Township of Upper St. Clair

THERE WILL BE A REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF UPPER ST. CLAIR AT 7:30 P.M. ON MONDAY, NOVEMBER 2, 2026 AT THE TOWNSHIP OF UPPER ST. CLAIR MUNICIPAL BUILDING, BOARD OF COMMISSIONERS' MEETING ROOM, 1820 MCLAUGHLIN RUN ROAD, UPPER ST. CLAIR, PA 15241.

AGENDA

1. Call to Order.
2. Pledge of Allegiance.
3. Roll Call.
4. Review of the Board of Commissioners' Regular Meeting Minutes of October 5, 2026. (Minutes enclosed)
5. Comments from Citizens and Taxpayers on Matters Not Included on the Agenda.

OLD BUSINESS

6. None.

NEW BUSINESS

7. 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. (Memorandum and Resolution No. 1806 enclosed)
8. Recommendation Re. Devonwood Drive Traffic Calming Plan. (Memorandum enclosed)
9. Recommendation Re. Public Hearing – 2027 Proposed Budget. (Memorandum enclosed)
10. Recommendation 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 and Bill No. 5-26 enclosed)
11. Other Business.
12. Adjournment.

BOARD OF COMMISSIONERS MEETING MINUTES

October 5, 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 Monday, October 5, 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 Graves	Vice 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 Community Development
Irving Firman	Township Attorney
Autumn Gibson	Recording Secretary

EXCUSED: Commissioner Burlingame President

PUBLIC: Approximately 27 people attended.

RECOGNITIONS

Commissioner Pardini presented a Proclamation designating October 4-10, 2026 as Fire Prevention Week in Upper St. Clair to the Upper St. Clair Volunteer Fire Department. This year's theme is ***"Charge into Fire Safety™": Safe Charging Is a Superpower".*** Upper St. Clair Fire Chief, Ted Hale, accepted the Proclamation for the Department.

Commissioner Pardini and Chief Hale also recognized the following Volunteer Fire Department members for their years of service:

Ray Tomnay	55 years
Russel Rauch	50 years
Gregory Gerlach	35 years
David Kish	30 years
Joseph Pascarella	25 years
Jason Braughler	5 years
Caroline Naft	5 years

Commissioner Pardini personally thanked each one of the Fire Fighters for all their hard work and dedication to the Township.

Commissioner Graves stated the Fire Department definitely needs a day outside of community day to thank the Fire Fighters for everything they do and the excellent job everyone does.
Commissioner Graves stated he looks forward to the tradition of community day every year and thanked the Fire Department for everything they do.

Commissioner Thomas shared his background as a former volunteer firefighter and noted that his children are now also volunteers. He noted the absence of women in the Fire Department in the past and he is happy to see that has changed. He recognized the training and sacrifices made by volunteers and their families and expressed his appreciation for the hard work of volunteers in Upper St. Clair.

Commissioner Herrod stated he has always known how great the Fire Department in Upper St. Clair was, but they are better than he thought and they are simply the best.

Chief Hale stated Upper St. Clair has a wonderful group of volunteer Fire Fighters with a strong family atmosphere, where everyone supports one another. The volunteers undergo impressive training and keep improving. He stated we are grateful for the Township's support, which is essential, and we thank all the volunteers.

REVIEW OF THE BOARD OF COMMISSIONERS' REGULAR MEETING MINUTES OF SEPTEMBER 8, 2026

Commissioner Plutko moved to approve the Regular Meeting Minutes of September 8, 2026. This was seconded by Commissioner Thomas and carried with a 6-0 voice vote.

PUBLIC COMMENTS

None.

OLD BUSINESS

None.

NEW BUSINESS

RECOMMENDATION RE. APPROVAL OF CONTRACT

Mr. Serakowski stated as a result of the recent departure of the Township's Director of Finance, the Staff has developed both short -term and long-term strategies to support the Finance Department during this transition. While recruiting is currently underway to fill the Director's role, Staff is recommending approval of the contract with Transcend Finance to provide interim financial services support. Services will include financial oversight and management, budget development and transitional leadership support. These services will be provided on an hourly basis as needed.

Staff recommends approval of a contract with Transcend Finance through December 31, 2026, at the following hourly rates: services performed on site at $225 per hour, services performed remotely at $185 per hour and financing accounting support at $125 per hour.

A simple motion and voice vote will authorize this contract.

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

MOTION AND VOTE TO APPROVE CONTRACT

Commissioner Herrod moved to approve the above contract. This was seconded by Commissioner Madden and carried with a 6-0 voice vote.

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 Mack Industrial, Inc. has proposed a zoning text amendment to Chapter 130 of the Township Code. The amendment includes a definition for self-storage facilities and adds the use, with standards and criteria, as a conditional use in the C2 Highway Commercial District. A representative of Mack Industrial Inc., will present the details of the proposed amendment.

Mr. Benigni continued that if the Board of Commissioners establishes a public hearing date, Staff will then transmit the draft ordinance to the Township's Planning Commission for statutory review. The proposed amendment would be then placed on the agenda for the Planning Commission meeting on Thursday, November 19, 2026, allowing sufficient time for advisory review and formal recommendations prior to the Boards public hearing on February 1, 2027.

Staff recommends that the Board of Commissioners establish a public hearing date for February 1, 2027, by adoption of Resolution No. 1805. This may be accomplished by a simple motion and roll call vote.

Mr. Benigni then introduced Mr. Chris Stoffan.

Mr. Chris Stoffan, a partner at Metz Lewis Firm in Pittsburgh, appeared with his client and representatives from Mack Industrial, a Florida-based company, to present details of the proposed zoning text amendment. The amendment would define a self-storage facility and designate it as a conditional use in the C-2 district. He clarified that the amendment would not permit self-storage facilities by right and would preserve the Board's oversight, along with the Planning Commission's review and recommendation on the specific project.

Mr. Stoffan explained that Steve Mackey of Mack Industrial would provide additional information about a proposed project facing significant development challenges. He noted that the project site had been vacant for several years and was prone to flooding. He further highlighted that the proposed text amendment would require a minimum lot size of five acres, limiting the scope of the change.

