Exhibit #28 into the record.

Mr. Irv Firman, Township Attorney, stated that at the previous Board of Commissioners meeting in January there were some misunderstandings and misinformation regarding what was happening and what this ordinance was about. Mr. Firman continued with a presentation for the public and the Board of Commissioners that reviewed the Municipalities Planning Code Section 711(e), the 2026 proposed reclassification from PRD to R-4/RM, the history of the property, zoning classifications, historical development applications for the property, recent development applications, proposed 2026 zoning map and the law that now requires reclassification.

Mr. Firman stated that the only item that the Board is voting on tonight is reclassifying the property back to what it was prior to the PRD being approved, which is R-4 and RM. He stated that there is no development going on and no application for development at this point for this area.

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

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

Mr. David Lloyd, 1305 Wellington Drive, asked if there was any legal reason that the property must revert to R-4 and not to R-1, which is what it was previously.

In response to Mr. Lloyd's question, Mr. Firman stated that it has to be reclassified to what it was prior to the PRD being approved. Mr. Firman confirmed that this is the interpretation of what he was explaining in his presentation.

Mr. Tom Soroka, 1441 Deep Wood Drive, lives in Wyngate which is adjacent to this property being discussed tonight. He has lived in several communities throughout the township over the last 50 years. Over the years, he has also been involved in the township by serving on several boards, including the board for the Wyngate homeowners. He is proud of the township for their school district, police and fire departments, public works and the recreation center.

Mr. Soroka continued by showing a series of photos including a typical look at a street that he lives on which overlooks the property that is being rezoned and a photo with an example of high intensity living such as condos. He then shared his concerns if the property is rezoned including the loss of the 1/3 acre lots, flooding, increased traffic and decreased property values.

Commissioner Thomas commented that it is his understanding that the Board is not considering any form of rezoning tonight, it's better to call it reverting. The PRD replaced the R-4 and now, due to lack of development activity, the PRD has been abandoned. This means according to the law it must revert back to what the PRD replaced. If someone wants to rezone the property, they are free to do so. They will have to file an application and go through the entire process which ends up with the Planning Commission and Board of Commissioners. Based on the bridge that would need to be built for access to this property, it is unlikely that this property would ever be developed. Since the PRD was abandoned, the Township is required to revert back to R-4. Mr. Firman confirmed Commissioner Thomas' understanding of this situation.

Mr. Soroka inquired if alternate zoning classifications could be considered, in response Mr. Firman stated it must first go back to what it was.

Mr. James C. Stalder, 1821 Woodland Circle, has lived in the township for more than 50 years. He shared his concern for this property being rezoned to R-4 from a density standpoint due to the potential of increased traffic and accidents with the McMillen roundabout.. Mr. Stalder expressed concern that returning the property to R-4 zoning could lead to the construction of hundreds of townhomes and asked that this be avoided.

Commissioner Burlingame stated again that the Board is not voting on any development in this location. If or when the time comes, a traffic study will be completed.

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

Mr. Jeff Wilhelm, with Reed Smith, 225 Fifth Avenue, Pittsburgh, PA, stated he is representing Dmitry and Ann Shiry, 1309 Wellington Drive, to address the legal standard for this particular landowner amendment. He continued with a presentation to review the current property and zoning.

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

Mr. Dmitri Shiry, 1309 Wellington Drive, stated that their home is adjacent to and abuts block/lot 321-G-150, more commonly known as the Thomas property. He began by thanking those for their input at the Board of Commissioners meeting on January 5, 2026, and tonight. They shared several key points with respect to preserving the integrity of our community as well as identifying the negative impacts of R-4 zoning with respect to the Thomas property. He stated there are two key things from these comments that have resonated with him the most which were the comments and observations that have been focused on the safety and well-being of Upper St. Clair residents as well as the protection of our property. We recognize that communities like Upper St. Clair need to evolve, but as noted in the 2025-2035 Comprehensive Plan the Township needs to evolve with the right development and is the right fit in the right area.

Mr. Shiry continued with a presentation that highlighted the timeline of events for this property and his concerns of meeting the Upper St. Clair Comprehensive Plan 2025-2035, the density and intensity for the R-4 district, flooding and mine subsidence.

Mr. Shiry closed by referencing the Upper St. Clair Comprehensive Plan for 2025-2035 which refers to “guiding development within our community”. Tonight’s meeting presents an opportunity for the Board of Commissioners to do this by listening to its constituents who registered their position and concerns rather than rewarding an individual land owner by simply resetting the clock to allow for the dense and intense type of development permitted in the R-4 district which is contrary to the 2025-2035 Comprehensive Plan which states “the Township’s future and its use of land needs to be the right kind of development that is the right fit in the right area.” Mr. Shiry thanked everyone for their time and attention.

Ms. Bethany Salmen, 2677 Thorntree Drive, wanted to know what the zoning was prior to 1980 for this property. Mr. Benigni stated that the zoning prior to 1989 was R-1 and RM and confirmed that the property was not agriculture. Ms. Salmen suggested having this property zoned to agriculture in light of the concerns about building on this property.

Mr. Mark Schneider, 1429 Deep Wood Drive, stated he did a history search on the McLaughlin Run Creek flood history and the McLaughlin Run flood control. The McLaughlin Run Creek was established in 1864. There were several floods between 1924 and 1980, along with the recent floods mentioned by Mr. Shiry. In the 1980 flood, Bridgeville lost, or had significant damage, to 60 homes, so there is a responsibility with Upper St. Clair and Bethel Park to keep Bridgeville in mind in the decision of this property. Mr. Schneider continued by sharing his concerns about flooding and building on this block/lot that is being discussed tonight. He shared a couple of photos of townhome developments. He suggested that the township attorney put together an application to return this property to R-1.

