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, OCTOBER 26, 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. November 2, 2026, Regular Meeting Agenda Items. (Memorandum enclosed)

   1. Old Business:

      (a.) None.

   2. New Business:

      (b.) Recommendation Re. Establish Public Hearing Re. Proposed Zoning Text Amendment to Add Standards and Criteria for Data Centers in the RM-P Planned Restricted Light Industrial District.

      (c.) Discussion Re. Devonwood Drive Traffic Calming Plan.

   B. Other.

      (a.) None.

5. Other Agenda and Discussion Items

   A. Discussion Re. Public Hearing – 2027 Proposed Budget. (Memorandum enclosed)

B. Discussion Re. Amending Chapter 21 of the Township Code Entitled "Departments of Government" to Formally Establish the Department of Information Technology and the Department of Human Resources. (Memorandum enclosed)

GENERAL AFFAIRS

1. Review of the Informational and General Affairs Meeting Minutes of September 28, 2026. (Minutes enclosed)

2. Consideration of the October 2026 Bill Sheet. (Bill Sheet sent electronically 10/23/26)

3. Acknowledge Receipt of Financial Statements for the Nine-Month Period ending September 30, 2026. (Financial Statement sent electronically 10/23/26)

4 Adjournment.

MEMORANDUM

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

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

Date: **October 26, 2026**

Subject: **COMMUNITY DEVELOPMENT DEPARTMENT INFORMATIONAL ITEMS FOR THE INFORMATIONAL AND GENERAL AFFAIRS MEETING ON OCTOBER 26, 2026**

A. NOVEMBER 2, 2026 - REGULAR MEETING AGENDA ITEMS

Old Business

None.

New Business

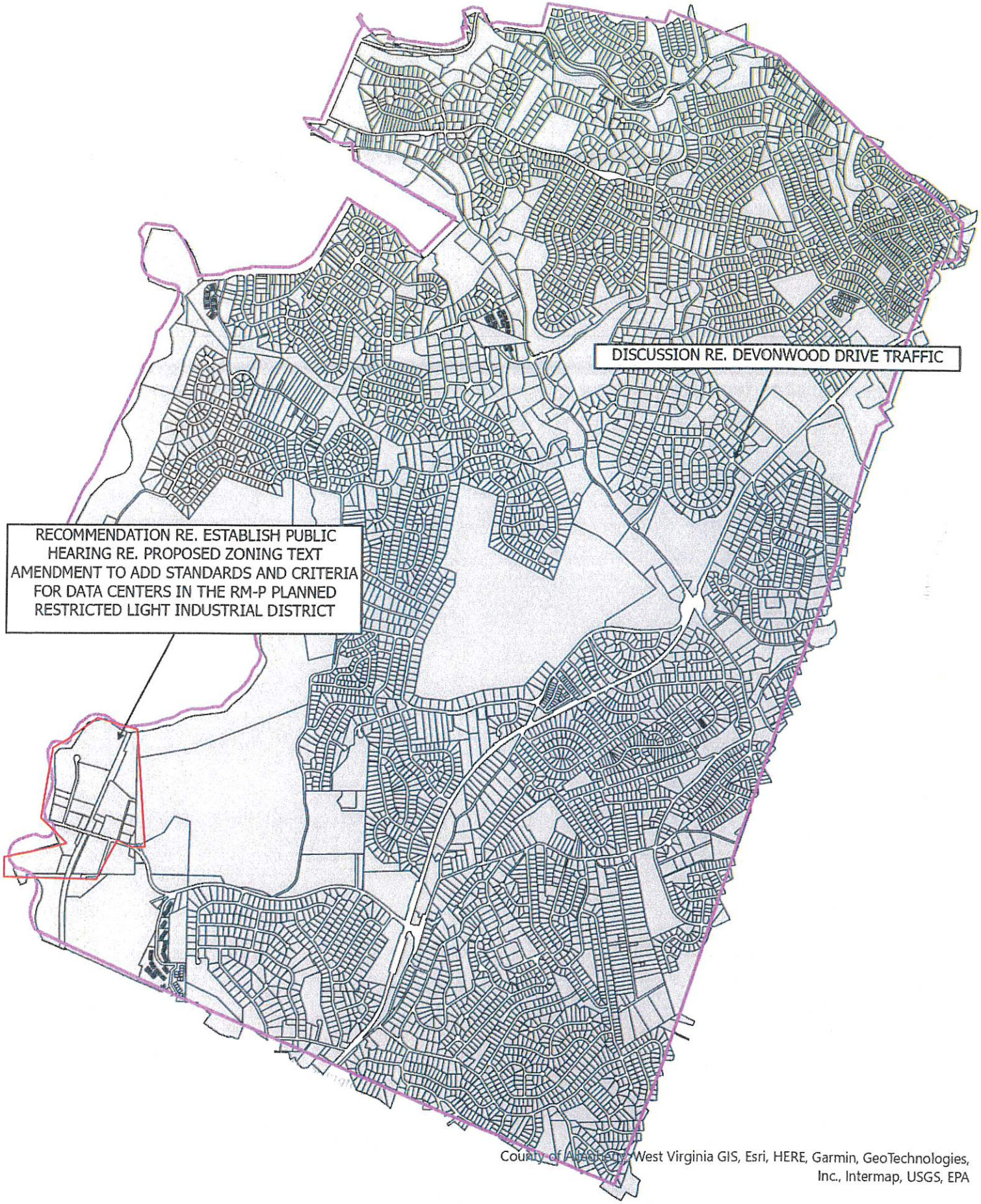
1. RECOMMENDATION RE. ESTABLISH PUBLIC HEARING RE. PROPOSED ZONING TEXT AMENDMENT TO ADD STANDARDS AND CRITERIA FOR DATA CENTERS IN THE RM-P PLANNED RESTRICTED LIGHT INDUSTRIAL DISTRICT