In response to Commissioner Thomas's question, Mr. Stoffan stated they are under contract to purchase four parcels together and all parcels comprise just over 6.2 acres. The property is owned by a family partnership who are residents of Upper St. Clair.

Commissioner Graves asked if there were any additional questions from the Board and there were none.

Mr. Steve Mackey, representing Mack Industrial, presented plans for the redevelopment of the former South Hills YMCA property at 79 McMurray Road. Mack Industrial is a family-owned self-storage development company that uses specialized software to analyze population demographics and existing storage facilities to identify underserved markets.

Mr. Mackey stated that Upper St. Clair is a growing community with limited modern self-storage options. The area has less than 5 square feet of storage space per person, lower than the national average of 8 square feet. There are no nearby climate-controlled storage facilities, despite local demand. The site has been vacant since the YMCA was demolished in 2022 and has a history of flooding and soil contamination. He stated Mack Industrial plans to invest around $15 million in its redevelopment.

Mr. Mackey identified environmental remediation and flood mitigation as the project's primary challenges. Contaminated soil must be addressed by environmental specialists, followed by additional testing and monitoring to ensure compliance with state health requirements. He explained that the contamination must be resolved before financing for future development can proceed.

He stated the property is currently at an elevation of approximately 980 feet, while the base flood elevation is 991 feet. The proposed plan involves raising the site approximately 12 feet using clean fill to reduce flood risk and accommodate the new development.

The proposed project includes a modern, low-profile, two-story building containing approximately 110,000 square feet of climate-controlled self-storage space. The design would feature two ground-floor entrances, with the main entrance along McMurray Road at an elevation of approximately 1,008 feet and lower level of 991 feet. Mr. Mackey proposed the design would be placed at a lower level above the existing flood plain area.

He further explained that a third-party operator would manage access and facility operations to help minimize noise and disruption to the surrounding community. Mr. Mackey concluded his presentation by inviting questions from the Board.

Commissioner Thomas, stated he is familiar with the site and how big the challenge will be to develop. He stated in 1937 there was a plane crash on that site. He stated it's a challenging site but very visible to a lot of people.

Commissioner Herrod questioned how many storage units are planned for the building and if the building would also be utilized for office space or maintenance facilities.

Mr. Mackey answered Commissioner Herrod's question explaining that the design includes a small front office and two covered loading spots for convenience. Most activities will occur inside, utilizing the land's natural contours to avoid using elevators. Keeping the building to two floors is crucial for profitability, as customers prefer easy access. The planned facilities will be 75,000 to 100,000 square feet, offering 600 to 700 storage units. Larger buildings are harder to fill and manage financially. In cases where land is limited, taller buildings may be necessary, but the ideal size remains around 100,000 square feet with a similar investment cost.

He stated that it is important to keep the profile along McMurray low for a pleasant driving experience with clear sky views. For over four months, the General Contractor and environmental group have worked on site challenges. They have addressed soil cleanup, timing, and costs for bringing in fill, ensuring thorough preparation before this meeting.

Commissioner Graves asked about the underground tanks because of the uncertainty of the removal of the tanks.

Mr. Mackey stated he mentioned uncertainty about whether the tanks are underground. An environmental specialist found a tank removal program from the 1980's that required registration with the state. Since the gas station's operation predates this, the presence of a formal registry is unclear. They believe the tanks were removed, but no proper soil cleanup occurred, and there is no evidence of removal.

Commissioner Graves asked if the $15 million investment includes the removal of the tanks.

Mr. Mackey confirmed that the remediation cost is included and the soil testing shows contamination from possible tanks. Regardless of whether the tanks are present, cleanup is necessary, as the soil won't get more polluted. If the tanks are there, they will be removed.

Commissioner Graves asked if there would be spaces to rent for boats and trailers.

Mr. Mackey stated there will be no outdoor storage due to concerns for the neighborhood and space limitations from the retention pond. Keeping operations clean and everything inside the building is preferred.

In response to Commissioner Thomas question regarding the use of local contractors, Mr. Mackey stated they are working with Triad Engineering in the Pittsburgh area.

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

MOTION AND VOTE TO ADOPT RESOLUTION NO. 1805

Commissioner Thomas moved to adopt Resolution No. 1805 Re. Establish Public Hearing Re. Proposed Zoning Text Amendment to add Self Storage Facilities as Conditional Uses in the C2 Highway Commercial District. This was seconded by Commissioner Herrod and carried with a 6-0 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 6-0 voice vote, the meeting was adjourned at approximately 8:20 PM

Autumn Gibson
Recording Secretary
October 5, 2026

MEMORANDUM

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

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

Date: **October 30, 2026**

Subject: **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. The proposed regulations establish comprehensive development criteria, including specific buffering, screening, noise attenuation, and infrastructure standards designed to ensure data center uses remain compatible with surrounding properties.

Upon establishment of the public hearing date, staff will transmit the draft ordinance to both the Township Planning Commission and the Allegheny County Department of Economic Development for statutory review pursuant to the Pennsylvania Municipalities Planning Code. The amendment will be placed on the Planning Commission's November 19, 2026 agenda, ensuring sufficient time for advisory review and formal recommendations prior to the January 4, 2027 public hearing.

Staff Recommendation

Staff recommends that the Board of Commissioners establish a public hearing date for January 4, 2027, by adopting Resolution 1806.

