Township of Upper St. Clair

THERE WILL BE AN INFORMATIONAL AND GENERAL AFFAIRS MEETING OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF UPPER ST. CLAIR AT 7:30 P.M. ON MONDAY, AUGUST 31, 2026, AT THE MUNICIPAL BUILDING, TOWNSHIP OF UPPER ST. CLAIR, 1820 MCLAUGHLIN RUN ROAD, UPPER ST. CLAIR, PA 15241.

AGENDA

1. Call to Order.

2. Roll Call.

3. Citizens' Comments.

INFORMATIONAL ITEMS

4. Community Development

   A. September 8, 2026, Regular Meeting Agenda Items. (Memorandum enclosed)

   1. Old Business:

      (a.) Continued Public Hearing Re. PLC26-0001 – St. Clair Country Club Paddle Hut – Nonresidential – Conditional Use Approval.

   2. New Business:

   B. Other.

      (a.) None.

5. Other Agenda and Discussion Items

   A. Discussion Re. Approval of Contracts. (Memorandums enclosed)
      - 2026 Pavement Markings Program
      - Meadowcrest Sidewalk Project Phase 2
      - Rock Salt Contracts 2026 - 2027

   B. Discussion Re. Appointment to Board/Commission – Zoning Hearing Board. (Memorandum enclosed)

GENERAL AFFAIRS

1. Status Report Re. Community & Recreation Center Implementation Advisory Committee (C&RC IAC) meetings held August 12, 2026 and August 25, 2026. (C&RC IAC Committee to report and Mark Edelmann to present)

2. Review of the Informational and General Affairs Meeting Minutes of July 27, 2026. (Minutes enclosed)

3. Consideration of the August 2026 Bill Sheet. (Bill Sheet sent electronically 8/28/26)

4. Acknowledge Receipt of Financial Statements for the Seven-Month Period ending July 31, 2026. (Financial Statement sent electronically 8/28/26)

5 Adjournment.

MEMORANDUM

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

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

Date: **August 31, 2026**

Subject: **COMMUNITY DEVELOPMENT DEPARTMENT INFORMATIONAL ITEMS FOR THE INFORMATIONAL AND GENERAL AFFAIRS MEETING ON AUGUST 31, 2026**

A. SEPTEMBER 8, 2026 - REGULAR MEETING AGENDA ITEMS

Old Business

1. CONTINUED PUBLIC HEARING PLC26-0001 – ST. CLAIR COUNTRY CLUB PADDLE HUT – NONRESIDENTIAL – CONDITIONAL USE APPROVAL

This is the continued public hearing on the application for Conditional Use Approval filed by the St. Clair Country Club, located at 2300 Old Washington Road, for Conditional Use Approval seeking approval of a time limit extension for the temporary paddle hut until March 31, 2027. The application was reviewed by the Planning Commission on May 21, 2026, and was recommended for approval. A Bill will be prepared for consideration by the Board on September 8, 2026