Staff is proposing a zoning text amendment to Chapter 130 of the Township Code to define data centers and permit them as a conditional use in the RM-P Planned Restricted Light Industrial District. At the November 2, 2026 Regular Meeting, the Board of Commissioners will consider a resolution to set a public hearing on the amendment for January 4, 2027.

2. DISCUSSION RE. DEVONWOOD DRIVE TRAFFIC CALMING PLAN

The Township Traffic Engineer will present the Devonwood Drive Traffic Calming Plan at the November 2, 2026 Regular Meeting. The Plan was initially presented to the Devonwood Drive neighborhood on September 14, 2026. Following that meeting, the Township surveyed all Devonwood Drive residents in accordance with the Traffic Calming Policy. Of the 26 households surveyed, 20 voted in favor of the Plan, three voted against, and three did not submit a vote.

Because 76.9% of households voted in favor, the proposal exceeds the 60% approval threshold required by the Traffic Calming Policy. Staff will be prepared to make a recommendation on this item for the Board of Commissioners to consider at the November 2, 2026 Regular Meeting.



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 October 26, 2026 and November 2, 2026

MEMORANDUM

To: Board of Commissioners

From: Matthew R. Serakowski, Township Manager

Date: October 23, 2026

Subject: **DISCUSSION RE. PUBLIC HEARING – 2027 PROPOSED BUDGET**

The public hearing for the 2027 Proposed Budget is scheduled to take place at the Board of Commissioners Regular Meeting on November 2, 2026. The hearing will include a presentation by Mark Romito from Transcend Finance.

The Budget & Finance Committee met on Monday, September 28, 2026, to review the 2027 budget assumptions to be considered in the budget development process. The Committee will meet again on Thursday, October 29, 2026, to review the proposed budget. The 2027 Proposed Budget document will then be available for public inspection at the Township's administrative offices, the library, and on the Township's website.

Following the proposed budget presentation and comments from the public, the Board may close the hearing at the November 2, 2026 Regular Meeting . Adoption of the 2027 budget may then take place at the December 7, 2026 Regular Meeting of the Board of Commissioners.

MPR/ll
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MEMORANDUM

To: Board of Commissioners

From: Matthew R. Serakowski, Township Manager

Date: October 23, 2026

Subject: **DISCUSSION RE. AMENDING CHAPTER 21 OF THE TOWNSHIP CODE ENTITLED "DEPARTMENTS OF GOVERNMENT" TO FORMALLY ESTABLISH THE DEPARTMENT OF INFORMATION TECHNOLOGY AND THE DEPARTMENT OF HUMAN RESOURCES**

Over the past two decades the Township has significantly expanded its operations and staffing levels. This was a result of increased service delivery expectations coupled with the development of the Community & Recreation Center, the Boyce Mayview Park complex, the growth of technology demands and expanded staffing needs in various departments. Within that same period the complexity of managing human resources and technology multiplied exponentially. This necessitated the hiring of additional human resources and information technology staff.