Mr. Bill Dawson, 1220 Fox Run Circle, stated he has lived here for 40 years and has 15 acres in Upper St Clair. During that time, he cleared the land, fixed areas of land that were eroding, put in ground cover and raised a crop of trees. He stated that we need housing and based on the prices of housing that could be built on this lot, he is not concerned for who may purchase these homes, but he is concerned about absentee landlords, among others. He is concerned about impervious surface mitigation. He continued by saying there are two concepts to keep in mind. One is the stewardship of the land, the geology and where it sits and the other is just being a good neighbor.

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

Mr. Wilhelm asked Mr. Firman if he could move his presentation and Mr. Shiry's report into record this evening to which Mr. Firman confirmed he could.

Mr. Firman also asked Mr. Soroka if he would like his photos to be submitted into record this evening, to which Mr. Soroka confirmed he would.

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

Commissioner Madden moved that the consideration of this Bill be deferred to the next Board of Commissioners meeting or to the meeting on April 6, 2026.

Since a Commissioner did not 2nd the motion made by Commissioner Madden to defer the Bill to the next meeting, no vote was needed per Mr. Firman.

Mr. Firman stated that this is the Public Hearing stage and following the procedures the next step is to close the public hearing and then consider the ordinance.

Mr. Firman asked if there was anyone else that wanted to make comments on this particular zoning reclassification and there were none.

MOTION AND VOTE TO CLOSE THE PUBLIC HEARING RE. PLC25-1302 - RECLASSIFICATION OF THE PROPERTY IDENTIFIED AS BLOCK/LOT 321-G-150 TO THE R-4 LOW-RISE MULTIFAMILY RESIDENTIAL DISTRICT AND RM RESTRICTED LIGHT INDUSTRIAL ZONING DISTRICT BY ZONING AMENDMENT TO THE TOWNSHIP ZONING MAP

Commissioner Thomas moved to close the Public Hearing Re. PLC25-1302 Reclassification of the Property Identified as Block/Lot 321-G-150 to the R-4 Low-Rise Multifamily Residential District and RM Restricted Light Industrial Zoning District by Zoning Amendment to the

Township Zoning Map, this was seconded by Commissioner Herrod and carried with a 7-0 voice vote.

Commissioner Burlingame thanked everyone for coming to the meeting. There was a lot of research and tremendous amounts of data, which the Board appreciates. Commissioner Burlingame stated that the Board is voting to revert, as Commissioner Thomas stated, back to R-4 and RM.

MOTION AND VOTE TO ADOPT BILL NO. 01-26

Commissioner Thomas moved to approve Bill No. 01-26 Re. PLC25-1302 Reclassification of the Property Identified as Block/Lot 321-G-150 to the R-4 Low-Rise Multifamily Residential District and RM Restricted Light Industrial Zoning District by Zoning Amendment to the Township Zoning Map. This was seconded by Commissioner Pardini and carried with a 7-0 roll call vote.

NEW BUSINESS

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

Mr. Benigni stated that this is an application for Unified Conditional Use/Preliminary and Final Land Development Approval to construct a new paddle hut at the St. Clair Country Club, located at 2300 Old Washington Road.

Commissioner Thomas and Commissioner Madden recused themselves since they are members of St. Clair Country Club.

Mr. Benigni reviewed the recommended public hearing procedures.

Those wishing to testify were sworn in by Commissioner Burlingame.

Mr. Benigni then entered Township Exhibits #1 through #15 and Applicant Exhibits #1 through #14 into the record.

Mr. Jason D'Amico, 494 Broadmoor Ave, Pittsburgh, stated that he is a member of the St. Clair Country Club and is on their board. He began by stating this project is a continuation of a project that started last year in working coordination with the Township and the Board of Commissioners to relocate the paddle tennis courts at the Country Club from one location to another. Part of the approval process was to get an area called a warming hut or paddle hut for the players to use when it was cold out. The Commission approved this for a modular hut for up to one year with the understanding that it would be replaced in one year with a permanent facility. St. Clair Country Club is not looking to make any variances or changes to the code, just to move forward with the project in accordance with what had been planned.

Mr. Kevin Turkall, PO Box 10369, Pittsburgh, PA, architect for this project, gave a presentation regarding the location. The presentation reviewed the landscape plan, which included 87 trees planted along Old Washington Road to fill in the gaps. At the Planning Commission meeting on December 18, 2025, there were some concerns voiced about headlights coming up the driveway, so the landscaping plan is adding another 59 trees, some of which are Douglas fir, white pine and blue spruces which will be permanently screened for the entire year. When excavation is done, trees will

be planted on a three feet high dirt mound to also help with screening any headlights from traffic leaving the courts at 10pm.

Mr. Turkall explained that additional lighting will include small 42" bollards along the driveway for safety access for emergency vehicles, and for ADA accessibility. This roadway will be graded for ADA access and parking. A photometric study was conducted and there will not be any light pollution from these lights.

Mr. Turkhall reviewed the elevation and grading to connect to the paddle court.

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

Mr. Kevin Cain, 1577 Hastings Mill Road, asked Mr. Turkall if the driveway was only a service entrance and not used for parking for participants to which Mr. Turkall confirmed that there are twenty-four parking spaces for participants.

Ms. Ann Gentry, 2315 Old Washington Road, stated that she raised several questions last month at the Board of Commissioners meeting and they have not been addressed to her knowledge. Ms. Gentry reviewed her concerns regarding lighting, the road, and the parking lot.