Attachments

1. Draft Amendment
2. Resolution No. 1806

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BILL NUMBER _____

DATE ADOPTED _____

ORDINANCE NO. _____

TOWNSHIP OF UPPER ST. CLAIR

AN ORDINANCE OF THE TOWNSHIP OF UPPER ST. CLAIR, A HOME RULE MUNICIPALITY OF THE COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, AMENDING CHAPTER 130 OF THE TOWNSHIP CODE "ZONING" TO DEFINE AND ADD SPECIFIC REQUIREMENTS FOR DATA CENTERS AND DATA CENTER ACCESSORY USES

WHEREAS, the Township of Upper St. Clair (the "Township") has the power to protect the health, safety, and welfare of people and property in the TOWNSHIP; and

WHEREAS, advancements in DATA CENTER and DATA CENTER ACCESSORY USE technology necessitates updated TOWNSHIP regulations, a modified schedule of district regulations, and updated and new definitions to ensure these uses are effectively designed, planned, and managed to balance safety, community health, and welfare, and environmental protection; and

WHEREAS, the Township seeks to promote the general health, safety and welfare of the residents of the Township by adopting and implementing this zoning amendment regulating the development and use of DATA CENTERS and ACCESSORY uses in the Township; and

WHEREAS, the Township of Upper St. Clair seeks to amend Chapter 130, entitled "Zoning" by establishing various data center-related definitions and prescribing the zoning district where such uses are permitted; and

WHEREAS, the Amendment was reviewed by the Planning Commission at a public meeting held on _____ after which the Planning Commission submitted a recommendation to the Board of Commissioners dated _____; and

WHEREAS, the Allegheny County Department of Economic Development has been duly informed of the proposed amendment; and

WHEREAS, the Board of Commissioners has given careful consideration to all public comments and has determined that adoption of the Amendment is beneficial to the health and welfare of the vast majority of the citizens of the TOWNSHIP.

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

SECTION 1. The Code of the Township of Upper St. Clair at Chapter 130 ("Zoning"), Section 130.3 ("Definitions") is hereby amended by adding the following definitions, to be placed in alphabetical order in the Code:

DATA CENTER — A BUILDING or BUILDINGS which are occupied primarily by computers and/or telecommunications and related equipment where digital information is processed, transferred and/or stored, primarily to and from offsite locations. This USE does not include computers or telecommunications related equipment that is secondary and customarily incidental to an otherwise permitted USE on the property, such as servers associated with an office BUILDING. This USE shall also include cryptocurrency mining, blockchain transaction processing, and server farms. A DATA CENTER may include DATA CENTER ACCESSORY USES.

DATA CENTER ACCESSORY USE — Ancillary USES or STRUCTURES secondary and incidental to a DATA CENTER USE, including but not limited to: administrative, logistical, fiber optic, storage, and security BUILDINGS or STRUCTURES; sources of electrical power such as generators USED to provide temporary power when the main source of power is interrupted; electrical substations; utility lines; domestic and non-contact cooling water and wastewater treatment facilities; water holding facilities; pump stations; water towers; environmental controls (air conditioning or cooling towers, fire suppression, and related equipment); security features, provided such DATA CENTER ACCESSORY USE/STRUCTURES are located on the same tract or assemblage of adjacent parcels developed as a unified development with a DATA CENTER.

DATA CENTER OPERATOR — The person or entity responsible for the post-construction operation of a DATA CENTER.

SENSITIVE RECEPTOR — any RESIDENTIAL BUILDING, school, preschool, child or adult day-care center, hospital, assisted-living facility, long term care facility, nursing home, personal care home, retirement community, treatment center, community center, place of worship, park (excluding trails), campground, or dormitory.

SECTION 2. The Code of the Township of Upper St. Clair at Chapter 130 ("Zoning"), Section 130.18. ("RM-P Planned Restricted Light Industrial District") is hereby amended by inserting the following new subsections:

130.18.3.2.11. DATA CENTERS and DATA CENTER ACCESSORY USES

130.18.3.2.11.1. DATA CENTERS and DATA CENTER ACCESSORY USES are permitted as a CONDITIONAL USE in the RM-P Planned Restricted Light Industrial District where the APPLICANT can establish compliance with the criteria contained in this section and the ZONING DISTRICT in which it is located.

130.18.3.2.11.2. Dimensional Standards. The dimensional standards of DATA CENTERS and DATA CENTER ACCESSORY USES shall be in accordance with the following:

130.18.3.2.11.2.1. The maximum BUILDING HEIGHT for a DATA CENTER shall be 45 feet, plus up to 20 additional feet for roof-mounted equipment such as cooling and ventilation systems, HVAC units, and cooling towers.

130.18.3.2.11.2.2. The maximum HEIGHT of DATA CENTER ACCESSORY USES shall be no greater than the HEIGHT of the PRINCIPAL BUILDING, exclusive of roof-mounted equipment.

130.18.3.2.11.2.3. The minimum LOT AREA shall be 5 acres.

130.18.3.2.11.2.4. The maximum LOT coverage (including principal and ACCESSORY STRUCTURES) shall not exceed 50 % of the total LOT AREA.

130.18.3.2.11.2.5. DATA CENTERS and DATA CENTER ACCESSORY USES shall be set back a minimum of 50 feet from all property lines. DATA CENTERS and DATA CENTER ACCESSORY USES shall be set back a minimum of 100 feet from the property line of any property developed with a sensitive receptor.

130.18.3.2.11.3. APPLICATION. The CONDITIONAL USE APPLICATION shall include all of the following:

130.18.3.2.11.3.1. a SITE PLAN showing the proposed location of the DATA CENTER and any DATA CENTER ACCESSORY USES, property lines, setback lines, access roads and any and all proposed BUILDINGS and STRUCTURES;

130.18.3.2.11.3.2. a written narrative which discusses the proposed DATA CENTER operation to establish that all DATA CENTER operations and DATA CENTER ACCESSORY USES, including all ancillary equipment for purposes such as cooling, will be designed, constructed, operated and maintained to comply with the regulations of the TOWNSHIP of Upper St. Clair; backup power systems, power storage systems, and testing schedules; construction and operational traffic impacts; potential effects on farmland, wells, streams, and wetlands;

130.18.3.2.11.3.3. a ten (10)-year PLAN showing any Planned future growth or expansion of the DATA CENTER or any ACCESSORY USES to the DATA CENTER;

130.18.3.2.11.3.4. an Electronic Waste PLAN outlining procedures for safe removal and recycling and/ or disposal of server infrastructure, hazardous materials, batteries, electronic waste, and related products that meet all state and federal requirements, which will apply in cases when the equipment within the DATA CENTER is updated or decommissioned. The Electronic Waste PLAN shall be subject to review and comment by the TOWNSHIP. The TOWNSHIP shall have the right to require supplemental or amended Electronic Waste PLANS based upon comments by the TOWNSHIP prior to any zoning approval. The Electronic Waste PLAN shall be updated annually or more frequently if new equipment is installed or when material changes occur;

130.18.3.2.11.3.5. documentation of all PLANS as required in this section, including but not limited to all documentation showing proposed landscaping, screening, lighting, noise studies and mitigation, vibration studies and mitigation, documentation of all proposed water sourcing, water feasibility studies, and wastewater management PLANS; documentation of emergency management PLANS and appropriate fire safety measures; documentation of proposed utility use and certification from provider, PLANS relating power supplies, power storage systems, decommissioning, and parking PLANS as required in this section and more fully explained below.