New Business

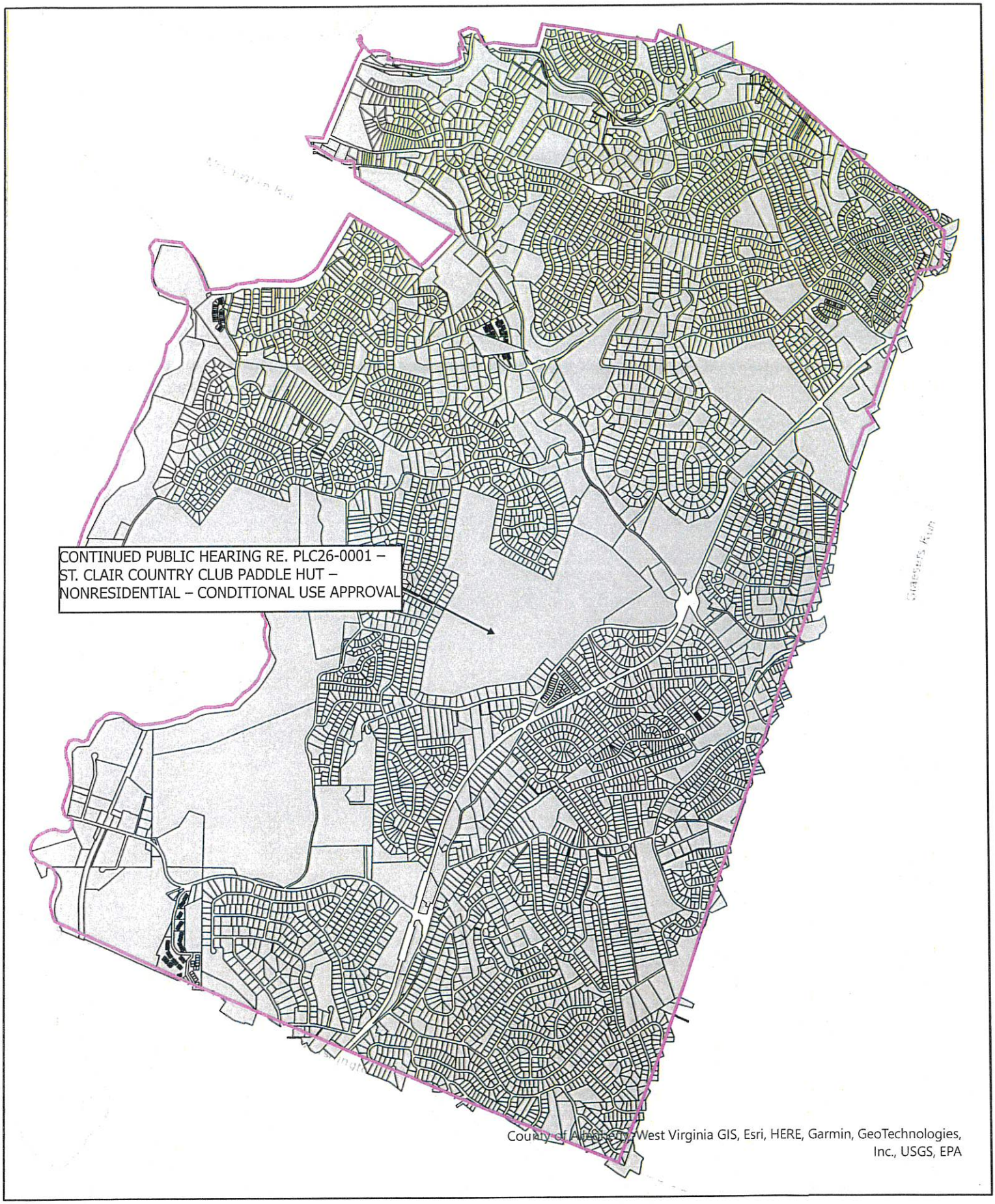
None.

B. OTHER

None.

Attachment

1. Map of locations of Community Development Department agenda items for the meetings of August 31, 2026, and September 8, 2026



USC

Township of Upper St. Clair
Department of Planning and
Community Development

Community Development Department
Agenda Items for the
Informational and General Affairs
Meetings of August 31, 2026 and September 8, 2026

MEMORANDUM

To: Board of Commissioners

From: Matthew R. Serakowski, Township Manager

Date: August 28, 2026

Subject: **DISCUSSION RE. 2026 PAVEMENT MARKINGS PROGRAM**

Each year the Township coordinates pavement markings and a long line painting program through the Public Works Department for various Township-owned parking lots, streets, and cross walks.

Alpha Space Control Company, Inc, was the best responsible bidder for this service through the SHACOG Purchasing Alliance spring commodities program. This work has been allocated in the 2026 Township General Fund Budget.

Staff will recommend that the proper Township officials be authorized to execute a contract with Alpha Space Control Company, Inc. in the amount of $78,100.00 at the Regular Meeting of the Board on September 8, 2026.

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MEMORANDUM

To: Board of Commissioners

From: Matthew R. Serakowski, Township Manager

Date: August 28, 2026

Subject: **DISCUSSION RE. MEADOWCREST SIDEWALK PROJECT PHASE 2**

Following the successful completion of the Meadowcrest Drive sidewalk and signalized crossing at Fort Couch Road the Township is preparing to initiate a second phase resulting in the extension of the pedestrian walkway. This new phase will continue along Meadowcrest eventually connecting with the existing sidewalk at Hempstead Lane. The improvements will include handicap accessible ramps.

The project will involve approximately 1,080 square feet of concrete sidewalk, three driveway adjustments, necessary topsoil and grading, and two accessible mats with a crosswalk. Staff reached out to seven different companies and received only a single quote from Altieri Landscaping Traditions, in the amount of $99,424.00. Given the scope of this project Altieri Landscaping Traditions pricing is competitive for this particular work.