Commissioner Burlingame asked Ms. Gentry if the lights are on twenty-four hours a day and Ms. Gentry stated that the 42" bollard lights are on from dusk until dawn and that the court lights turn off at 10pm. The safety lights that are not supposed to cast much light at all, are on until dawn, every day. Ms. Gentry stated she is concerned that the lights that will now line the road and parking lot will be on twenty-four hours.

Ms. Gentry stated the road and parking lot were supposed to be temporary for construction purposes only; however, they now seem to be permanent items in this plan, and that the Country Club went ahead and built them without having prior approval from the Planning Commission or Board of Commissioners.

Ms. Gentry stated that as this project grows, the paddle hut will be 6000 square feet, comparable to a complex similar to that of Cool Springs in Bethel Park.

Mr. John Gentry, 2315 Old Washington Road, stated he lives directly across the street from the paddle hut. Mr. Gentry shared his concerns about this project regarding use, size, hours of operation, parking, increased traffic and lighting. Mr. Gentry stated there is a need for a twenty-four-hour contact for the club who can act on behalf of the club and their contact information should be shared with emergency agencies and the surrounding neighbors.

Mr. Gentry expressed concerns regarding the Country Club's future plans to ask the Board of Commissioners to approve a commercial bar at over 6000 square feet. Due to the likelihood of insufficient parking and late operating hours, located adjacent to an R-1 zoning district, this would not be the best fit for a residential neighborhood. Mr. Gentry asks that the Board votes "no" on this proposal.

Mr. Turkall thanked everyone for their comments and concerns and stated that he would look into the issues with the lights. Mr. D'Amico clarified that the court lights are on timers and turn off every night at 10pm. The walkway bollard lights are there for pedestrian safety purposes.

Mr. Kevin Howard, 1849 Winchester Drive, stated that these lights are there for safety reasons. If an incident occurs, the lighting is necessary for emergency personnel to gain access safely.

Discussion ensued between Ms. Gentry and Commissioner Burlingame.

Mr. Turkall stated that the temporary road was put in there for construction and to get the portable trailer to its location. This was all part of the approval of the courts. Now that we are doing the second phase, they are looking at the road, knowing access is needed for emergency vehicles, ADA access and the parking lot, so it is a cost-effective solution to pave over that existing road. J.R. Gales Associates prepared an entire site of civil solution drawings that have storm water management, soil erosion control, earth grading and the requirements that Gateway reviewed. Mr. Turkhall requested the Township review the comments addressed by J.R. Gales Associates before the second hearing next month and confirm that they are complying with the requirements for the permanent road.

Mr. Turkall continued by stating that the size of the building is a 3000 square footprint with a basement below it. There are four courts, each court has four players, that is sixteen players at any given time playing and others waiting to play or warming up after they play. So, there could be as many as 24 or 32 people using the courts. With this number of people, the size of the building is not too big for this use.

Discussion ensued between Mr. Turkall, Mr. D'Amico, Commissioner Pardini and members of the public regarding the temporary and permanent status of the road.

Ms. Bethany Salmen, 2677 Thorntree Drive, stated that she is a paddle player at St. Clair Country Club and plays in the evenings and during the day. In the evenings, the court lights do turn off automatically at 10pm and they cannot be kept on any longer. The path that has the 42" bollard lights is how the players access to the parking lot. It has very low lighting, and it is dark. When the women play on Wednesday nights and the match is over at 9:15pm, then they turn the court lights off early. The lights are able to be turned on and off during court hours.

Mr. Gentry, Ms. Salmen, Commissioner Herrod and Mr. Turkall added to the conversation regarding the lighting.

Mr. Matt Durbin, 1764 Sapphire Court, stated he wanted to understand why this project would not be approved considering that the Country Club has presented the project that is within the current code, current ordinances and has already made concessions to the community in good faith outside of what is allowed in the current ordinances by limiting use, setting the courts as low as feasible within the current allowable space to try and mitigate the impact to the residents. The paddle hut from his perspective is strategically positioned to further limit any of the concerns for light pollution. He understands it is a change from what was there, but it appears the club has done everything they could to try to mitigate and minimize the impact while maintaining what is a by right as long as they meet the conditions.

Mr. Gentry stated that the details are lacking regarding the lighting impact on the paddle hut, the uses of the building, if it would be seasonal only and the time of day it will be used.

Ms. Jessica Hrabovsky, 2325 Old Washington Road, stated their house faces the parking lot to the Country Club. She shared her concerns about the lights that will be on the permanent hut and shining into her home since the temporary structure was not facing in the same direction as the permanent structure. Ms. Hrabovsky expressed concerns that the proposed permanent structures are in different

locations than original plans that had been approved. She stated these structures will create more lights and more traffic. She has seen a full-size scale picture of what the permanent structure will look like, and it is not friendly to where we are living.

Discussion ensued between Mr. Turkall, Mr. D'Amico, the Commissioners and members of the public regarding the size of the structure, the use of the building, the time frame of use, the court and path lighting, the removal of the temporary structure, the parking lot and its lighting and the purpose of the decks in the permanent building.

Ms. Hrabovsky stated that they have lived in their home for 28 years and the Country Club is trying to be good neighbors. They had issues with golf balls coming into their yard and the Country Club has since moved the driving range. However, the proposal and the agreement was with the temporary structure. She questioned why the permanent structure couldn't be built where the temporary structure is now. She also questioned what the use of the building would be after paddle ball season and could the paddle ball players go to the country club after 10pm. Ms. Hrabovsky asked if the structure could be limited use for its original purpose and not an overflow for other venues or other activities after 10pm.

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

Commissioner Herrod moved to continue Public Hearing Re. PLC25-0004 – St. Clair Country Club Paddle Hut – Unified Conditional Use Preliminary and Final Land Development Approval to the Board of Commissioners' Regular meeting on Monday, March 2, 2026. This was seconded by Commissioner Pardini and carried with a 5-0-2 voice vote. Commissioners Thomas and Madden recused themselves from voting.