After years of growth in these areas the Township is seeking to formally establish the Department of Informational Technology and the Department of Human Resources. The Township operates through identified departments as set forth within Township Code, Chapter 21, "Departments of Government". Accordingly, Staff has prepared an ordinance amending the Township Code to recognize the Department of Information Technology and the Department of Human Resources.

Attached is a draft ordinance setting forth those departments and related responsibilities. Approval of amending Chapter 21 of the Township Code may be considered at the Regular Meeting of the Board of Commissioners on Monday, November 2, 2026.

Attachment:

- Draft Ordinance with amendments to Township Code Chapter 21, "Departments of Government" highlighted

MRS/ll

Attachment

M:/sharedmgr/memos/Discussion Re. Amend Chapter 21 Departments of Govt IT and HR Oct 2026 IGA

Township of
USC
FOUNDED 1788
Upper St. Clair

BILL NUMBER _____

DATE ADOPTED _____

ORDINANCE NO. _____

TOWNSHIP OF UPPER ST. CLAIR

AN ORDINANCE OF THE TOWNSHIP OF UPPER ST. CLAIR, A HOME RULE MUNICIPALITY, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, AMENDING CHAPTER 21 OF THE TOWNSHIP CODE ENTITLED "DEPARTMENTS OF GOVERNMENT" TO FORMALLY ESTABLISH THE DEPARTMENT OF INFORMATION TECHNOLOGY AND THE DEPARTMENT OF HUMAN RESOURCES AND RESPONSIBILITIES THEREIN.

WHEREAS, the Township has determined that the Department of Information Technology and the Department of Human Resources are necessary to promote the general health, public safety, and welfare of the community; and

WHEREAS, over the past two decades, the Township has significantly expanded its operations and staffing levels. This expansion resulted from increased service delivery expectations coupled with the development of the Community & Recreation Center, the Boyce Mayview Park complex, the growth of technology demands and expanded staffing needs in various departments; and

WHEREAS, within that same period, the complexity of managing human resources and technology multiplied exponentially. This necessitated the hiring of additional human resources and information technology staff; and

WHEREAS, the Board of Commissioners desires to continue to ensure the highest quality of service delivery will be provided to the residents of Upper St. Clair; and

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

SECTION 1. Section 21.2. "Establishment of Departments" is hereby amended by the following insertions shown in highlighted text:

Department of Information Technology Director of Information Technology

Department of Human Resources Director of Human Resources

SECTION 2. Section 21.16. “Department of Information Technology” is hereby amended detailing department responsibilities as shown in highlighted text as follows:

The Department of Information Technology shall be responsible for all activities relating, but not limited to, the following functions:

21.16.1. Construct, manage and protect the organization’s digital infrastructure ensuring confidentiality, integrity and availability of data.

21.16.2. Implement information systems, best practices, policies, and procedures, work plans and strategies to meet the township’s needs. Utilize the most effective technology for improvement efficiency, security and customer service.

21.16.3. Direct system support functions, software upgrades and system programming.

21.16.4. Act as a liaison with other departments, consultants, vendors, outside agencies and other local governments.

21.16.5. Coordinate training and technical assistance to all staff and departments.

21.16.6. Assist in directing workflow, staff goals and assignments.

21.16.7. All other responsibilities and obligations that the Township Manager may from time to time assign consistent with the Home Rule Charter and this Administrative Code.

SECTION 3. Section 21.17 “Department of Human Resources” is hereby amended detailing department responsibilities as shown in highlighted text as follows:

The Department of Human Resources shall be responsible for all activities relating, but not limited to, the following functions:

21.17.1. Employee relations, labor relations and compliance.

21.17.2. Benefits administration and employee wellness.

21.17.3. Talent acquisition and onboarding.

21.17.4. Performance management, employee engagement and retention.

21.17.5. Assist with department operations and staff management.

21.17.6 Policy development and organizational governance.

21.17.7. All other responsibilities and obligations that the Township Manager may from time to time assign consistent with the Home Rule Charter and this Administrative Code.

SECTION 4. ALL ordinance 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 NOVEMBER, 2026

TOWNSHIP OF UPPER ST. CLAIR

By_____
President, Board of Commissioners

ATTEST:

_____
Township Manager/Secretary

Chapter 21

DEPARTMENTS OF GOVERNMENT

ARTICLE I
General Provisions

§ 21.1. Organizational function; designation of directors.

