

**TOWNSHIP OF RESERVE MINUTES OF THE  
REGULAR MONTHLY MEETING  
April 2, 2025**

**CALL TO ORDER**

Commissioner Neurohr called the meeting to order on April 2, 2025, at 7:00 PM.

**ROLL CALL**

Commissioner Neurohr asked Secretary Shores to call the roll as follows:

**PRESENT:** Commissioner Sharon Sweeney, Commissioner Rob Stephens, Commissioner John Kaib, Commissioner Ed Vincent, Commissioner Ron Neurohr, Manager Jan Kowalski, Solicitor Emily Mueller and Engineer Gordon Taylor

**ALSO, PRESENT:** 10 visitors

**EXECUTIVE SESSION**

Commissioner Ron Neurohr reported that the Board of Commissioners held an Executive Session tonight at 6:00 pm, wherein the following topics were discussed: employment and personnel matters, contracts and policies, actual and ongoing litigation as well as potential litigation and identifiable complaints.

**PUBLIC COMMENTS –**

*Members of the public wishing to speak should indicate such on the sign-in sheet when entering the meeting room. Anyone speaking on a non-agenda item may do so during the public comment period. Anyone speaking on an agenda item will be recognized at the appropriate time.*

*Per Resolution 612:*

- *Speakers are limited to five (5) minutes.*
- *If more than one member of the public is here to speak on a particular topic, please designate one individual to represent the group.*
- *All comments shall be directed to the presiding officer.*
- *Any person making offensive, insulting, or threatening remarks may be removed.*

**Ken Vybiral** – 2439 Arlington St. – Mr. Vybiral wanted to make a public service announcement that he is running for the Shaler Area School Board's Area 1 School Board Slot and May 20<sup>th</sup> is election day and he would appreciate the support.

**Tracy Price** – 1985 Pittview Ave. – Ms. Price had some concerns that she brought to the Board's attention regarding incidents with neighbors. Solicitor Mueller informed Ms. Price that the Township can only regulate certain things and criminal behavior is regulated by crimes code. The Police will respond to reports of criminal activity, investigate it and take action warranted under the crimes code.

## **APPROVAL OF CONSENT AGENDA**

Commissioner Stephens made the motion to approve the consent agenda, with a second by Commissioner Vincent. All in favor. Motion carries.

## **RESOLUTIONS TO BE CONSIDERED FOR ADOPTION –**

- Resolution #792 – Proclamation of Pennsylvania 811 Safe Digging Month – A Resolution recognizing April as Safe Digging Month in Pennsylvania. Commissioner Stephens made the motion to adopt Resolution #792, Proclamation of Pennsylvania 811 Safe Digging Month, with a second by Commissioner Sweeney. All in favor. Motion carries.
- Resolution #793 – Application for PA Small Water and Sewer Grant – Authorization to apply for PA Small Water and Sewer Grant in the amount of \$500,000 for replacement of the main water line on Mount Troy Road between Gardenview Drive and Fornof Lane. Commissioner Kaib made the motion to adopt Resolution #793, Application for PA Small Water and Sewer Grant, with a second by Commissioner Stephens. All in favor. Motion carries.

## **ORDINANCES TO BE INTRODUCED –**

- Ordinance #704 – Amending the Township Zoning Ordinance and changing the Zoning Map – Requesting authorization to advertise. Commissioner Stephens made the motion to introduce Ordinance #704, Amending the Township Zoning Ordinance and changing the Zoning Map, with a second by Commissioner Vincent. All in favor. Motion carries.

## **ORDINANCES TO BE CONSIDERED FOR ENACTMENT – None**

## **COMMITTEE REPORTS**

**PUBLIC SAFETY CHAIR JOHN KAIB** – Commissioner Kaib read the report from the Police Department. Commissioner Stephens read the report from the VFD.

**PUBLIC WORKS CHAIR ED VINCENT** – Commissioner Vincent reported that for the month of March, Public Works completed their weekly water testing for chlorine and bacteria and all results were good. They also completed the quarterly meter readings for the 1<sup>st</sup> quarter water bills.