RECOMMENDATION RE. APPROVAL OF CONTRACTS

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

Axon Enterprise, Inc. Scottsdale, AZ	In-Car Fleet Camera Systems for 11 Police Vehicles	\$151,777.20
Laurel Ford Windber, PA	One (1) 2026 Ford Police Interceptor Utility AWD Vehicle	\$ 46,690.00
Laurel Ford Windber, PA	One (1) 2026 Ford Explorer 4x4 ST Police Vehicle	\$ 52,440.00
Weber Murphy Fox Erie, PA	Architectural services Outdoor Pool Area Enhancements	\$418,567.00
Wallover Architects Erie, PA	Indoor Facility Enhancements Outdoor Pool Enhancements	\$75,400.00

Vortex Aquatic Structures Int'l Dover, DE	Indoor Play Structure	\$390,232.57
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A simple motion and voice vote will authorize these contracts.

Mr. Mansfield stated that the final contract language on the architectural contracts will be subject to the approval of the Township attorney and Manager.

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

MOTION AND VOTE TO APPROVE CONTRACTS

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

RECOMMENDATION RE. 2026-2027 TOWNSHIP ENGINEER FEE SCHEDULE

Mr. Mansfield stated that the proposed Township Engineer's 2026 - 2027 Fee Schedule and the prior Fee Schedule has been provided for the Board.

Staff has reviewed the proposed Township Traffic Engineer's 2026 – 2027 Fee Schedule and is recommending approval which may be accomplished by a simple motion and voice vote.

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

In response to Commissioner Burlingame's question, Mr. Galet stated that the average increase over the 2-year contract is ten percent.

MOTION AND VOTE TO APPROVE TOWNSHIP ENGINEER 2026 - 2027 FEE SCHEDULE

Commissioner Plutko moved to approve the 2026 – 2027 Township Engineer Fee Schedule. This was seconded by Commissioner Herrod and carried with a 7-0 voice vote.

RECOMMENDATION RE. REAPPOINTMENTS TO VARIOUS TOWNSHIP BOARDS/COMMISSIONS

Mr. Mansfield explained that the following Board and Commission terms expired on December 31, 2025. He stated that Staff recommends the Board of Commissioners approve the following appointments/reappointments which this may be accomplished by a simple motion and voice vote.

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

- Firas Abdelahad
- Glenn Avick
- Denis Flaherty

Civil Service Board – 3 year term

- P.J. Muray, III

Library Board – 3 year term

- Robert G. Ontolchik

Municipal Authority – 5 year term

- Mark D. Christie

Planning Commission – 4 year term

- Robin Weissert

- Jeffrey Krantz

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

MOTION AND VOTE TO APPROVE REAPPOINTMENTS TO VARIOUS TOWNSHIP BOARDS AND COMMISSIONS OF THE TOWNSHIP OF UPPER ST. CLAIR

Commissioner Thomas moved to approve the above appointments to various Township Boards and Commissions of the Township of Upper St. Clair. This was seconded by Commissioner Herrod and carried with a 7-0 voice vote.

RECOMMENDATION RE. APPOINTMENT TO THE ZONING HEARING BOARD BY ADOPTION OF RESOLUTION NO. 1792

Mr. Mansfield explained that 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. 1792 by a simple motion and roll call vote.

Zoning Hearing Board – 3 year term

- Dwight D. Ferguson

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. 1792

Commissioner Thomas moved to adopt Resolution No. 1792 Re. the Appointment of Dwight D. Ferguson to the Zoning Hearing Board of the Township of Upper St. Clair. This was seconded by Commissioner Graves and carried with a 7-0 roll call vote.

RECOMMENDATION RE. AFFIRM BOARD OF COMMISSIONER COMMITTEES 2026-2027.

Mr. Mansfield stated that the list of Board of Commissioners Committee assignments for 2026-2027 has been provided to the Board. In accordance with Chapter 19 of the Township Code entitled “Board of Commissioners”, Section 19.9 entitled “Committees”, “Standing and ad hoc committees of the Board of Commissioners may be established by the president on the majority affirmative vote of the Board of Commissioners”.

Staff recommends that the Board affirm these assignments. This may be accomplished by a simple motion and voice vote.

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

Commissioner Burlingame asked for a motion to approve the Board of Commissioner Committees assignments for 2026-2027. Commissioner Thomas moved to approve the committee assignments. This was seconded by Commissioner Plutko and carried with a 7-0 voice vote.

OTHER BUSINESS

None.

ADJOURNMENT

Following a motion for adjournment by Commissioner Pardini and a second by Commissioner Herrod which carried with a 7-0 voice vote, the meeting was adjourned at approximately 10:44PM.

Amy Wiszczor
Recording Secretary
February 2, 2026

MEMORANDUM

To: Matthew R. Serakowski, Township Manager
From: Adam A. Benigni, AICP, Director of Planning and Community Development
Date: February 27, 2026



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

GENERAL INFORMATION

Applicant: St. Clair Country Club

Landowner: St. Clair Country Club

Action Requested: Unified Conditional Use / Preliminary and Final Land
Development Approval

Purpose: To construct a paddle hut

Zoning: R-LI, Low Intensity Residential District

Location: 2300 Old Washington Road

Lot/Block No.: 478-G-110

Size: 238.8 acres

Existing Land Use: Country Club and Golf Course

**Surrounding Land
Use & Zoning:** North: R1, Single Family Residential District
West: R1, Single Family Residential District
East: R1, Single Family Residential District
South: R1, Single Family Residential District

Procedural History: 12/04/25: Application filed
12/18/25: Planning Commission Recommendation
02/02/26: Public Hearing opened
03/02/26: Continued Public Hearing

TOWNSHIP EXHIBIT NO. 16

TO: Matthew R. Serakowski, Township Manager
FROM: Adam A. Benigni, AICP, Director of Planning and Community Development
DATE: February 27, 2026
IN RE: CONTINUED PUBLIC HEARING RE. PLC25-0004 – ST. CLAIR COUNTRY CLUB PADDLE HUT – UNIFIED CONDITIONAL USE PRELIMINARY AND FINAL LAND DEVELOPMENT APPROVAL Page 2

Public Hearing

This hearing was continued by the Board of Commissioners from February 2, 2026 to March 2, 2026, for the purpose of taking staff testimony.