§ 21.2. Establishment of departments.

§ 21.3. Appointment of department directors.

§ 21.4. Functions and responsibilities of department directors.

§ 21.5. General departmental responsibilities.

ARTICLE II
Functions of Departments

§ 21.6. Department of Administration.

§ 21.7. Department of Finance.

§ 21.8. Department of Parks and Leisure Services.

§ 21.9. Department of Police Protection.

§ 21.10. Department of Public Works.

§ 21.11. Department of Planning and Community Development.

§ 21.12. Department of Law.

§ 21.13. Department of Engineering.

§ 21.14. Department of Library.

§ 21.15. Department of Fire Protection.

§ 21.16. Department of Information Technology

§ 21.17. Department of Human Resources

[HISTORY: Adopted by the Board of Commissioners of the Township of Upper St. Clair 4-5-76 as Part of Ord. No. 614. Amendments noted where applicable.]

GENERAL REFERENCES

Township Manager - See Charter, Art. VI.
Township Attorney - See Charter, Art. VII.
Administrative departments and regulations - See Charter, Art. VIII.
Definitions and rules of interpretation - See Ch.3.
Government organization - See Ch. 13.
Boards and commissions - See Ch. 15.
Code of Ethics - See Ch. 23.
Manager and Assistant Manager - See Ch. 29.
Personnel system - See Ch. 33.

ARTICLE I
General Provisions

§ 21.1. Organizational function; designation of directors.

Operational departments of government shall be created or abolished by the Board of Commissioners. Within each department, however, the organization and implementation of specific functions shall be the responsibility of the department head, subject to the review and approval of the Township Manager. The highest ranking employee of each department shall be designated as the "Director."

§ 21.2. Establishment of departments. [Amended 9-7-82 by Ord. No. 1003]

The following departments are hereby established to operate under the direction and supervision of the Township Manager:

Department	Department Head
Department of Administration	Assistant Township Manager/ Director of Administration
Department of Finance	Director of Finance
Department of Library **[Added 2-4-85 by Ord. No. 1123]**	Director of Library

Department of Parks and Leisure Services **[Amended 7-5-88 by Ord. No. 1336]**	Director of Parks and Leisure Services
Department of Police Protection	Chief of Police/Director of Police
Department of Public Works	Director of Public Works
Department of Planning and Community Development	Director of Planning and Community Development
Department of Fire Protection **[Added 11-7-22 by Ord. No. 2241]**	Fire Chief/Director of Fire Protection
Department of Information Technology **[Added 11-02-26 by Ord. No.]**	Director of Information Technology
Department of Human Resources **[Added 11-02-26 by Ord. No.]**	Director of Human Resources

§ 21.3. Appointment of department directors.

21.3.1. Directors of departments of the township which operate under the direction and supervision of the Township Manager shall possess the necessary qualifications for their respective offices, as established by the Township Manager. They shall be appointed and removed by the Township Manager in accordance with the provisions of § C-309B of the Home Rule Charter.

21.3.2. The Board of Commissioners shall appoint a Township Attorney for an indefinite term, subject to removal with or without cause. He shall be a person learned in the law, in active legal practice in the Commonwealth of Pennsylvania and licensed to practice law in the commonwealth.

21.3.3. The Board of Commissioners shall appoint a Township Engineer for an indefinite term, subject to removal with or without cause. He shall be appointed solely on the basis of his professional qualifications and may be either an individual, a partnership or an engineering corporation licensed to practice civil engineering in the Commonwealth of Pennsylvania.

21.3.4. [1] (Reserved)

[1]Editor's Note: Former Subsection 21.3.4., dealing with the Head Librarian, was repealed 2-4-85 by Ord. No. 1123.

21.3.5. The Volunteer Fire Company shall be under the oversight and management of the Department of Fire Protection. This shall be reflected within the respective policies, procedures and bylaws of the Volunteer Fire Department. **[Amended 11-7-22 by Ord. No. 2241]**

§ 21.4. Functions and responsibilities of department directors.

Directors of departments of the township which operate under the direction and supervision of the Township Manager shall be directly and immediately responsible to the Township Manager for the effective administration and operation of their respective departments and all activities pertaining thereto. They shall have all powers and duties and shall be subject to all obligations and liabilities heretofore or hereafter lawfully granted or imposed by the Home Rule Charter, this Administrative Code, ordinance or resolution of the Board of Commissioners, order or direction of the Manager or any law of the commonwealth not inconsistent with the Home Rule Charter.