The cost of this project is allocated in the 2026 Township's Capital Projects Fund.

Staff will recommend that the proper Township Officials be authorized to enter into a contract with Altieri Landscaping Traditions in the amount of $99,424.00 at the September 8, 2026 Regular Meeting of the Board.

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MEMORANDUM

To: Board of Commissioners

From: Matthew R. Serakowski, Township Manager

Date: August 28, 2026

Subject: **DISCUSSION RE. ROCK SALT CONTRACTS 2026 - 2027**

For years, the Township purchased rock salt exclusively through the SHACOG Purchasing Alliance. Several years ago, the Township also contracted with the lowest bidder under the Commonwealth of PA COSTARS program. This provided an ability to pull material from more than one contract and provide greater reliability receiving necessary product deliveries. This proved to be extremely beneficial over the last winter season.

COSTARS released their pricing this spring for the 2026 – 2027 winter season through American Rock Salt at $89.72 per ton for orders placed before October 31, 2026, and $94.44 thereafter. For the 2025-2026 winter season, Staff recommends utilizing COSTARS (State contract program) exclusively for rock salt, which was significantly lower than the SHACOG pricing of $160 per ton received on August 10, 2026.

Staff will therefore recommend that the proper Township officials be authorized to enter into a contract for rock salt with American Rock Salt at a price of $89.72 per ton before October 31, 2026, and at a price of $94.44 per ton for the remaining 2026 – 2027 season. In addition, Staff will also recommend rejection of the SHACOG bid at the Regular Board Meeting on September 8, 2026.

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MEMORANDUM

To: Board of Commissioners

From: Matthew R. Serakowski, Township Manager

Date: August 28, 2026

Subject: **DISCUSSION RE. APPOINTMENT TO BOARD/COMMISSION – ZONING HEARING BOARD**

Due to the resignation of Anderson Bailey from the Zoning Hearing Board, Staff is recommending the Board of Commissioners appoint current alternate Timothy Quinn to fulfill Mr. Bailey's unexpired term through December 31, 2027.

The Pennsylvania Municipalities Planning Code authorizes the Board of Commissioners to appointment residents of the municipality to the Zoning Hearing Board by Resolution.

Staff will prepare a Resolution for Board approval at the September 8, 2026 Regular Meeting of the Board of Commissioners.

M:/sharedmgr/memos/Discussion of Appointments to Volunteer Boards Quinn ZHB Aug 2026 IGA

BOARD OF COMMISSIONERS INFORMATIONAL AND GENERAL AFFAIRS MEETING MINUTES

July 27, 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, July 27, 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 Pardini	
	Matthew R. Serakowski	Township Manager
	Mark S. Mansfield	Assistant Township Manager
	Adam A. Benigni	Director of Planning and Community Development
	Chris Biswick	Director of Recreation and Leisure Services
	Paul Besterman	Senior Strategic Advisor
	Irving Firman	Township Attorney
	Michael Galet	Township Engineer
	Laura Long	Recording Secretary
EXCUSED:	Commissioner Plutko	
	Commissioner Thomas	
	Kristen Burch	Director of Finance

PUBLIC: Approximately eight members of the public were in attendance.

CITIZENS' COMMENTS

Commissioner Burlingame welcomed the Baseball Team in attendance. Coach Donati expressed appreciation for the high quality of playing fields under the work and effort of the Public Works Staff members and direction from the Township Manager. Coach Donati indicated that many players on the team have been training on Township fields since elementary school, and the well-maintained local fields provided them the practice time and foundation needed to reach the championship level and come home with a win. Coach Donati expressed that this accomplishment is a Township accomplishment and presented medals to the Director of Public Works, Township Manager, and the Public Works employees who care for the fields. The WPIAL Championship trophy was also presented.

Commissioner Burlingame thanked the team and noted that the design and maintenance of the Morton Fields have increased the quality of summer baseball tournaments. Commissioner Burlingame and Commissioner Graves thanked Rich Botz, Director of Public Works, for the hard work and effort his crews have put into the fields.

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

INFORMATIONAL ITEMS

COMMUNITY DEVELOPMENT – OLD

Continued Public Hearing Re. PLC26-0001 – St. Clair Country Club Paddle Hut – Nonresidential – Conditional Use Approval.