Public Notice

The hearing has been duly advertised and notice properly given in accordance with the Municipalities Planning Code and the Code of the Township. (Twp. Ex. Nos. 5-9)

Recommended Continued Public Hearing Procedure

1. Swearing in of additional testifiers, if any;
2. Presentation of additional exhibits by the Director of Planning and Community Development;
3. Staff testimony by the Director of Planning and Community Development;
4. Questions by the Board of Commissioners;
5. Additional testimony from the applicant or the public;
6. Provided no further testimony is needed, the hearing may be closed and action taken.

Exhibits

The following Exhibits will be entered into evidence at the public hearing on March 2, 2026:

Township

16. Memo dated February 27, 2026 to Matthew R. Serakowski from Adam A. Benigni (this memo)
17. Township Engineer's review memo dated February 20, 2026
18. Township Engineer's Planning Module review memo dated February 20, 2026

Applicant

15. Tentative/Final Plans St. Clair Country Club – Paddle Hut on thirty-five (35) pages prepared by J.R. Gales Associates dated December 4, 2025, revised February 13, 2026, date stamp received February 13, 2026
16. Postconstruction Stormwater Management Plan prepared by J.R. Gales Associates revised December 17, 2025, revised February 13, 2026, date stamp received February 13, 2026

TO: Matthew R. Serakowski, Township Manager
FROM: Adam A. Benigni, AICP, Director of Planning and Community Development
DATE: February 27, 2026
IN RE: CONTINUED PUBLIC HEARING RE. PLC25-0004 – ST. CLAIR COUNTRY CLUB PADDLE HUT – UNIFIED CONDITIONAL USE PRELIMINARY AND FINAL LAND DEVELOPMENT APPROVAL Page 3

17. Planning Module prepared by J.R. Gales Associates dated December 2025, revised February 13, 2026, date stamp received February 13, 2026
18. Planning Module prepared by J.R. Gales Associates dated December 2025, revised February 25, 2026, date stamp received February 26, 2026
19. Paddle Hut Presentation date stamp received February 25, 2026.

Planning Commission Recommendation

The Planning Commission reviewed this application on December 18, 2025, at which time they recommended approval subject to certain conditions.

Modification Requests

The applicant is requesting no modifications.

Comment

The applicant has submitted a Unified Conditional Use Preliminary/Final Land Development application for the St. Clair Country Club, located at 2300 Old Washington Road in the R-LI Low Intensity Residential District, seeking approval to construct a permanent paddle hut. This structure is intended to serve as an accessory facility to the club's existing four paddle tennis courts, which were previously approved by the Board of Commissioners on June 2, 2025, by Ordinance 2271.

Since that approval, the paddle tennis courts have been constructed and are operational, with the temporary paddle hut currently in place on site. The proposed permanent paddle hut represents an extension of the club's established recreational amenities, which already include an 18-hole championship golf course, swimming pool, fitness center, and related facilities within a large 238.8-acre parcel. Private clubs and associated recreational structures are consistent with the permitted and conditional uses in the R-LI District, particularly as an accessory component to an existing country club use.

Staff and the Township Engineer have reviewed the application materials, including the tentative/final plans post-construction stormwater management plan, planning module, and supporting presentation materials. The proposal fully complies with all applicable requirements of the Township's Zoning Ordinance and Subdivision and Land Development Ordinance. No modifications or variances are requested, and the application addresses key considerations such as site access, stormwater management, sewage planning, buffering adjacent to the surrounding R-1 Single Family Residential District, and overall compatibility with the low-intensity residential character of the area.

TO: Matthew R. Serakowski, Township Manager
FROM: Adam A. Benigni, AICP, Director of Planning and Community Development
DATE: February 27, 2026
IN RE: CONTINUED PUBLIC HEARING RE. PLC25-0004 – ST. CLAIR COUNTRY CLUB PADDLE HUT – UNIFIED CONDITIONAL USE PRELIMINARY AND FINAL LAND DEVELOPMENT APPROVAL Page 4

The permanent paddle hut will provide improved member amenities, including better protection from the elements for year-round use of the paddle courts (consistent with seasonal play patterns from October to March), while replacing the temporary structure with a more durable and aesthetically appropriate building. Given the substantial size of the property, the enclosed nature of the club as a private membership facility, and the limited scale of the proposed hut relative to existing club infrastructure, the project is not anticipated to generate significant additional traffic, noise, lighting, or other off-site impacts beyond those already associated with the approved paddle courts.

In summary, the application demonstrates full conformance with all relevant code provisions and represents a reasonable enhancement to an existing permitted use.

Staff Recommendation

Provided no additional testimony is needed, staff recommends that the public hearing be closed and that the Board of Commissioners grant approval subject to the conditions outlined in Bill No. 2-26 (Attachment 1). This may be accomplished by roll call vote.