§ 21.5. General departmental responsibilities. [Amended 2-4-85 by Ord. No. 1123]

Each department of the township shall operate under the direction and supervision of the Township Manager and shall:

21.5.1. Cooperate with other departments in furnishing such services, labor and materials as may be requisitioned by the directors of such other departments, subject to such regulations as the Township Manager may prescribe.

21.5.2.[2] Establish, maintain and preserve a system of filing and indexing records and reports in sufficient detail in order to furnish all information necessary for proper control of departmental activities and in order to form a basis for periodic reports to the Township Manager.

ARTICLE II
Functions of Departments

§ 21.6. Department of Administration. [Amended 9-7-82 by Ord. No. 1003]

The Department of Administration shall be responsible for all activities relating but not limited to the following functions:

21.6.1. Labor relations and negotiations.

21.6.2. Public relations programs.

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[2]Editor's Note: For provisions pertaining to public access to records and preservation of records, see Ch. 11, Administrative General Provisions, §§ 11.6 and 11.7. For provisions pertaining to the disclosure of records or township business to the public by township officers or employees, see Ch. 33, Personnel System, §33.11.

21.6.3. Community group and service liaison.

21.6.4. Community communications and cable television.

21.6.5. Intergovernmental relations and contracts.[3]

21.6.6. Coordination of library services. [4]

21.6.7. Office management.

21.6.8. Records maintenance and retrieval.

21.6.9. Coordination of departmental operations.

21.6.10. In-service training programs.

21.6.11. Personnel administration.[5]

21.6.12. Capital programming.[6]

21.6.13. Coordination of grant applications.

21.6.14. Staff assistance to boards and commissions.[7]

21.6.15. All other responsibilities and obligations that the Township Manager may from time to time assign consistent with the Home Rule Charter and this Administrative Code.

§ 21.7. Department of Finance. [Added 9-7-82 by Ord. No. 1003[8]]

The Department of Finance shall be responsible for all activities relating but not limited to the following functions:

21.7.1. General financial administration. [9]

21.7.2. Tax and revenue collection.

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[3]Editor's Note: See § C-203 of the Home Rule Charter and Ch. 27, Inter-governmental Agencies.
[4]Editor's Note: See Ch. 15, Boards and Commissions, Art. V.
[5]Editor's Note: See. Ch. 33, Personnel System.
[6]Editor's Note: See Ch. 25, Fiscal Affairs, § 25.2.
[7]Editor's Note: See Ch. 15, Boards and Commissions.
[8]Editor's Note: This ordinance also renumbered former §§ 21.7 through 21.14 as §§ 21.8 through 21.15 respectively.
[9]Editor's Note: See Article IX of the Home Rule Charter and Ch. 25, Fiscal Affairs.

21.7.3. Accounting and expenditure control.

21.7.4. Payroll administration and control.

21.7.5. Insurance programs.[10]

21.7.6. Budget preparation and control.[11]

21.7.7. Capital programming. [12]

21.7.8. Internal auditing.

21.7.9. Purchasing systems.[13]

21.7.10. Property and inventory maintenance.

21.7.11. Staff assistance to independent auditors.[14]

21.7.12. Staff assistance to boards and commissions. [15]

§ 21.8. Department of Parks and Leisure Services. [16] [Amended 7-5-88 by Ord. No. 1336]

The Department of Parks and Leisure Services shall be responsible for all activities relating, but not limited, to the following functions:

21.8.1. Tennis Program.

21.8.2. Golf Program.

21.8.3. Swimming Programs.

21.8.4. Other Sports Programs.

21.8.5. Community Center Programs.

21.8.6. Youth Programs and Activities.

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[10]Editor's Note: See Ch. 17, Bonds and Insurance.
[11]Editor's Note: See Article IX of the Home Rule Charter
[12]Editor's Note: See Ch. 25, Fiscal Affairs, § 2.2.
[13]Editor's Note: See Article X of the Home Rule Charter and Ch. 25, Fiscal Affairs, §§ 25.5 to 25.7.
[14]Editor's Note: See § C-910 of the Home Rule Charter and Ch. 25, Fiscal Affairs, § 2509.
[15]Editor's Note: See Ch. 15, Boards and Commissions.
[16]Editor's Note: Former § 21.8. entitled "Department of Parks, Recreation and Forestry" was deleted in its entirety by Ord. No. 1336 dated 7-5-88 and replaced with "Department of Parks and Leisure Services."