Mr. Benigni stated this is the continued public hearing on an application for Conditional Use Approval filed by the St. Clair Country Club, located at 2300 Old Washington Road, for Conditional Use Approval seeking approval of a time limit extension for the temporary paddle hut. This application was reviewed by the Planning Commission on May 21, 2026, and was recommended for approval. A Bill will be prepared for consideration by the Board on August 3, 2026.

Commissioner Madden stated he is recused from discussing this matter since he is a member of St. Clair Country Club.

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

Continued 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 as a Conditional Use in the C3, Regional Shopping Center District.

Mr. Benigni stated this is the continued public hearing on the zoning text amendment to Chapter 130 of the Township Code to address the classification of regulation of Tobacco/Vape Shops. This amendment was reviewed by the Planning Commission on May 21, 2026, and was recommended for approval. A Bill granting approval of the proposed text amendment will be prepared for consideration by the Board on August 3, 2026.

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

COMMUNITY DEVELOPMENT – NEW BUSINESS

None.

COMMUNITY DEVELOPMENT – OTHER

None.

OTHER AGENDA AND DISCUSSION ITEMS

Discussion Re. Approval of Contracts.

Commissioner Burlingame asked Mr. Mansfield to review each of the four contracts listed on the Agenda so that the Board may ask any questions following the review:

- Main Fire Station Carbon Dioxide (CO2) Exhaust System Project

Mr. Mansfield stated Staff is recommending approving a contract for the installation of a Carbon Dioxide Exhaust system at the Main Fire Station. This system captures exhaust fumes from fire trucks, even when not running, ensuring air quality standards are met within the facility.

Staff has received three proposals for the purchase and installation of the Main Fire Station Carbon Dioxide (CO2) Exhaust System project. Huckestein Mechanical, LLC Pittsburgh, PA provided the low quote using a COSTARS contract #008-238 in the amount of $153,750.00.

This purchase is allocated in the Township's 2026 Capital Projects Budget.

Staff will recommend that the proper Township Officials be authorized to enter into a contract with Huckestein Mechanical, LLC. in the amount of $153,750.00 at the August 3, 2026 Regular Meeting of the Board.

- Library Shelving

Mr. Mansfield stated the current shelving units for the Adult Fiction Library, installed in 1986, have been scheduled for a refresh. The Township sought out and was awarded an LSA Grant for accessible shelving for the Adult Fiction area in late 2025. J.P. Jay Associates' proposal was selected for the purchase, delivery, and installation utilizing the COSTARS cooperative purchasing program Contract #035-E23-194 in the amount of $138,015.14.

This project would fall well within the grant award of $165,000.00 and remaining grant funding will be used for other items needed in the Adult Fiction section.

Staff will recommend that the proper Township Officials be authorized to enter into a contract with J.P. Jay Associates in the amount of $138,015.14 at the August 3, 2026 Regular Meeting of the Board.

- Municipal Building Renovations

Mr. Mansfield stated on Tuesday, July 28, 2026, bids will be opened for renovations to the lower level of the Municipal Building. The Township Staff will be prepared to review those results at the Regular Meeting of the Board on Monday, August 3, 2026.

This project is allocated in the Township's 2026 C&RC Capital Projects Budget.

Should it be determined that all is in order, Staff will recommend that the proper Township Officials be authorized to enter into a contract with the best responsible bidder at the Regular Meeting of the Board.

Commissioner Burlingame asked if there would be any significant changes to the general design. In response, Mr. Mansfield stated that it is mostly a refresh; however, there may be some touch ups to the walls.

- Expansion of Parking Area at Boyce Mayview Park

Mr. Mansfield stated in advance of the work currently underway for planned enhancements to the Community & Recreation Center and the outdoor aquatics area along with the potential expansion of the Casey's Clubhouse field and facilities, on June 24, 2026 Township Staff provided the Board of Commissioners with a summary analysis of the available parking within Boyce Mayview Park. This study, conducted by the Department of Planning and Community Development staff, examined parking availability from park inception through various phases and facility enhancements over the last 22 years.

Additionally, the study highlighted increased park usage and multiple community events since parking can become strained during peak periods. The need for additional parking has been determined. Two areas have been identified for parking improvements (Attachment 1). The plan is to address these two areas within the 2027 Street Improvement Program. In advance of this, some fill work is necessary in one of the two identified areas.