Attachment

1. Bill No. 2-26

BILL NUMBER 2-26

DATE ADOPTED _____

ORDINANCE NO. _____

TOWNSHIP OF UPPER ST. CLAIR

AN ORDINANCE OF THE TOWNSHIP OF UPPER ST. CLAIR, A HOME RULE MUNICIPALITY OF THE COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, GRANTING UNIFIED CONDITIONAL USE/PRELIMINARY AND FINAL LAND DEVELOPMENT APPROVAL TO ST. CLAIR COUNTRY CLUB LOCATED AT 2300 OLD WASHINGTON ROAD, LOT/BLOCK 478-G-110, SUBJECT TO CERTAIN CONDITIONS.

WHEREAS, on December 4, 2025, St. Clair Country Club filed an application for Unified Conditional Use/Preliminary and Final Land Development Approval to construct a paddle hut; and

WHEREAS, Private Clubs are permitted by Conditional Use Approval within the R-LI, Low Intensity Residential District; and

WHEREAS, Any accessory use customarily incidental to a conditional use other than those uses permitted by right in the R-LI, Low Intensity Residential District shall be authorized by conditional use.

WHEREAS, on December 18, 2025, the Planning Commission reviewed the application and recommended that the Board of Commissioners grant approval subject to certain conditions; and

WHEREAS, the Board of Commissioners held a duly advertised public hearing, which was opened on February 2, 2026, and subsequently continued to March 2, 2026; and

WHEREAS, the Board of Commissioners has determined that this application complies with the Township's Zoning and Subdivision and Land Development Ordinance and the applicable Conditional Use requirements contingent upon certain following conditions set forth below.

NOW THEREFORE, BE IT ORDAINED AND ENACTED BY THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF UPPER ST. CLAIR, and it is hereby ordained and enacted by the authority of the same:

SECTION 1. THAT St. Clair Country Club is hereby granted Unified Conditional Use/Preliminary and Final Land Development Approval subject to Sections 2 through 5 of this Ordinance. The proper officers of the Township are hereby authorized to execute the final plan for recording purposes. The plans approved are identified further as follows:

- 1.1. Tentative/Final Plans St. Clair Country Club – Paddle Hut on thirty-five (35) pages prepared by J.R. Gales Associates dated December 4, 2025, revised February 13, 2026, date stamp received February 13, 2026

- 1.2. Postconstruction Stormwater Management Plan prepared by J.R. Gales Associates revised December 17, 2025, revised February 13, 2026, date stamp received February 13, 2026

- SECTION 2. The paddle hut approved herein shall be accessory to and serve the paddle tennis courts previously approved under Ordinance No. 2271, adopted June 2, 2025. All operations associated with the paddle tennis courts shall continue to comply with the conditions set forth in Sections 2 through 7 of Ordinance No. 2271, including but not limited to: exclusive use for paddle tennis activities; compliance with Chapter 89 (Noise) of the Township Code; hours of operation limited to sunrise to 10:00 p.m. daily; court lighting turned off no later than 10:00 p.m.; and tree monitoring and replacement requirements. The paddle hut shall serve as the permanent structure authorized in place of the temporary paddle tennis hut permitted under Section 6 of Ordinance No. 2271.
- SECTION 3. St. Clair Country Club shall monitor the health of all trees planted as part of the approved landscaping plan, as identified in Section 1.1. Any tree that dies or is determined to be in irreversible decline shall be replaced with a tree of the same species or an approved equivalent, as specified in the landscaping plan, as soon as practicable, but no later than the next appropriate planting season, unless otherwise approved by the Township of Upper St. Clair.
- SECTION 4. THAT Conditional Use Approval shall expire without written notice to the applicant if no application for zoning approval, for occupancy and use, grading permit or building permit has been submitted within twelve (12) months of the granting of approval unless the Board of Commissioners extends the Conditional Use Approval upon written request of the applicant received prior to its expiration. The maximum extension permitted is one (1) twelve (12) month extension.
- SECTION 5. THAT approval is subject to payment of all fees for professional services.
- SECTION 6. ALL ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

ORDAINED AND ENACTED THIS 2ND DAY OF MARCH, 2026.

TOWNSHIP OF UPPER ST. CLAIR

ATTEST:

By: _____
President, Board of Commissioners

Township Manager/Secretary

MEMORANDUM

To: **Matthew R. Serakowski, Township Manager**
From: **Adam A. Benigni, AICP, Director of Planning and Community Development**
Date: **February 27, 2026**



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

The Pennsylvania Department of Environmental Protection requires planning module approval for any new development in the ALCOSAN service area. The planning module for this project has been reviewed by the Township Engineer and has been found to be in good order.

It is recommended that the Board of Commissioners approve Resolution No. 1793 which adopts and authorizes submission of the planning module to the Pennsylvania Department of Environmental Protection. This may be accomplished by roll call vote.

Attachment

1. Resolution No. 1793

TOWNSHIP OF UPPER ST. CLAIR

RESOLUTION NO. 1793

A RESOLUTION OF THE TOWNSHIP OF UPPER ST. CLAIR, A HOME RULE MUNICIPALITY, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, ADOPTING AND SUBMITTING TO THE PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL RESOURCES A PLANNING MODULE FOR LAND DEVELOPMENT FOR THE ST. CLAIR COUNTRY CLUB PADDLUE HUT LOCATED AT 2300 OLD WASHINGTON ROAD A REVISION TO THE OFFICIAL SEWAGE FACILITIES PLAN.