21.8.7. Older Adults Programs and Activities.

21.8.8. Cultural Arts Activities and Programs.

21.8.9. Liaison between and Coordination of private and quasi-public resident recreation programs.

21.8.10. Staff assistance to the Parks and Recreation Board. [17]

21.8.11. All other responsibilities and obligations that the Township Manager may from time to time assign consistent with the Home Rule Charter and this Administrative Code.

§ 21.9. Department of Police Protection. [Amended 7-5-88 by Ord. No. 1336]

The Department of Police Protection shall be responsible for all activities relating but not limited to the following functions:

21.9.1. General preservation of public order.

21.9.2. Prevention and suppression of crime.

21.9.3. Apprehension of violators of the law.

21.9.4. Protection of life and property.

21.9.5. Traffic and pedestrian control and safety.[18]

21.9.6. Investigation of crimes.

21.9.7. Maintenance of police records and files.

21.9.8. Operation of the jail.

21.9.9. Coordination of police programs and services with other agencies.

21.9.10. Staff assistance to the Civil Service Board. [19]

21.9.11. All other responsibilities and obligations that the Township Manager may from time to time assign consistent with the Home Rule Charter and this Administrative Code.[20]

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[17]Editor's Note: See. Ch. 15, Boards and Commissions, Art. IX.
[18]Editor's Note: See Ch. 125, Vehicles and Traffic.
[19]Editor's Note: See. Ch. 15, Boards and Commissions, Art. III.
[20]Editor's Note: Previous § 21.9.K was deleted by Ord. No. 1336 dated 7.5.88.

§ 21.10. Department of Public Works. [Amended 7-5-88 by Ord. No. 1336]

The Department of Public Works shall be responsible for all activities relating, but not limited to, the following functions:

21.10.1. Maintenance of Municipal Buildings, Equipment and Functions.

21.10.2. Construction and Maintenance of Streets and Sewers. [21]

21.10.3. Erection and Maintenance of Parking and Traffic Control Signals, Signs and Street Markings.[22]

21.10.4. Coordination and Direction of Refuse Removal and Disposal.[23]

21.10.5. Animal Control Programs. [24]

21.10.6. Maintenance of Parks, Parklets and Open-Space Areas.

21.10.7. Maintenance of Recreational Facilities.

21.10.8. Planting, Care and Removal of Trees on Public Lands and Rights of Way.

21.10.9. Direction and Coordination of Contractual Grounds Maintenance Programs.

21.10.10. All other Responsibilities and Obligations that the Township Manager may, from time to time, assign consistent with the Home Rule Charter and this Administrative Code.

§ 21.11. Department of Planning and Community Development.

The Department of Planning and Community Development shall be responsible for all activities relating but not limited to the following functions:

21.11.1. Housing, land and building inspection.

21.11.2. Enforcement of township Building and Fire Prevention Codes. [25]

21.11.3. Coordination of code enforcement with other agencies.

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[21]Editor's Note: See Ch. 112, Streets and Highways, and Ch. 106, Sewers and Drains.
[22]Editor's Note: See. Ch. 125, Vehicles and Traffic.
[23]Editor's Note: See. Ch. 68, Garbage, Rubbish and Refuse.
[24]Editor's Note: See. Ch. 41, Animals.
[25]Editor's Note: See Ch. 51, Building Construction, and Ch. 61, Fire Prevention.

21.11.4. Administration and enforcement of the Township Zoning Ordinance[26] and development programs.

21.11.5. Coordination of grant applications.

21.11.6. Administrative coordination of long range planning and community development programs.

21.11.7. Technical and staff review assistance to the Planning Commission.[27]

21.11.8. Technical and staff review assistance to the Zoning Hearing Board.[28]

21.11.9. Technical and staff review assistance to the Building and Fire Codes Appeals and Advisory Board.[29]

21.11.10. All other responsibilities and obligations that the Township Manager may from time to time assign consistent with the Home Rule Charter and this Administrative Code.

§ 21.12. Department of Law.

The Department of Law shall be responsible for all activities relating but not limited to the following functions:

21.12.1. Furnishing legal advice to the Board of Commissioners, to the Township Manager and to boards and commissions, except as provided otherwise by this Administrative Code or the laws of the Commonwealth of Pennsylvania, concerning any matter or thing arising in connection with the exercise of their official powers or performance of their official duties.

