BOARD OF COMMISSIONERS INFORMATIONAL AND GENERAL AFFAIRS MEETING MINUTES

August 31, 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, August 31, 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 Herrod	
	Commissioner Madden	
	Commissioner Pardini	
	Commissioner Plutko	
	Commissioner Thomas	
	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
	Kristen Burch	Director of Finance
	Paul Besterman	Senior Strategic Advisor
	Irving Firman	Township Attorney
	Michael Haberman	Township Engineer
	Laura Long	Recording Secretary
EXCUSED:	Commissioner Graves	Vice President

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

CITIZENS' COMMENTS

Commissioner Burlingame announced that preceding this evening's meeting, Michael Lindenfelser was sworn-in as the new Chief of Police for the Township.

Commissioner Burlingame asked if there were any 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 September 8, 2026.

Commissioner Madden and Commissioner Thomas stated for the record that they are recused from discussing this matter since they are members of St. Clair Country Club.

Commissioner Burlingame asked if the Board had any additional 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 three contracts listed on the Agenda so that the Board may ask any questions following the review:

- 2026 Pavement Markings Program

Mr. Mansfield stated 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.

- Meadowcrest Sidewalk Project Phase 2

Mr. Mansfield stated 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 Drive and eventually connect 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.

- Rock Salt Contracts 2026-2027

Mr. Mansfield stated 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.

In response to Commissioner Thomas's inquiry, Mr. Serakowski confirmed that the Township pavement markings program includes state owned roads within the Township.

Commissioner Burlingame stated that he has learned more about rock salt over the past few months from attending recent SHACOG meetings and noted that Upper St. Clair has done a good job with rock salt purchases over the past years. Commissioner Burlingame stated that it requires a significant amount of planning and follow up and he thanked Staff for the work they do.

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

Discussion Re. Appointment to Board/Commission – Zoning Hearing Board.

Mr. Serakowski stated 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 appoint 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.

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

GENERAL AFFAIRS

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

Mr. Serakowski introduced Mark Edelmann, Architect, Weber Murphy Fox, and Chris Biswick, Director of Recreation and Leisure Services, and requested they provide the Board with a review of design options the C&RC IAC has recently discussed.

Mr. Edelmann displayed a preliminary design option highlighting a proposed new main entrance control desk, recreation office modifications, locker rooms, and party room modifications. Mr. Edelmann noted that the main entrance control desk would be moved closer to the exterior doors so that everyone who enters would be accounted for with members utilizing a turnstile system accepting current membership passes through a controlled access gate, and non-members checking in with front desk staff. Mr. Edelmann stated that a community lounge with soft seating has been designed adjacent to the check-in space to accommodate people waiting to be picked up or who may not need to go through the controlled access point while waiting to pick up a member from a class.
The membership office has been redesigned for easier access from the public space along with a new vending area. The children's playroom will have additional levels of control and security.

After Mr. Edelmann's general overview of the proposed interior improvements, Mr. Biswick stated the C&RC IAC identified several updates to the approach that had been discussed at previous Board meetings and indicated the phases could be flipped to prioritize the indoor enhancements prior to the outdoor pool enhancements. Mr. Biswick stated the Committee recommends focusing on interior improvements first and revisiting the outdoor improvements in the future. Mr. Biswick stated the Committee has agreed that enhancing the facilities security should be a top priority. An additional recommendation that varies from the previous enhancements discussed would be to keep the fitness wall between the group exercise rooms where it currently is to provide continued flexibility within the classes. The Committee recommends slip resistance flooring in the aquatic corridor and the locker rooms along with updated lockers and alternative finishing to enhance the current look.

Commissioner Herrod stated that after attending three C&RC meetings, he is impressed with Recreation Staff's day-to-day work and the value they bring in understanding recommendations that will benefit members. He reiterated that the group collectively agreed security should be enhanced and, while renovations may cause temporary inconveniences, the result will be an improvement.

Commissioner Madden echoed Commissioner Herrod's comments and stated that the Committee's consensus is to prioritize facility security.

In response to Commissioner Plutko's inquiry regarding improving guest access security while maintaining a warm and inviting experience, Mr. Biswick stated that while a Raptor system will not be used, the proposed design will slow members and guests upon entry, allowing front-desk staff to engage with guests face-to-face and complete check-in. Mr. Serakowski stated the Committee extensively discussed the balance between safety and the visitor experience and recognized an opportunity for Staff to maintain an inviting atmosphere. Commissioner Plutko stated that additional

training may be needed as the front-desk role will require increased interaction under the proposed design and he emphasized the importance of maintaining a warm and inviting experience.

Commissioner Burlingame thanked the C&RC IAC members for maintaining the priorities while adhering to the budgetary confinements, noting that while the Committee had to go back to the drawing board, for tonight's purpose, the top priority of security was prioritized. Commissioner Burlingame indicated that the Board looks forward to seeing things move forward.

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 July 27, 2026.

Commissioner Pardini moved to approve the Informational and General Affairs Meeting Minutes of July 27, 2026. This was seconded by Commissioner Herrod and carried with a 6-0 voice vote.

Consideration of the August 2026 Bill Sheet.

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

Acknowledge Receipt of Financial Statements for the Seven-Month Period ending July 31, 2026.

Commissioner Burlingame acknowledged receipt of the Financial Statements for the seven-month period ending July 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 Pardini moved to adjourn the Informational & General Affairs Meeting, which was seconded by Commissioner Thomas. This was approved by a 6-0 voice vote, and the meeting was adjourned at approximately 7:56 PM.

Laura Long
Recording Secretary
August 31, 2026

LITIGATION REPORT - SUMMARY
August 27, 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. 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. John E. Murphy (CV-256-2026) (Magistrate Arnoni)

G. Township of Upper St. Clair v. Patricia Scarpaci (CV-255-2026) (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

TADMS:21624571-1:024931-162738