WHEREAS, Section 5 of the Act of January 24, 1966, P.L. 1535, No. 537, known as the "Pennsylvania Sewage Facilities Act", as Amended, and the Rules and Regulations of the Pennsylvania Department of Environmental Protection (Department) adopted thereunder, Chapter 71 of Title 25 of the Pennsylvania Code, require the municipality to adopt an Official Sewage Facilities Plan providing for sewage services adequate to prevent contamination of waters of the Commonwealth and/or environmental health hazards from sewage wastes, and to revise said plan whenever it is necessary to determine whether a proposed method of sewage disposal for a new land development conforms to a comprehensive program of pollution control and water quality management; and

WHEREAS, The St. Clair Country Club has proposed the construction of a paddle hut located at 2300 Old Washington Road and described in the attached Sewage Facilities Planning Module, and proposes that such subdivision be served by: (check all that apply), ☒ sewer tap-ins, ☐ sewer extension, ☐ new treatment facility, ☐ individual onlot systems, ☐ community onlot systems, ☐ spray irrigation, ☐ retaining tanks, ☐ other, (please specify). _____ and;

WHEREAS, the Township of Upper St. Clair finds that the subdivision described in the attached Sewage Facilities Planning Module conforms to applicable sewage related zoning and other sewage related municipal ordinances and plans, and to a comprehensive program of pollution control and water quality management

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

THAT, the Board of Commissioners of the Township of Upper St. Clair hereby adopts and submits to the Department of Environmental Protection for its approval as a revision to the "Official Sewage Facilities Plan" of the municipality the above referenced Sewage Facilities Planning Module which is attached hereto.

THAT, I, Matthew R. Serakowski, Township Manager/Secretary of the Township of Upper St. Clair, hereby certify that the foregoing is a true copy of the Township of Upper St. Clair Resolution 1793 adopted this 2ND day of March, 2026.

ADOPTED THIS 2ND DAY OF MARCH, 2026.

TOWNSHIP OF UPPER ST. CLAIR

By: _____
President, Board of Commissioners

ATTEST:

Township Manager/Secretary

*Seal of
Governing Body*

Township of Upper St. Clair
1820 McLaughlin Run Road
Upper St. Clair, PA 15241
Telephone 412.831.9000

MEMORANDUM

To: Board of Commissioners
From: Matthew R. Serakowski, Township Manager
Date: February 27, 2026
Subject: **RECOMMENDATION RE. APPROVAL OF CONTRACTS**

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

*Not to exceed
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: February 27, 2026
Subject: **RECOMMENDATION RE. DISPOSAL OF RECORDS**

Attached is Resolution No. 1794 which authorizes 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 is recommending approval of Resolution No. 1794 which may be accomplished by a simple motion and roll call vote.



Attachment

Resolution No. 1794

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TOWNSHIP OF UPPER ST. CLAIR

RESOLUTION NO. 1794

A RESOLUTION OF THE TOWNSHIP OF UPPER ST. CLAIR, A HOME RULE MUNICIPALITY, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, AUTHORIZING THE APPROPRIATE OFFICIALS OF THE TOWNSHIP OF UPPER ST. CLAIR TO AUTHORIZE THE DISPOSAL OF TOWNSHIP RECORDS

WHEREAS, in accordance with the Township Code, Chapter 11, Section 7, entitled "Preservation of Records", the Township declares its intent to follow the Municipal Records Retention Act when disposing of Municipal Records; and,

WHEREAS, Township Staff has reviewed the Disposition Schedule and recommends that certain Township Records be disposed of at this time.

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

THAT, the proper Township Officials are hereby authorized to dispose of records listed on Attachment A in accordance with Chapter 11, Section 7, of the Township Code.

ADOPTED THIS 2nd DAY OF MARCH, 2026.

TOWNSHIP OF UPPER ST. CLAIR

By _____
President, Board of Commissioners

ATTEST:

Township Manager/Secretary

ATTACHMENT A

ADMINISTRATION

Retain 6 years after final settlement of claims/policy expiration – Insurance Claims and Policies

2019 and prior Vehicle Fleet Policy Change Requests; Automobile Claims; C&RC Incident Reports

Retain 6 years after termination – Contract Files

2019 and prior Renewable and One-Time Contracts

Retain 5 years - Employee Personnel Records

2020 and prior Attendance Records; Personnel Records of Employees Who Separate Without Post-Termination Benefits; Life, Dental & Vision Enrollments, Terminations, and Miscellaneous Changes

COMMUNITY DEVELOPMENT

Retain 7 years – Deposit Slips

2018 and prior Deposit Reports

Retain 7 years – Accounts Payable Files and Ledgers

2018 Purchasing Card Reconciliation Log

Retain 7 years – Purchase Order Files

2019 and prior Street Opening Invoices

Retain 5 years – Reports of Buildings or Zoning Permits Issued and Local Public Construction

2016 and prior Building Permit Monthly Reports

Retain 3 years – Permits and Licenses

2022 and prior Alarm Permit Renewals

FINANCE

Retain until final completion of audit – Financial Statements

2018 Payroll Transfers; Other Transfers

Retain for Life of Equipment Plus 3 Years – Depreciation Schedules

2014 Fixed Assets

Retain 7 years – General and Special Tax Ledgers and Related Records

2017 and prior Mercantile Tax, Local Services Tax, School District Tax, Real Estate Tax,

Retain 7 years – Voucher Files

2018 and prior Vouchers and Invoices

Retain 7 years – Accounts Receivable Files and Ledgers

2018 Accounts Receivable Invoices; C&RC Credit Card Refunds

Retain 7 years - Payroll Earnings and Deductions Registers

2018 Payroll Records, Payroll Support

Retain 7 years – Tax Collector's Monthly Report to Taxing Districts

2018 and prior Jordan Tax Service Monthly Reports

FINANCE (continued from previous page)