21.12.2. Appearing for and representing the township or, if appropriate, the residents of the township as a class, on matters before the various regulatory agencies or other governmental bodies and in the courts of the commonwealth.

21.12.3. All other responsibilities and obligations that the Board of Commissioners or Township Manager may from time to time assign consistent with the Home Rule Charter[30] and this Administrative Code.

§ 21.13. Department of Engineering.

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[26]Editor's Note: See Ch. 130, Zoning
[27]Editor's Note: See Ch. 15, Boards and Commissions, Art. VII.
[28]Editor's Note: See Ch. 15, Boards and Commissions, Art. II.
[29]Editor's Note: See Ch. 15, Boards and Commissions, Art. IV.
[30]Editor's Note: See Art. VII of the Home Rule Charter.

The Department of Engineering shall be responsible for all activities relating but not limited to the following functions:

21.13.1. Supervision of all engineering matters of the township.

21.13.2. Staff assistance to the Planning Commission, Zoning Hearing Board and Parks and Recreation Board.[31]

21.13.3. All other responsibilities and obligations that the Board of Commissioners or Township Manager may from time to time assign consistent with the Home Rule Charter and this Administrative Code.

§ 21.14. Department of Library. [Amended 2-4-85 by Ord. No. 1123]

The Department of Library shall be responsible for all activities related but not limited to the following functions:

21.14.1. Providing free library service to the residents of the township.

21.14.2. Maintenance and care of the property and equipment of the library.

21.14.3. All other responsibilities and obligations that the Township Manager may from time to time assign in accordance with the provisions of the Commonwealth Library Code which apply to home rule municipalities and consistent with the Home Rule Charter and this Administrative Code

§ 21.15. Department of Fire Protection.

The Volunteer Fire Company shall continue to operate under the laws of the Commonwealth of Pennsylvania through the assistance and oversight of the Township Fire Chief. The Township Fire Chief will coordinate activities of this Department requiring action, support or cooperation by and of the Township in accordance with the provisions of the Township Code. **[Amended 11-7-22 by Ord. No. 2241]**

The Department of Fire Protection shall be responsible for all activities related, but not limited to the following functions: **[Added 11-7-22 by Ord. No. 2241]**

21.15.1. Fire suppression, hazardous materials response and emergency rescue services.

21.15.2. Protection of life and property.

21.15.3. Provide nonemergency and public service response.

[31]Editor's Note: See Ch. 15, Boards and Commissions, Arts. II, VII, and IX.

21.15.4. Coordination of fire programs and services with other agencies.

21.15.5. Coordination of fire prevention education and programming.

21.15.6. Provide technical assistance to the Township Boards and Commissions as needed.

21.15.7. All other responsibilities and obligations that the Township Manager may from time to time assign consistent with the Home Rule Charter and this Administrative Code.

§ 21.16. Department of Information Technology

The Department of Information Technology shall be responsible for all activities relating, but not limited to, the following functions: **[Added 11-02-26 by Ord. No.]**

21.16.1. Construct, manage and protect the organization's digital infrastructure ensuring confidentiality, integrity and availability of data.

21.16.2. Implement information systems, best practices, policies, and procedures, work plans and strategies to meet the township's needs. Utilize the most effective technology for improvement efficiency, security and customer service.

21.16.3. Directs system support functions, software upgrades and system programming.

21.16.4. Act as a liaison with other departments, consultants, vendors, outside agencies and other local governments.

21.16.5. Coordinate training and technical assistance to all staff and departments.

21.16.6. Assist in directing workflow, staff goals and assignments.

21.16.7. All other responsibilities and obligations that the Township Manager may from time to time assign consistent with the Home Rule Charter and this Administrative Code.

§ 21.17. Department of Human Resources

The Department of Human Resources shall be responsible for all activities relating, but not limited to, the following functions: **[Added 11-02-26 by Ord. No.]**

21.17.1. Employee relations, labor relations and compliance.

21.17.2. Benefits administration and employee wellness.

21.17.3. Talent acquisition and onboarding.

21.17.4. Performance management, employee engagement and retention.

21.17.5. Assist with department operations and staff management.

21.17.6. Policy development and organizational governance.

21.17.7. All other responsibilities and obligations that the Township Manager may from time to time assign consistent with the Home Rule Charter and this Administrative Code.

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