130.18.3.2.11.4. The APPLICANT shall pay any and all permit APPLICATION fees and inspection fees which shall be set by Resolution of the BOARD OF COMMISSIONERS The APPLICANT shall be responsible for all fees and costs incurred in preparing APPLICATION materials, and all costs of any additional studies required by the Board to demonstrate compliance with this Ordinance.

130.18.3.2.11.5. Landscape Buffer; Fencing. A landscape buffer is required between DATA CENTERS and DATA CENTER ACCESSORY USES and any adjoining properties, sensitive receptors, or public roadways. The landscape buffer shall comply with the following requirements:

130.18.3.2.11.5.1. The landscape buffer shall be at least 25 feet in width and may be part of the minimum setback distance.

130.18.3.2.11.5.1.1. The landscape buffer shall be free of STRUCTURES, dumpsters, storage or display areas, SIGNS, materials, loading or unloading areas, and vehicle parking.

130.18.3.2.11.5.1.2. The landscape buffer shall include plantings to achieve a dense, opaque, four-season screen and shall consist of native species Planted as follows:

130.18.3.2.11.5.1.2.1. One (1) large evergreen tree per 25 linear feet of buffer. The size of large evergreen trees shall be a minimum of eight (8) feet in HEIGHT at the time of planting.

130.18.3.2.11.5.1.2.2. One (1) deciduous canopy (shade) tree per 75 linear feet of buffer. Size of canopy (shade) trees shall be a minimum of 2½ inch caliper at the time of planting.

130.18.3.2.11.5.1.2.3. One ornamental/flowering tree per 50 linear feet of buffer. The size of ornamental/flowering trees shall be a minimum of eight (8) feet in HEIGHT for multistemmed varieties, or 2½ inch caliper at the time of planting for single-stemmed varieties.

130.18.3.2.11.5.1.2.4. Five (5) shrubs per 25 linear feet of buffer. Size of shrubs shall be fully branched and minimum of three feet in HEIGHT at the time of planting. Shrubs shall be a combination of evergreen and deciduous species, with a minimum of 50% being evergreen.

130.18.3.2.11.5.1.3. All plantings shall conform to the standards of the shall be approved by the BOARD OF COMMISSIONERS upon recommendation by the TOWNSHIP ENGINEER, and/or a Landscape Architect licensed by the Commonwealth of Pennsylvania, or certified arborist.

130.18.3.2.11.5.1.4. A variety of native, non-invasive species shall be used in order to prevent monocultural plantings. American arborvitae and similar weak-stem Plants shall not be used to meet the buffer yard requirements. If more than 20 evergreen Plants are proposed, no more than 50% shall be of one species.

130.18.3.2.11.5.1.5. All planting species shall be deer resistant to the extent that it is feasible.

130.18.3.2.11.5.1.6. A monotonous straight row of the same species shall not be permitted. A more naturalistic form of planting with a mix of species shall be provided.

130.18.3.2.11.5.1.7. In the event that existing topography and/or vegetation is adequate to meet the intent of the required buffer yard, such existing topography and/or vegetation may constitute all or part of the required buffer yard.

130.18.3.2.11.5.1.8. All buffer yard plantings shall be perpetually maintained by the property owner. Any Plant material

that dies, is removed, is diseased, or is severely damaged shall be replaced by the current property owner, on a one-to-one basis, as soon as is practical considering growing seasons, within a maximum of 150 days.

130.18.3.2.11.5.1.9. All buffer yard screening shall be assured by a performance guarantee posted with the TOWNSHIP in an amount equal to the estimated cost of all such trees, shrubs, plantings, and installation. Such guarantee shall be released only after passage of the second growing season following planting.

130.18.3.2.11.5.1.10. Landscape buffers shall be permitted to encroach into setbacks.

130.18.3.2.11.5.2. The DATA CENTER facility SITE shall be completely enclosed by a minimum six (6) foot high SECURITY FENCE with one or more locking gates which shall remain secured when facility is not in use.

130.18.3.2.11.6. Equipment Screening.

130.18.3.2.11.6.1. To provide visual screening, ground-mounted and roof mounted equipment used for cooling, ventilating, or otherwise operating the facility, including backup power generation equipment must be fully enclosed except where not mechanically feasible based on the manufacturer's specifications. If APPLICANT can demonstrate that it is not mechanically feasible to fully enclose the equipment, it must be fully screened from view by the principal DATA CENTER BUILDING or an ACCESSORY BUILDING. If the APPLICANT can demonstrate that this preferred method of screening is not possible, the APPLICANT can utilize the landscape buffer or FENCE required by subsection (130.18.3.2.11.5.) above.

130.18.3.2.11.7. Noise and Vibration.

130.18.3.2.11.7.1. The APPLICANT shall demonstrate through a sound study conducted by a certified professional acoustical expert, as approved by the TOWNSHIP, that the sound generated by a data center during normal operations which shall be limited to a maximum daytime (7:00 a.m. to 8:00 p.m. Monday- Friday) decibel level of [60] dB(A) and a maximum nighttime and weekend (8:00 p.m. to 7:00 a.m. Monday-Friday and all day Saturday and Sunday) decibel level of [50] dB(A) as measured from the property line of the use. Such sound study shall be conducted using Sound Level Meters described in ANSI S1.4-2104 and generally accepted methodology. A sound study shall be conducted at the following phase:

130.18.3.2.11.7.1.1. A preliminary study shall be conducted as part of the land development review process. The preliminary sound study shall include recommended sound reducing materials or systems as needed to meet the aforesaid sound limits.