Commissioner Vincent reported that Leak ID has completed the leak detection survey of the Township water lines and report was submitted. There were several possible leaks identified and will be excavated starting in April.

Commissioner Vincent reported that Public Works replaced 2 customer water meters.

Commissioner Vincent reported that Public Works researched cargo trailers to replace the water truck and submitted recommendations to the Township Manager.

Commissioner Vincent reported that Public Works cleaned catch basins throughout the Township and cleaned up a mudslide and debris on Spring Garden Road following the storm on 3/16/2025.

Commissioner Vincent reported that one Public Works employee took the Certified Water Operator Licensing Exam on 3/28/2025

**FINANCE CHAIR SHARON SWEENEY** – Commissioner Sweeney reported that the 2024 Financial Audit has been completed. Commissioner Sweeney reported that the Auditors were very pleased with how organized the documents were submitted by Jan and Mia.

The Auditors, Brian and Carley, from Zelenkofske Axelrod LLC were present to explain their findings and what the unmodified opinion was and that it was materially accurate. Brian stated that the organization was a testament to Jan and Mia, and the Board is lucky to have the people that they do have for the financials.

**RECREATION CHAIR SHARON SWEENEY** – Commissioner Sweeney reported that the Easter Egg Hunt will be on Saturday April 5<sup>th</sup>, and the doors will open at 11:00 A.M. Commissioner Sweeney reported that Spring Clean Up day will be on Saturday April 26<sup>th</sup>, rain or shine beginning at 9:00 A.M.

**PUBLIC RELATIONS/INTERGOVERNMENTAL AFFAIRS CHAIR RON NEUROHR** – Commissioner Neurohr reported that he is looking forward to the Annual Clean Up Day as it is becoming a social event for the Community. Commissioner Neurohr attended the last COG Meeting and reported the information he learned to the Manager. Commissioner Neurohr stated that even though we are short staffed now with Public Works, they are doing a great job maintaining the water breaks and Township tasks. Commissioner Neurohr also mentioned when the Police Department was short staffed and Chief Morgan managed through it and now, we have a fully staffed department. Commissioner Neurohr also mentioned what a great job Jan and Mia are doing with the Water Department billing process and that he is proud to be here in the Township.

**MANAGER'S REPORT** – Manager Kowalski reported that she attended the Pennsylvania Rural Water Association Conference with Scott from Public Works. She stated that they learned a lot and the information was very useful.

Manager Kowalski reported that Public Works is working on fixing the water leaks identified by Leak ID and the one at the corner of Arlington and Pittview was repaired on April 1, 2025. For the first time, according to the daily billing report given by PGH2O, we are under 200k gallons a day for usage on the Mount Troy Road waterline.

Manager Kowalski reported that she was contacted by a local resident about a community garden and the meeting is scheduled for Tuesday April 22, 2025, at 6:30PM and all are welcome to give suggestions.

Manager Kowalski reported that she was notified by Allegheny County that Spring Garden Road will close on June 2, 2025; to work on Phase 2 of the Retaining Wall Project. Allegheny County anticipates that the road will be closed all summer and detours will be in place.

**SOLICITOR'S REPORT** – Ms. Mueller reported that the Township received a petition along Spring Garden Road looking to rezone parcels from R2 to C1 and one to LI (Light Industrial Use). For several parcels, the usage of the property is not residential, so this will fix that.

Ms. Mueller stated that a Public Hearing will be held before next month's meeting and any member of the public is welcome to attend and give comments.

**ENGINEER'S REPORT** – Mr. Taylor gave the Annual MS4 Training for 2025. (Municipal Separate Storm Sewers)

**GIRTYS RUN REPORT** – Mr. Ken Kaib had nothing to report.

**COMMUNICATIONS AND RECOGNITIONS** – Secretary Shores reported that Manager Kowalski received an email on March 20<sup>th</sup> from a local resident.

“Hi Jan,

I wanted to say thank you. Yesterday I was on Mt. Troy Rd. behind a truck, and it had a Michael Brothers dumpster on the back, and it had a cover over the top of it so that nothing could come out onto the road.

So again, thank you for making that happen.”