Retain 7 years – Account Distribution Summaries

2018 Township and Tri-Community South Journal Entries

Retain 7 years – Bank Statements and Reconciliations

2018 Purchasing Cards Reconciliations

Retain 7 years – Deposit Slips

2018 Library Endowment Deposits; Veteran's Memorial Deposits

Retain 7 years – Purchase Orders

2013 and prior Purchase Orders

Retain 7 years – Expense Reports (Employee)

2018 Employee Expense Reimbursements through Payroll

Retain 6 years – Pension Plans – Administration Records

2005 and prior Actuarial Studies; Pension Plan Records – Police and General Employees

Retain 6 years – Investment Records

2003 Bond Issue

Retain 3 years – Daily Cash Records

2018 and prior SAF, TCS, and C&RC Cash Receipts

LIBRARY

Retain as long as of Administrative Value – Administrative and Subject Files

2024 and prior Packing slips, duplicate invoices and bank deposit sheets, tribute gifts and donations records, library attendance records

Retain 3 years – Patron Registration Files

2020 Registration Forms

Retain 3 years – Time Cards and Attendance Records

2022 Time Sheets

PUBLIC WORKS

Retain 7 years – Accounts Receivable Files and Ledgers

2018 and prior Invoices

Retain 6 years – Contract Files

2010 and prior Contracts

Retain 5 years – Maintenance Records-Road/Building/Facility

2016 and prior Field irrigations, backflow field documents, irrigation

Retain 3 years – Time Cards and Attendance Records

2022 and prior Timesheets

PUBLIC WORKS (continued from previous page)

Retain 3 years – Sewer Assessment Notification Records

2021 and prior Dye Test and Sewer Lateral Inspections

Retain 2 years – Complaints and Notification of Hazards

2023 and prior Various Tree and sewer letters

RECREATION

Retain 7 years – Contract Files

2018 and prior Price Quotations; Contracts for Services, Certificates of Liability

Retain 7 years – Employee Personal Records

2018 Retired/Inactive Employees

Retain 7 years – Accounts Receivable Files and Ledgers

2018 Refunds; Accounts Payable

Retain 7 years – Purchase Order Files

2018 Supply Order Requisitions

Retain 4 years – Payroll Earnings and Deductions Registers

2021 and prior Payroll Earnings Reports

Retain 3 years – Park Use Records

2022 and prior Non-Member Facility Rental Permits; Township and School District Field Usage Records; Boyce Mayview Pavilion, McLaughlin Activity Center; C&RC Gym and Room Usage; Scheduling Books

Retain 3 years – Time Cards and Attendance Records

2022 and prior Time Sheets for swim lessons; Fitness Attendants, Group Exercise Instructors, and Personal Trainers Timesheets; Personal Training Payment Receipts; Membership Party Greeting, Playroom and Guest Relations Associate Employee Time sheets

Retain 2 years – Operation Maintenance Records

2022 and prior Service Repair Reports

Retain 2 years – Park Program Files

2022 and prior Community Day, Log House, Softball League, Tennis and Paddle Programs, Play Room Activity Rosters, Key Log In/Sign Out Sheets; Specialty Program Registration Forms; Registration Forms for Winter Programs; Community Programs & Information for Staff/Counselors/Volunteers

TRI-COMMUNITY SOUTH EMS

Retain 7 years – Emergency Medical Treatment Records (Trip Reports)

2015 Trip Sheets

MEMORANDUM

To: Board of Commissioners

From: Matthew R. Serakowski, Township Manager

Date: February 27, 2026

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

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. These roads include Route 19, Boyce Road, McMillan Road, Lesnett Road, Fort Couch Road, the ramps of Route 19 at McLaughlin Run Road, McMurray Road, McLaughlin Run Road and Mayview Road. Under this Comprehensive Maintenance Agreement, which begins July 1 of each year, the Township is responsible for selective maintenance services.

For the period July 1, 2025 to June 30, 2028, the Comprehensive Maintenance Agreement provides reimbursement for up to \$26,838.21 annually based upon a prescribed line item unit cost.

Adoption of Resolution No. 1795 will authorize the Township to enter into this multi-year Agreement. This may be accomplished by simple motion and roll call vote.



/avg
Attachment

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TOWNSHIP OF UPPER ST. CLAIR

RESOLUTION NO. 1795

A RESOLUTION OF THE TOWNSHIP OF UPPER ST. CLAIR, A HOME RULE MUNICIPALITY, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, AUTHORIZING THE TOWNSHIP TO ENTER INTO A MULTI-YEAR AGREEMENT WITH THE PENNSYLVANIA DEPARTMENT OF TRANSPORTATION FOR COMPREHENSIVE MAINTENANCE ON THE COMMONWEALTH ROADS WITHIN THE TOWNSHIP.

WHEREAS, The Township desires to renew its multi-year governmental Comprehensive Road Agreement with the Commonwealth of Pennsylvania for comprehensive (routine) maintenance on State roadways, which run through the Township, as authorized by Chapter 27.6. of the Code of the Township of Upper St. Clair.

WHEREAS, The Pennsylvania Department of Transportation has authorized reimbursement for work performed by the Township for comprehensive maintenance in an amount of \$26,838.21 annually based upon a prescribed line item unit cost.

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

THAT, Matthew R. Serakowski, Township Manager, Township of Upper St. Clair, is hereby named the designated representative authorized to sign the attached Agreement on the Township's behalf, to enter into a three-year Comprehensive Road Agreement with the Pennsylvania Department of Transportation for comprehensive maintenance on PennDOT roadways throughout the Township for the period from July 1, 2025 through June 30, 2028.

ADOPTED THIS 2st DAY OF MARCH 2026.

TOWNSHIP OF UPPER ST. CLAIR

By _____
President, Board of Commissioners

ATTEST:

Township Manager/Secretary