BOARD OF COMMISSIONERS MEETING MINUTES

September 8, 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 Tuesday, September 8, 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	
	Matthew R. Serakowski	Township Manager
	Mark S. Mansfield	Assistant Township Manager
	Kristen L. Burch	Director of Finance
	Adam A. Benigni	Director of Community Development
	Chris Cahillane	Township Attorney
	Mike Haberman	Township Engineer
	Elizabeth Poiche	Network Deposition Services
	Autumn Gibson	Recording Secretary

PUBLIC: Approximately 6 people attended.

REVIEW OF THE BOARD OF COMMISSIONERS' REGULAR MEETING MINUTES OF August 3, 2026

Commissioner Plutko moved to approve the Regular Meeting Minutes of August 3, 2026. This was seconded by Commissioner Herrod and carried with a 7-0 voice vote.

PUBLIC COMMENTS

None.

OLD BUSINESS

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

Commissioner Burlingame introduced the continued Public Hearing Re. PLC26-0001 – St. Clair Country Club Paddle Hut – Nonresidential Conditional Use Approval.

Commissioner Thomas and Commissioner Madden recused themselves from discussion on this item 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 the Township exhibit #13 into the record.

Mr. Benigni stated that St. Clair Country Club has submitted a Conditional Use Approval application seeking approval of a time limit extension for the temporary paddle hut. Ordinance No. 2271 granted the Club a twelve-month period for the temporary trailer to be on the property. The Certificate of Occupancy for the paddle hut was granted on October 13, 2025, so the deadline to remove it is October 13, 2026. The Club has now requested an extension to keep the temporary paddle hut onsite until March 31, 2027 due to construction costs exceeding their original budget. 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. 4-26. This may be accomplished by a roll call vote.

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

Mr. John Gentry, 2315 Old Washington Road, inquired about the paddle hut extension application. He read the July 2026 Board of Commissioners meeting minutes and noted flaws in the submitted plan. Mr. Gentry asked if the plan needs to be resubmitted to the Planning Commission due to these errors.

In response, Mr. Benigni stated he is not aware of any flaws in the submitted plan to the best of his knowledge. He stated he has a meeting with the country club about submitting a new application for a modified paddle hut. The last approval for the permanent paddle hut is still valid, allowing a building permit to be submitted.

Mr. Gentry noted that the July 2026 meeting minutes state the plan did not meet the Township's single-story structure code. He questioned what the modified plan will look like and if it needs to be resubmitted.

In response to Mr. Gentry's question, Commissioner Burlingame confirmed the plan does not need to be resubmitted.

Mr. Gentry asked if the paddle hut is being modified due to not meeting the single-story structure code.

Mr. Benigni stated the permanent paddle hut approval met all the Township codes. The Township is currently not aware of what modifications may be submitted to determine what a future approval process may look like.

In response to Commissioner Burlingame's questions, Mr. Benigni confirmed that nothing is defective about the plan.

Mr. Justin Hollingsworth, 2333 Englewood Drive, stated nothing was defective about the plan that was submitted. However, before starting construction, it was discovered that the grading work was needed to meet code requirements for a single-story structure. This would be too difficult to achieve with the current design. Therefore, an extension is requested to create a revised plan.

He continued stating to create a one-story building on the site, significant excavation was needed to reach bedrock, which was not feasible. Instead of risking a large two-story structure that would be out of place, the decision was made to pause and explore a new plan.

Mr. Gentry asked if the building is a single-story or two-story structure. Mr. Hollingsworth stated it's a two-story structure, but the minutes mention a single-story structure.

Discussion ensued regarding the restrictions in the Township code relating to building height. Mr. Hollingsworth stated that a meeting with the Township has been scheduled to be reviewed further.

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

Commissioner Plutko moved to close the Public Hearing Re. PLC26-0001 – St. Clair Country Club Paddle Hut – Nonresidential Conditional Use Approval, this was seconded by Commissioner Herrod and carried with a 5-0-2 voice vote. Commissioner Thomas and Commissioner Madden abstained from voting.

MOTION AND VOTE TO ADOPT BILL NO. 04-26

Commissioner Graves moved to adopt Bill No. 04-26 Re. PLC26-0001 – St. Clair Country Club Paddle Hut – Nonresidential Conditional Use Approval. This was seconded by Commissioner Herrod and carried with a 5-0-2 roll call vote. Commissioner Thomas and Commissioner Madden abstained from voting.

NEW BUSINESS

RECOMMENDATION RE. APPROVAL OF CONTRACTS

Mr. Mansfield stated that Staff recommends the following contracts for the Board's approval and one rejection for the SHACOG rock salt bid in accordance with Township Code. Mr. Mansfield noted a change to the recommendation from last week stating that DiMarco Construction Company submitted a bid for the Meadowcrest Sidewalk Construction Project Phase 2, providing the Township additional savings.

American Rock Salt, Mount Morris, NY	Rock Salt for 2026-2027 Season prior to Oct. 31, 2026 (Costars Contract) – Orders placed after Oct. 31, 2026	$89.72/ton $94.44/ton
DiMarco Construction Company, Clairton, PA	Meadowcrest Sidewalk Project Phase 2	$65,915.00
Alpha Space Control Company, Inc. Chambersburg, PA	2026 Pavement Marking Program	$78,100.00

A simple motion and voice vote will authorize these contracts. In addition to the above contract approvals the Staff also recommends rejection of the SHACOG Rock Salt bid for the 2026-2027 season.

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

Commissioner Herrod noted a recent article he read about the cost of rock salt in our area and commended the Township for doing an amazing job with savings and for acquiring enough salt.

Commissioner Plutko agreed and referred to the incredible savings for the taxpayers since the Township was able to secure $89.72/ton compared to the $160/ton cost for the public. Commissioner Plutko also thanked Staff for finding significant savings to the sidewalk projects with DiMarco Construction Company.

Commissioner Burlingame thanked Staff and stated that many people inquire if taxes will go up or down, and examples like this are sometimes why they stay the same.

Mr. Mansfield gave credit to Rich Botz and Dave Kutschbach in the Public Works Department for their due diligence.

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

MOTION AND VOTE TO APPROVE CONTRACTS

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

MOTION AND VOTE TO REJECT CONTRACT

Commissioner Herrod moved to reject the SHACOG rock salt bid for the 2026-2027 season. This was seconded by Commissioner Thomas and carried with a 7-0 voice vote.

RECOMMENDATION 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 fill Mr. Bailey's unexpired term through December 31, 2027.

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

MOTION AND VOTE TO ADOPT RESOLUTION NO. 1804

Commissioner Pardini moved to adopt Resolution No. 1804 Re. Appointment to Board/Commission – Zoning Board. This was seconded by Commissioner Graves and carried with a 7-0 roll call vote.

OTHER BUSINESS

None.

ADJOURNMENT

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

Autumn Gibson
Recording Secretary
September 8, 2026