**OLD BUSINESS** –

- Motion to approve Settlement Agreement with Kristen Rebel (tabled at March meeting due to lack of response). Manager Kowalski requested a motion to table, no additional information or update. Commissioner Stephens made the motion to table the Settlement Agreement with Kristen Rebel, with a second by Commissioner Sweeney. All in favor. Motion tabled.
- Motion to approve Invoice #57138 from Robinson Pipe Cleaning in the amount of \$8,955 for Emergency Cleaning and CCTV Inspection of 450 feet of sanitary sewer line behind Biscayne Terrace (tabled at March meeting). Commissioner Kaib made the motion to approve Invoice #57138 from Robinson Pipe Cleaning in the amount of \$8,955 for Emergency Cleaning and CCTV Inspection of 450 feet of sanitary sewer line behind Biscayne Terrace, with a second by Commissioner Stephens. All in favor. Motion carries.

**NEW BUSINESS** –

- Approval for Board President Ron Neurohr to sign a Letter of Intent to request Technical Assistance from Governor's Center for Local Government Services on Police Regionalization. Commissioner Stephens made the motion to approve Board President Ron Neurohr to sign a Letter of Intent to request Technical Assistance from Governor's Center for Local Government Services on Police Regionalization, with a second by Commissioner Sweeney. All in favor. Motion carries.
- Motion to accept Quote 18825 from Smouse Trucks for the purchase of a Cargo Trailer for the Water Department in the amount of \$8,372.44 (included in 2025 Adopted Budget). Commissioner Kaib made the motion to accept Quote 18825 from Smouse Trucks for the purchase of a Cargo Trailer for the Water Department in the amount of \$8,372.44, with a second by Commissioner Stephens. All in favor. Motion carries.
- Motion to accept Quote from Jim Shorkey Auto Group for the purchase of a 2025 Dodge Durango for the Police Department in the amount of \$41,305 to replace the 2018 Ford Interceptor (included in the 2025 Adopted Budget). Commissioner Stephens made the motion to accept Quote from Jim Shorkey Auto Group for the purchase of a 2025 Dodge Durango for the Police Department in the amount of \$41,305 to replace the 2018 Ford Interceptor, with a second by Commissioner Kaib. All in favor. Motion carries.
- Approval for Board president Ron Neurohr to sign the Engagement Letter with Acrisure for Actuarial Services to the Reserve Township Pension Plans for 2025 and 2026. Commissioner

Sweeney made the motion to approve Board president Ron Neurohr to sign the Engagement Letter with Acrisure for Actuarial Services to the Reserve Township Pension Plans for 2025 and 2026, with a second by Commissioner Stephens. All in favor. Motion carries.

- Authorization to advertise for bids for the 2025 Road Paving Program. (Fleiner, Troy, Magnolia, and 5 Utility Patches). Commissioner Stephens made the motion to advertise for bids for the 2025 Road Paving Program, with a second by Commissioner Kaib. All in favor. Motion carries.
- Authorization to advertise for bids for the 2025 CCTV Program required by the Operation and Maintenance Agreement as part of the Allegheny County Health Department Consent Order. Commissioner Kaib made the motion to advertise for bids for the 2025 CCTV Program required by the Operation and Maintenance Agreement as part of the Allegheny County Health Department Consent Order, with a second by Commissioner Stephens. All in favor. Motion carries.
- Authorization to advertise for bids for the 2025 Sanitary Sewer Lining Project. Commissioner Sweeney made the motion to advertise for bids for the 2025 Sanitary Sewer Lining Project, with a second by Commissioner Vincent. All in favor. Motion carries.

**NEXT PUBLIC MEETING ANNOUNCEMENT** – Mr. Neurohr announced the next public meeting would be on Wednesday May 7, 2025, at 7 P.M.

**ADJOURNMENT** – There being no further business to discuss, Commissioner Ron Neurohr requested a motion to adjourn the meeting. Commissioner Rob Stephens motioned to adjourn with a second by Commissioner John Kaib. All in favor.

The meeting was adjourned at 8:00 P.M.

Respectfully submitted,

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Mia Shores, Secretary