130.18.3.2.11.7.1.2. An interim sound study shall be conducted during the BUILDING permit approval process based upon the proposed user or users of the data center or ACCESSORY uses depicted on the BUILDING PLANS. Any sound reducing materials or systems recommended by interim sound study shall be incorporated into the construction PLANS for the use.

130.18.3.2.11.7.1.3. A post-construction sound study shall be conducted six months after issuance of the certificate of occupancy and prior to the final escrow/bond/security release associated with the land development approval of the data center and shall be conducted at APPLICANT's expense. Additional post- construction sound studies may also be reasonably required thereafter by Council at APPLICANT's expense. If it is determined by the post-construction sound study that there is a violation of the aforesaid noise limits, it shall be considered a violation of this Ordinance.

130.18.3.2.11.7.2. The sound studies shall also evaluate and report anticipated decibel levels when all emergency power generation equipment is running, including backup generators.

130.18.3.2.11.7.2.1. Generators shall be enclosed in a Level 3 Sound-Attenuated Enclosure or similar enclosure and shall not produce sound exceeding 70 dB(A) as measured from the property line of the use.

130.18.3.2.11.7.3. Testing of any backup diesel or gas-powered generators may only occur between 8 AM and 6 PM.

130.18.3.2.11.7.4. The APPLICANT shall provide a vibration study prepared by a qualified certified professional, as approved by the TOWNSHIP, that demonstrates that no vibration from the data center, associated ACCESSORY uses, or associated equipment will be perceptible to the human sense of feeling beyond the property line. The vibration study shall be conducted when the facility is fully operational and when backup generators and emergency power generation equipment are running.

130.18.3.2.11.7.5. Complaints received by the TOWNSHIP shall be addressed by the APPLICANT, within 24 hours following receipt of notification by continuously monitoring for a period of 48 hours at the nearest property line to the complainant's residential or public

BUILDING or 100 feet from the complainant's residential or public BUILDING, school medical, emergency or other public facilities, whichever is closer. The APPLICANT shall report the findings to the TOWNSHIP and shall mitigate the problem if the noise level exceeds the allowable rate. If excess noise levels continue for three days after the initial complaint is verified and no corrective action is taken the data center operator shall cease operations until the noise level is at an allowable level.

130.18.3.2.11.8. Lighting.

130.18.3.2.11.8.1. Lighting shall be shielded and aimed so as not to project output into the windows of neighboring residences, adjacent uses, past the object being illuminated, skyward or onto a public roadway.

130.18.3.2.11.8.2. The illumination projected beyond the property line shall at no time exceed 0.5 foot-candles when measured from six (6) feet above the ground from any point on the receiving property.

130.18.3.2.11.8.3. Glare control shall be achieved using such means as cutoff luminaires, shields and baffles, and appropriate APPLICATION of luminaire mounting HEIGHT, wattage, aiming angle, and luminaire placement.

130.18.3.2.11.8.4. LED light sources shall have a correlated color temperature that does not exceed 3000K.

130.18.3.2.11.8.5. Luminaires shall not be mounted more than 20 feet above the finished grade of the surface being illuminated. No pole-mounted lighting on the roof shall be permitted.

130.18.3.2.11.9. Water and Sewer.

130.18.3.2.11.9.1. Water Supply – Water Feasibility Study. No DATA CENTER shall be approved unless the APPLICANT demonstrates that there is an adequate supply of water for the proposed use and that proposed water withdrawals and discharges will not endanger or adversely affect the quantity or quality of groundwater supplies or surface waters in the vicinity.

130.18.3.2.11.9.1.1. If the use will be served by a public water supply, the APPLICANT shall submit documentation that it shall not negatively impact the existing water supply or any residents within the TOWNSHIP for regular or fire suppression purposes.

130.18.3.2.11.9.1.2. If the use is to rely upon nonpublic sources

of water, the APPLICANT shall provide a water feasibility study. The purpose of the study is to determine if there is an adequate supply of water for the proposed use and to estimate the impact of the use on existing wells, groundwater, and surface waters in the vicinity. No DATA CENTER shall be approved unless the water feasibility study demonstrates that the anticipated water supply yield is adequate for the project and that the proposed water withdrawals and discharges will not endanger or adversely affect the quantity or quality of groundwater supplies or surface waters in the vicinity. The water feasibility study shall include the following information at a minimum:

130.18.3.2.11.9.1.2.1. The projected water demands of the DATA CENTER;

130.18.3.2.11.9.1.2.2. The source of water to be used;

130.18.3.2.11.9.1.2.3. A description of how water will be used, including the amount or proportion of water to be used for each purpose (e.g. cooling, humidity control, fire suppression, and domestic usage);

130.18.3.2.11.9.1.2.4. The long-term safe yield of the water source;

130.18.3.2.11.9.1.2.5. A description of the amount or portion of water withdrawn that will be recycled or discharged and by what means and at what temperature;

130.18.3.2.11.9.1.2.6. A geologic map of the area with a radius of at least one mile from the SITE;

130.18.3.2.11.9.1.2.7. The location of all existing and proposed wells within 1,000 feet of the property boundary, with a notation of the capacity of all high-yield wells;

130.18.3.2.11.9.1.2.8. The location of all surface waters, including perennial and intermittent streams, rivers, lakes, reservoirs, ponds, wetlands, springs, natural seeps, and estuaries, within 1,000 feet of the property boundary;

130.18.3.2.11.9.1.2.9. A determination of the effects of the proposed water supply system on the quantity and quality of water in nearby wells, surface waters and the groundwater table;

130.18.3.2.11.9.1.2.10. A statement of the qualifications

and the Signature(s) of the person(s) preparing the study.

130.18.3.2.11.9.1.3. The APPLICANT shall demonstrate that adequate means of wastewater disposal, including domestic wastewater and wastewater used for cooling or industrial purposes, have been provided and approved by the Sewage Enforcement Officer and/or the Pennsylvania Department of Environmental Protection.

130.18.3.2.11.9.1.4. The APPLICANT shall not discharge wastewater on SITE through any pump and injection systems or otherwise.

