BOARD OF COMMISSIONERS INFORMATIONAL AND GENERAL AFFAIRS MEETING MINUTES

September 28, 2026

The Informational and General Affairs 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 approximately 7:30 PM, Monday, September 28, 2026, at the Township of Upper St. Clair Municipal Building, Board of Commissioners' Meeting Room, Upper St. Clair, PA, 15241.

PRESENT:	Commissioner Burlingame	President
	Commissioner Graves	Vice President
	Commissioner Herrod	
	Commissioner Madden	
	Commissioner Plutko	
	Commissioner Thomas	
	Matthew R. Serakowski	Township Manager
	Mark S. Mansfield	Assistant Township Manager
	Adam A. Benigni	Director of Planning and Community Development
	Kristen Burch	Director of Finance
	Irving Firman	Township Attorney
	Craig R. Jubic, P.E.	Township Engineer
	Laura Long	Recording Secretary
EXCUSED:	Commissioner Pardini	

PUBLIC: No members of the public were in attendance.

CITIZENS' COMMENTS

Commissioner Burlingame asked if there were any citizen's comments, and there were none.

INFORMATIONAL ITEMS

COMMUNITY DEVELOPMENT – OLD

None.

COMMUNITY DEVELOPMENT – NEW BUSINESS

Recommendation Re. Establish Public Hearing Re. Proposed Zoning Text Amendment to add Self Storage Facilities as Conditional Uses in the C2 Highway Commercial District.

Mr. Benigni stated Marck Industrial, Inc. has proposed a zoning text amendment to Chapter 130 of the Township Code to add self-storage facilities as conditional uses in the C2 Highway Commercial

District. A representative for Mack Industrial, Inc. will make a presentation during the October 5, 2026 Regular Meeting. Following the presentation, the Board will be asked to consider a Resolution establishing a public hearing for February 1, 2027.

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

COMMUNITY DEVELOPMENT – OTHER

None.

OTHER AGENDA AND DISCUSSION ITEMS

Discussion Re. Fire Prevention Week in Upper St. Clair (October 4-10, 2026) and Presentation of Volunteer Fire Department Certificates of Service.

Commissioner Burlingame stated next week the Board will recognize Fire Prevention Week and stated he will ask Commissioner Pardini to present the Proclamation acknowledging the week of October 4-10, 2026 as the Township's Fire Prevention Week in addition to presenting the certificates of appreciation recognizing Volunteer Fire Department members who have achieved various milestone years of service.

GENERAL AFFAIRS

Status Report Re. Budget & Finance Committee Meeting of the Board of Commissioners held September 28, 2026.

Commissioner Graves stated the Committee met earlier this evening to review the annual policy, financial statements for August 2026, investment policy for retirement funds, and initial budget assumptions for 2027. Commissioner Graves stated that everything was in good order.

Commissioner Burlingame noted for the 17th straight year it is not anticipated that the taxes will rise and he thanked Kristen Burch, Director of Finance, and her Staff for a wonderful report and a great meeting.

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

Review of the Informational and General Affairs Meeting Minutes of August 31, 2026.

Commissioner Thomas moved to approve the Informational and General Affairs Meeting Minutes of August 31, 2026. This was seconded by Commissioner Madden and carried with a 6-0 voice vote.

Consideration of the September 2026 Bill Sheet.

Commissioner Burlingame stated the Board received the Bill Sheet for September 2026 by email. Commissioner Graves moved for approval of the September 2026 Bill Sheet, which was seconded by Commissioner Herrod and approved with a 6-0 voice vote.

Acknowledge Receipt of Financial Statements for the Eight-Month Period ending August 31, 2026.

Commissioner Burlingame acknowledged receipt of the Financial Statements for the eight-month period ending August 31, 2026 and stated they are available at the Township offices for review.

ADDITIONAL COMMENTS

Commissioner Burlingame stated that the Board will be meeting later this evening for an Executive Session to discuss legal and personnel matters.

ADJOURNMENT

Commissioner Thomas moved to adjourn the Informational & General Affairs Meeting, which was seconded by Commissioner Herrod. This was approved by a 6-0 voice vote, and the meeting was adjourned at approximately 7:35 PM.

Laura Long
Recording Secretary
September 28, 2026

LITIGATION REPORT - SUMMARY
September 24, 2026

I. CASES WHERE TOWNSHIP IS PLAINTIFF

A. Township of Upper St. Clair vs. Deborah E. McPherson & David C. Mesko (AR-257328) (Court of Common Pleas)

B. Township of Upper St. Clair v. Rene Marasco (CV-3-2026) (Magistrate Arnoni)

C. Township of Upper St. Clair v. Amirul Noor Un Hoque (CV-125-2026) (Magistrate Arnoni)

D. Township of Upper St. Clair v. Robert & Joan Minetti (CV-149-2026) (Magistrate Arnoni)

E. Township of Upper St. Clair v. BB&JPCSJS LLC (CV-210-2026) (Magistrate Arnoni)

F. Township of Upper St. Clair v. Patricia Scarpaci (CV-255-2026) (Magistrate Arnoni)

G. Township of Upper St. Clair v. Dino Painting (No Case Number Assigned) (Magistrate Arnoni)

II. CASES WHERE TOWNSHIP IS DEFENDANT NOT DEFENDED BY INSURANCE CARRIER

III. CASES WHERE UPPER ST. CLAIR IS DEFENDANT AND INSURANCE COMPANY IS DEFENDING

A. Jeffrey S. Valperga et ux. vs. The Municipal Authority of the Township of Upper St.
Clair, Township of Upper St. Clair, and Municipality of Bethel Park, GD 20-9879 (Allegheny County).

B. HUD Fair Housing Complaint (Jason Depp).

C. Estate of Stephen A. Stasenko vs. Township of Upper St. Clair et al., GD 23-3656 (Allegheny County).

D. Susan Shepherd as Administratrix of the Estate of Chris Shepherd vs. Township of Upper St. Clair, (GD 24-2215) (Allegheny County)

IV. OTHER LITIGATION INCLUDING BANKRUPTCY MATTERS

V. LAND USE

VI. OTHER LEGAL MATTERS

A. United States Environmental Protection Agency Action Pursuant To 33 U.S.C. §138

B. M & D Properties Board of Viewers, No. GD20-10982