The Township identified an area in proximity to the existing Casey's Clubhouse (Miracle League) Field and outdoor pool which would accommodate approximately 60 to 80 additional parking spaces. (Attachment 2). The Township engineer has done a preliminary takeoff of this area and determined that due to topography, the lot expansion will, however, require a fair amount of clean fill.

To this end, the Township has investigated various cost saving measures to mitigate the impacts of this proposed parking expansion. Due to the current availability of nearby excess fill, accepting this material presents an opportunity to achieve significant savings.

The Township has received a proposal from Dom Folino Construction for importing approximately 6,000 square yards of fill which would include the appropriate preparation and compacting in place in the amount of $113,400.00. This approach is projected to save close to $200,000.00 on this parking project if it is otherwise bid as a package under next year's Street Improvement Program.

In addition to this option, the Staff is also looking at another nearby project within a neighboring community that may need to export fill, thereby making the site a favorable location. Staff will have more to report at the Regular Board meeting with the intent of providing a recommendation to move forward.

Commissioner Burlingame asked if there were any additional questions from the Board on the four items, and there were none.

Discussion Re. 2027-2031 Capital Improvement Program

Mr. Mansfield stated a public hearing for the Five-Year Capital Improvement Program for 2027-2031 has been scheduled for August 3, 2026. In accordance with Chapter 25-2 of the Township Code, Staff will prepare a Resolution for Board adoption of the presented Capital Improvement Program.

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

Discussion Re. Approval for a Grant Application through the Redevelopment Authority of Allegheny County Gaming Economic Development Tourism Fund for the Parking Lot Relocation and Expansion at the Miracle Field/Casey's Clubhouse Project.

Mr. Mansfield Stated the Township desires to apply for a grant through the Redevelopment Authority of Allegheny County (RAAC) Gaming Economic Development Tourism Fund (GEDTF) in the amount of $350,000, for the Parking Lot Relocation and Expansion at the Miracle Field/Casey's Clubhouse.

Staff will prepare the appropriate Resolution for the August 3, 2026, Regular Meeting of the Board to authorize Mark S. Mansfield, Assistant Township Manager, to file all applications, documents, and forms between the Township of Upper St. Clair and RAAC.

Staff will recommend that the Resolution be adopted at the August 3, 2026, Regular Meeting of the Board.

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

GENERAL AFFAIRS

Status Report Re. Budget & Finance Committee Meeting held Thursday, July 9, 2026.

Commissioner Graves stated he and Commissioner Madden attended the Budget & Finance Committee meeting held earlier this month with Staff members to review the Capital Improvement Plan (CIP). Commissioner Graves noted that it is just a plan at this point. Commissioner Graves indicated the Committee reviewed each item line by line and everything looks to be in order. Commissioner Graves highlighted that projects anticipated in the coming years such as municipal building renovations, parks improvements and Community & Recreation Center facility enhancements were included in the CIP. Commissioner Graves stated that every Board member has received a copy of what was reviewed at the 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 June 29, 2026.

Commissioner Graves moved to approve the Informational and General Affairs Meeting Minutes of June 29, 2026. This was seconded by Commissioner Pardini and carried with a 5-0 voice vote.

Consideration of the July 2026 Bill Sheet.

Commissioner Burlingame stated the Board received the Bill Sheet for July 2026 by email. Commissioner Pardini moved for approval of the July 2026 Bill Sheet, which was seconded by Commissioner Herrod and approved with a 5-0 voice vote.

Acknowledge Receipt of Financial Statements for the Six-Month Period ending June 30, 2026.

Commissioner Burlingame acknowledged receipt of the Financial Statements for the six-month period ending June 30, 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 Pardini moved to adjourn the Informational & General Affairs Meeting, which was seconded by Commissioner Madden. This was approved by a 5-0 voice vote, and the meeting was adjourned at approximately 7:47 PM.

Laura Long
Recording Secretary
July 27, 2026

LITIGATION REPORT - SUMMARY
July 24, 2026

I. CASES WHERE TOWNSHIP IS PLAINTIFF

A. Township of Upper St. Clair vs. Deborah E. McPherson & David C. Mesko (AR-25-7328) (Court of Common Pleas)

B. Township of Upper St. Clair v. Ronald Riso (CV-244-2025) (Magistrate Arnoni)

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

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

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

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

G. Township of Upper St. Clair v. John E. Murphy (No Case Number Assigned) (Magistrate Arnoni)

H. Township of Upper St. Clair v. Patricia Scarpaci (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