

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

**CALL TO ORDER**

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

**ROLL CALL**

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

**PRESENT:** Commissioner Sharon Sweeney, Commissioner John Kaib, Commissioner Ed Vincent, Commissioner Ron Neurohr, Manager Jan Kowalski, Solicitor Mandi Culhane in place of Solicitor Emily Mueller and Engineer Gordon Taylor

**ALSO, PRESENT:** 1 visitor

Ms. Shores stated that Commissioner Rob Stephens was not present.

**EXECUTIVE SESSION**

Commissioner Ron Neurohr reported that the Board of Commissioners held an Executive Session tonight at 6:00 pm, wherein the Board discussed pending litigation, potential litigation, and received legal advice from the Solicitor on various matters.

Commissioner Neurohr requested to have a moment of silence for the passing of longtime resident and former Building Inspector, Richard Bartolowits, who passed on June 8, 2025. The Township sends sympathy and prayers to the Bartolowits family.

**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.*

**Leanne Mocniak – 2 Willow Lane –** Mrs. Mocinak requested consideration from the Board for the paving of Willow Lane. Mrs. Mocinak stated that Public Works did some patch work and while that is appreciated, the cold patch is washing away with the rain, making conditions worse. Manager Kowalski stated that she heard from 3 other residents on Willow Lane, who are concerned about the condition of the road. Commissioner Neurohr stated that the Board will take the paving into consideration, but there is no guarantee that street will be in the budget.

## **APPROVAL OF CONSENT AGENDA**

Commissioner Sweeney 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** – None

## **ORDINANCES TO BE INTRODUCED** – None

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

## **COMMITTEE REPORTS**

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

**PUBLIC WORKS CHAIR ED VINCENT** – Commissioner Vincent reported that for the month of June, Public Works performed weekly water testing for chlorine and bacteria and all results were good. Public Works also exercised valves as part of routine maintenance program.

Commissioner Vincent reported that Public Works repaired 2 water main breaks at 2719 Edison and 2801 Houston that occurred within 300 feet and 6 hours of each other on June 10<sup>th</sup>. Public Works participated in hydrant flushing training conducted by LB Water. Public Works received training on the SR-20 Underground Line Locator and picked up the new Cargo Trailer for the Water Department.

Commissioner Vincent reported that Public Works performed routine sewer flushing at Maplewood, West Homestead, West Beckert and James Dr. Public Works met with a Company Representative to see a demonstration on a 200-foot push camera for viewing sewer mains.

Commissioner Vincent reported that Bob Garrison, Scott Lewis, Jeremy Maurer and Matt Vybiral participated in Flagger Training held by the North Hills Council of Governments. Public Works also attended the annual Equipment and Vendor Show sponsored by the North Hills Council of Governments.

Commissioner Vincent reported that Public Works responded to 51 One Calls, cut brush on detention pond at Villa Court, applied cold patch on Township Roads as needed and rebuilt the bleachers and benches at the Reserve Athletic Association T-Ball field.

**FINANCE CHAIR SHARON SWEENEY** – Commissioner Sweeney had nothing new to report on Finance.

**RECREATION CHAIR SHARON SWEENEY** – Commissioner Sweeney reported that this is a slow time for events, but the Halloween Parade will be here before you know it.

**PUBLIC RELATIONS/INTERGOVERNMENTAL AFFAIRS CHAIR RON NEUROHR** – Commissioner Neurohr reported that he attended the annual Equipment and Vendor Show with Public Works.

Commissioner Neurohr reported that he communicated frequently with Manager Kowalski regarding daily Township activities.

**MANAGER'S REPORT** – Manager Kowalski reported that one of the speed humps have been re-installed on Pittview and once Public Works gets the hardware for the other speed hump, it will also be installed.

Manager Kowalski reported that Scott Lewis has received his official license to be a Certified Water Operator as of June 18<sup>th</sup> and the Township is glad to have him in the Public Works Department.

Manager Kowalski reported that the new water billing software is going very well. The water department is in its second billing cycle with the new system and to date there are 589 customers signed up for an online portal, 198 customers signed up for e-billing and 140 customers signed up for autopay that will be deducted on the bill due date.

Manager Kowalski reported that for the months of July and August, she will be conducting lead and copper line testing to 10 customers. This testing is required every 3 years from the EPA.

**SOLICITOR'S REPORT** – Ms. Culhane reported that since the last meeting they had been working with the Township Manager on legal matters related to the Haser Place Developers Agreement, related to the Set-Aside Agreement and provided legal advice to the Board in Executive Session.

**ENGINEER'S REPORT** – Mr. Taylor reported that the Administrative Consent Order Phase II Progress Report has been submitted.

Mr. Taylor reported that a pre-construction meeting was held with Robinson Pipe on June 11<sup>th</sup> and work is scheduled to begin mid-July and is anticipated to go on throughout the month of July and be completed in August of 2025.

Mr. Taylor reported that the contractor resumed work on West Beckert on June 23<sup>rd</sup> and they have requested to work from the hours of 6:00 AM to 2:00 PM to avoid the midday heat.

Mr. Taylor reported that Amani Development has submitted a pay request No. 5 in the amount of \$60,905.78.

Mr. Taylor reported that a pre-construction meeting is to be scheduled with the paving contractor in July to determine a detailed schedule of work.

Mr. Taylor reported that Robinson Pipe will be on site early July to camera the Sanitary and Storm Sewers on Lonsdale Street for the sewer separation.

**GIRTYS RUN REPORT** – Mr. Ken Kaib was not present to report.

**COMMUNICATIONS AND RECOGNITIONS** – Secretary Shores had nothing to report.

**OLD BUSINESS** – None

**NEW BUSINESS** –

- Consideration of request by Merante Construction to move the start time for storm sewer work on Borough, Pittview, Magnolia and West Beckert, one hour earlier due to extreme heat. The request is to start at 6:00am. Commissioner Kaib made the motion to approve the request by Merante Construction to move the start time for storm sewer work on Borough, Pittview, Magnolia and West Beckert, one hour earlier due to extreme heat, with a second by Commissioner Vincent. All in favor. Motion carries.
- Motion to approve Payment Request #5 for Site Development in the amount of \$60,905.78 from Amani Development to Metarko Excavating per the terms of the Haser Place Set Aside

Agreement. Commissioner Sweeney made the motion to approve Payment Request #5 for Site Development in the amount of \$60,905.78 from Amani Development to Metarko Excavating per the terms of the Haser Place Set Aside Agreement with a second by Commissioner Kaib. All in favor. Motion carries.

- Motion authorizing the Township Manager to execute the three-year Snow and Ice Agreement with Allegheny County to provide winter maintenance services on Spring Garden, Mt. Troy, and Hoffman Roads. Commissioner Kaib made the motion to authorize the Township Manager to execute the three-year Snow and Ice Agreement with Allegheny County to provide winter maintenance services on Spring Garden, Mt. Troy, and Hoffman Roads, 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, August 6, 2025, at 7 P.M.

**ADJOURNMENT** – There being no further business to discuss, Commissioner Ron Neurohr requested a motion to adjourn the meeting. Commissioner Ed Vincent motioned to adjourn with a second by Commissioner Sharon Sweeney. All in favor.

The meeting was adjourned at 7:28 P.M.

Respectfully submitted,

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Mia Shores, Secretary

APPROVED