130.18.3.2.11.9.1.5. Groundwater withdrawals. For groundwater sources, the water feasibility study shall include a hydrogeologic report prepared by a registered professional geologist licensed by the Commonwealth of Pennsylvania analyzing the long-term sustainable yield of the water source. The hydrogeologic report shall include:

130.18.3.2.11.9.1.6. A hydrological setting analysis which includes a hydrogeologic cross section, delineation of the portion of the aquifer through which water is diverted to the well (area of diversion), delineation of the area providing groundwater recharge to the diversion area (recharge area), and identification of water resources located within the diversion and recharge areas;

130.18.3.2.11.9.1.7. The results of an aquifer test conducted in accordance with Pennsylvania Department of Environmental Protection, Bureau of Safe Drinking Water, Document No. 394-2125-001, Aquifer Testing Guidance for Public Water Systems, or other generally accepted methodology. Data shall include, at a minimum, precipitation data, static water levels immediately prior to yield testing, linear hydrographs of water levels and test responses of all monitoring points through background, testing, and recovery monitoring periods, residual drawdown graphs and logarithmic hydrographs of the production well and any monitoring points that had observable drawdown as a result of operating the production well. Field notes showing original observations, water levels and flow readings and the time readings were taken shall be included;

130.18.3.2.11.9.1.8. Analysis and interpretation of the aquifer test data, including a determination of the aquifer's hydraulic conductivity and specific capacity; aquifer transmissivity and storage coefficient; estimation of the horizontal extent of the cone of depression; and determination of a safe yield for the well, including analysis of the effects of 180 days of pumping with no

recharge; and a groundwater availability analysis providing potential availability in a one-in-ten year drought;

130.18.3.2.11.9.1.9. Test results from any wells tested;

130.18.3.2.11.9.1.10. A determination of the effects of the proposed withdrawal on the quantity and quality of water in wells, surface waters, and the groundwater table within the horizontal extent of the cone of depression and how those impacts will be mitigated or remediated.

130.18.3.2.11.10. Power Supply.

130.18.3.2.11.10.1. The APPLICANT for a DATA CENTER shall provide an Energy Usage PLAN with the CONDITIONAL USE APPLICATION. The Energy Usage PLAN shall provide or identify, at a minimum:

130.18.3.2.11.10.1.1. Annual electricity demand;

130.18.3.2.11.10.1.2. Energy supply sources that will be utilized;

130.18.3.2.11.10.1.3. Energy storage capacity (if applicable);

130.18.3.2.11.10.1.4. Proposed sources of back-up power.

130.18.3.2.11.10.1.5. The APPLICANT shall monitor and report energy efficiency and emissions data to the municipality on a regular basis.

130.18.3.2.11.10.2. Prior to the commencement of construction, the APPLICANT shall provide verification that adequate capacity is available on the applicable supply lines and substation and shall not negatively impact the power available to all customers within the TOWNSHIP to ensure that the capacity available to serve the other needs of the TOWNSHIP is consistent with the normal projected growth of the TOWNSHIP. Verification of adequate capacity shall be as follows: documentation demonstrating that the project has secured an electrical interconnection which may include a will-serve letter, power purchase agreement, and/or authorized Federal Agency Letter of Interconnection, written proof of an executed interconnection service agreement, or other documentation acceptable to the Borough demonstrating approval of an interconnection with the electrical grid. Known impacts on electric rates or availability for other uses directly attributable to the DATA CENTER project shall be documented and available to the TOWNSHIP.

130.18.3.2.11.10.3. There shall be an Emergency Electrical

Termination Switch installed outside of any STRUCTURE which includes a DATA CENTER.

130.18.3.2.11.11. Emergency Management.

130.18.3.2.11.11.1. The APPLICANT shall submit an Emergency Response PLAN (ERP) prepared by a qualified, certified professional. The ERP shall:

130.18.3.2.11.11.1.1. Be reviewed and accepted by the local fire department and emergency management services as part of the land development process;

130.18.3.2.11.11.1.2. Include detailed procedures for fire suppression, containment, ventilation, and evacuation;

130.18.3.2.11.11.1.3. Include an evaluation of the access roads and hydrant locations within the SITE to ensure suitable access for emergency equipment within the SITE;

130.18.3.2.11.11.1.4. Ensure that all first responders receive adequate training specific to the installed system;

130.18.3.2.11.11.1.5. Include provisions for annual fire safety inspections demonstrating compliance with fire safety standards to be performed by a qualified certified professional on behalf of the DATA CENTER.

130.18.3.2.11.11.2. Any DATA CENTER use proposing battery storage or any other device or group of devices capable of storing energy in order to supply electrical energy at a later time, whether the energy is stored for use on-site or off-site, shall demonstrate compliance with National Fire Protection Association (NFPA) Standard 855, Installation of Stationary Energy Storage Systems, or similar standards and must include fire suppression systems designed specifically for battery storage.

130.18.3.2.11.11.3. No DATA CENTER shall be approved unless the APPLICANT demonstrates that procedures for fire suppression, containment, ventilation, and evacuation are sufficiently protective of public health, safety and welfare.

130.18.3.2.11.11.4. All DATA CENTER operations shall occur in a permanent BUILDING. There must be a conspicuous, durable SIGN which identifies the responsible person or entity controlling the DATA CENTER, the physical location and address of such person or entity, and a telephone number to allow representatives of the APPLICANT to be contacted 24 hours a day, seven days a week to address an

emergency as well as other issues and complaints. The SIGN shall be a minimum size of 2 feet by 3 feet with a light background and contrasting letters and numbers of a minimum HEIGHT of 1 1/2 inch that can be easily seen and read. The SIGN shall be identified clearly on the SITE PLAN.

130.18.3.2.11.11.5. If a reasonable complaint is registered with the APPLICANT or TOWNSHIP, the APPLICANT will respond to said complaint within 24 hours of notification and take whatever reasonable means necessary to alleviate and cure said complaint, should it be found to be with merit.

130.18.3.2.11.11.6. Reasonable complaints involving noise, vibration, or trespass to property shall be addressed by continuously monitoring for a period of 48 hours at the nearest property line to the complainant's residential or public BUILDING or 100 feet from the complainant's residential or public BUILDING, school medical, emergency or other public facilities, whichever is closer. The APPLICANT shall report the findings to the TOWNSHIP and shall timely mitigate the problem.

130.18.3.2.11.12. Decommissioning.

130.18.3.2.11.12.1. The APPLICANT shall submit a decommissioning PLAN for approval by the TOWNSHIP ENGINEER. The PLAN shall detail procedures and requirements for removal of all STRUCTURES associated with the DATA CENTER and DATA CENTER ACCESSORY USES including the following:

130.18.3.2.11.12.1.1. the anticipated life of the DATA CENTER;

130.18.3.2.11.12.1.2. a detailed scope of work for decommissioning that includes removal of all STRUCTURES, equipment, wiring, conduit, foundations to a depth of at least four (4) feet below grade along with a PLAN for restoring the SITE to pre-development conditions or better, including stabilization and revegetation of the SITE;

130.18.3.2.11.12.1.3. the estimated decommissioning costs in current dollars, including contingency, to be updated every one (1) year;

130.18.3.2.11.12.1.4. a timeline for decommissioning activities; and

130.18.3.2.11.12.1.5. financial security in an amount equal to one hundred ten percent (110%) of the total estimated

decommissioning and restoration costs, in a form to be approved by the TOWNSHIP ATTORNEY, to ensure that funds will be available for decommissioning and restoration. Financial security shall be updated to reflect any annual changes in the estimated decommissioning costs.

130.18.3.2.11.12.2. Determination of Abandonment. A DATA CENTER shall be considered abandoned when it has not been in active operation for a period of six (6) consecutive months. The TOWNSHIP shall notify the owner in writing of the preliminary determination of abandonment and allow the owner thirty (30) days to respond. If the owner fails to respond or demonstrate that the facility has not been abandoned, the TOWNSHIP shall issue a final determination of abandonment.

130.18.3.2.11.12.3. Decommissioning Process. Decommissioning shall commence within sixty (60) days of final determination of abandonment. All decommissioning work shall be completed within one hundred eighty (180) days of commencement.

130.18.3.2.11.13. Parking.

130.18.3.2.11.13.1. DATA CENTERS are to be provided with at least two (2) PARKING SPACES per employee based upon the maximum number of employees on SITE during the largest shift.

SECTION 4. ALL ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 5. If a final decision of a court of competent jurisdiction holds any provision of this Ordinance or the APPLICATION of any provision of this Ordinance to any circumstance to be illegal or unconstitutional, the other provisions of this Ordinance and the APPLICATION of such provisions to other circumstances shall remain in full force and effect.

ORDAINED AND ENACTED THIS XX DAY OF XXXXXX, 2027.

TOWNSHIP OF UPPER ST. CLAIR

ATTEST:

By:_____
President, Board of Commissioners

_____

Township Manager/Secretary

TOWNSHIP OF UPPER ST. CLAIR

RESOLUTION NO. 1806

A RESOLUTION OF THE TOWNSHIP OF UPPER ST. CLAIR, A HOME RULE MUNICIPALITY, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA ESTABLISHING A DATE FOR A PUBLIC HEARING ON A PROPOSED AMENDMENT TO CHAPTER 130 OF THE TOWNSHIP CODE ENTITLED "ZONING" TO ADD STANDARDS AND CRITERIA FOR DATA CENTERS IN THE RM-P PLANNED RESTRICTED LIGHT INDUSTRIAL DISTRICT

WHEREAS, Section 130.56. of the Township Code states that an amendment to Chapter 130 of the Township Code may be initiated by motion of the Board of Commissioners, or by petition, or on the recommendation of the Planning Commission or the Zoning Hearing Board; and

WHEREAS, the Board of Commissioners of the Township has determined that a public hearing should be held to consider whether an amendment to Chapter 130 of the Township Code would be in accordance with the Township Comprehensive Plan and in the best interests of the Township; and

WHEREAS, Section 130.56. of the Township Code states that the Board of Commissioners shall, by Resolution adopted at a stated meeting, fix the time and place of a public hearing on a proposed amendment to Chapter 130 of the Township Code and cause notice to be given to the public in accordance with Section 130.56.2. of the Township Code.

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved by the Board of Commissioners of the Township of Upper St. Clair, as follows:

THAT, a public hearing on the proposed amendment shall be held on Monday, January 4, 2027, beginning at 7:30 P.M., or shortly thereafter, in the Board of Commissioners' Meeting Room, 1820 McLaughlin Run Road, Upper St. Clair, PA 15241.

THAT, the Township Manager is hereby directed to give public notice in accordance with Sections 130.3. and 130.56. of the Township Code and the Pennsylvania Municipalities Planning Code.

THAT, the Township Manager is hereby directed to send a copy of the proposed amendment to the Allegheny County Department of Economic Development for recommendations at least thirty (30) days prior to the public hearing in accordance with Section 609 (e) of the Pennsylvania Municipalities Planning Code.

THAT, this Resolution shall be made a part of the official record at the public hearing to be held on January 4, 2027.

ADOPTED THIS 2nd DAY OF NOVEMBER, 2026.

TOWNSHIP OF UPPER ST. CLAIR

ATTEST:

By:_____
President, Board of Commissioners

_____
Township Manager/Secretary

MEMORANDUM

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

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

Date: **October 30, 2026**

Subject: **RECOMMENDATION 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. Following an initial public meeting to gather resident input, the Township surveyed all 26 households on Devonwood Drive in accordance with the Traffic Calming Policy. With 20 households voting in favor, three voting against, and three not participating, the plan achieved a 76.9% approval rate - surpassing the policy's required 60% threshold.

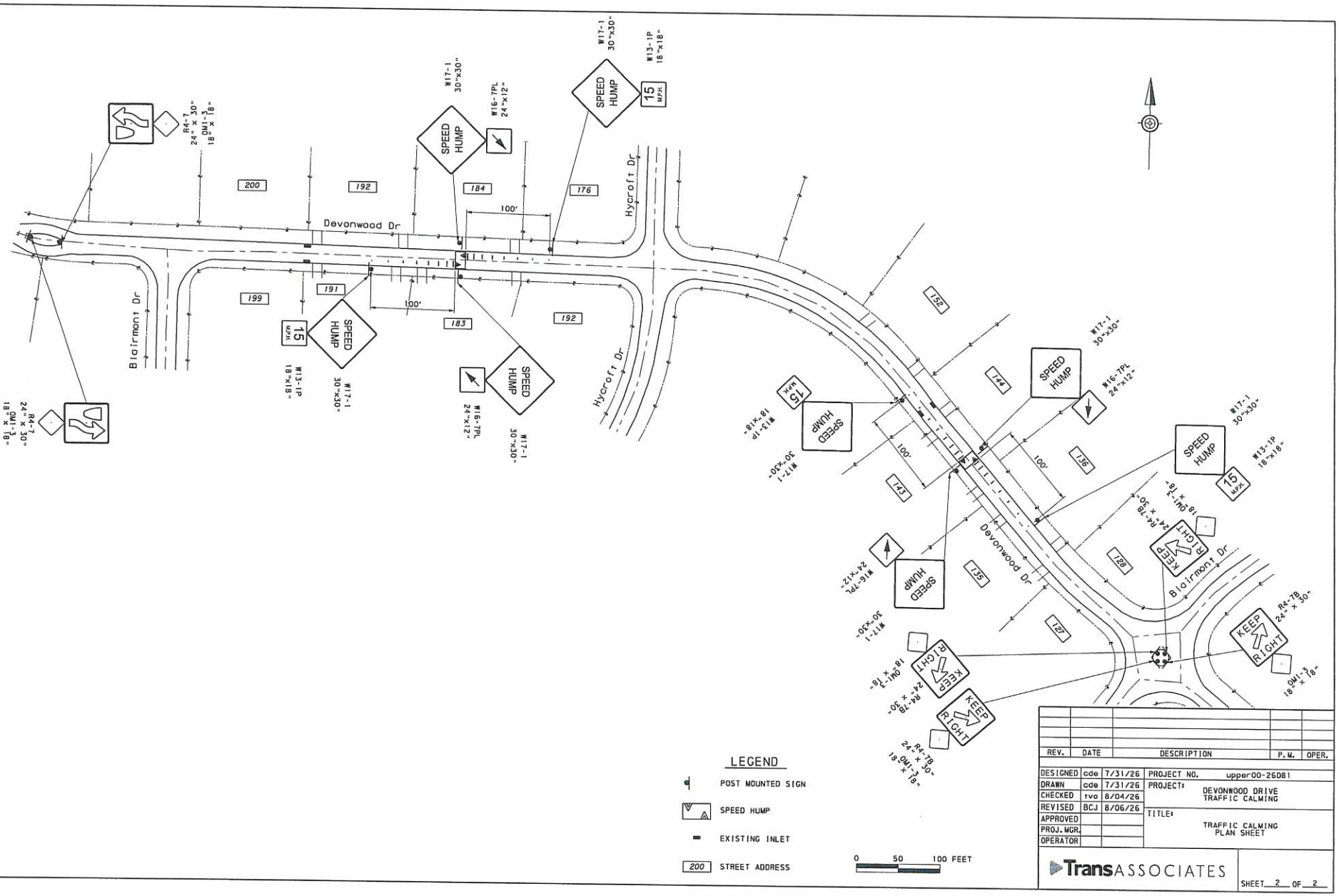
Staff Recommendation

Staff recommends that the Board of Commissioners grant approval of the proposed Traffic Calming Plan for Devonwood Drive as the request has satisfied the established warrant criteria in the Traffic Calming Policy. This may be accomplished by a simple motion and voice vote.

Attachments

1. Traffic Calming Plan

I:\Traffic Calming Studies\Devonwood Drive\TM Memo Devonwood Drive Traffic Calming Plan 103026.docx



REV.	DATE	DESCRIPTION	P.M.	OPER.

DESIGNED	cde	7/31/26
DRAWN	cde	7/31/26
CHECKED	tvc	8/04/26
REVISED	BCJ	8/06/26
APPROVED		
PROJ. MGR.		
OPERATOR		

PROJECT NO. upper00-26081

PROJECT: DEVONWOOD DRIVE TRAFFIC CALMING

TITLE: TRAFFIC CALMING PLAN SHEET

TransASSOCIATES

SHEET 2 OF 2

PLOTTED: 8/6/2026

FILE NAME: P:\upper00\26081 Devonwood Traffic Calming\Working\26081 Speed Hump Plan.dgn

MEMORANDUM

To: Board of Commissioners

From: Matthew R. Serakowski, Township Manager

Date: October 30, 2026

Subject: **RECOMMENDATION RE. PUBLIC HEARING FOR 2027 PROPOSED BUDGET**

The 2027 Proposed Budget will be presented at the November 2, 2026, Board of Commissioners Meeting. The recommended procedure for the hearing is as follows:

1. Swearing in of testifiers;
2. Presentation will be made by Mark Romito from Transcend Finance;
3. Questions from the Board of Commissioners;
4. Testimony from the public;
5. The hearing should then be closed by the Board of Commissioners.

Adoption of the 2027 Budget is scheduled for December 7, 2026 in accordance with the Home Rule Charter.

MEMORANDUM

To: Board of Commissioners

From: Matthew R. Serakowski, Township Manager

Date: October 30, 2026

Subject: **RECOMMENDATION 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**

As discussed at the Informational and General Affairs Meeting of the Board of Commissioners last Monday, October 26, 2026, Staff is recommending the Board's consideration to formally establish the Department of Information Technology and the Department of Human Resources by amending Chapter 21 of the Township Code entitled "Departments of Government.

Staff recommends adoption of Bill No. 5-26 by the Board of Commissioners at its Regular Meeting on November 2, 2026. Adoption may be accomplished by a simple motion and a roll call vote.

Attachments: -Bill No. 5-26
-Township Code Chapter 21 – Amended with Highlighted Additions

Township of
USC
FOUNDED 1788
Upper St. Clair

BILL NUMBER 5-26

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 plans 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.