

**TOWNSHIP OF RESERVE MINUTES OF THE  
REGULAR MONTHLY MEETING  
August 6, 2025**

**CALL TO ORDER**

Commissioner Neurohr called the meeting to order on August 6, 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:** 4 visitors

Commissioner Neurohr requested to have a moment of silence for the passing of longtime resident and sister of Commissioner Ed Vincent, Marsha DeFazio, who passed on August 3, 2025. The Township sends sympathy and prayers to the DeFazio/Vincent family.

**EXECUTIVE SESSION**

Solicitor Emily Mueller reported that the Board of Commissioners held an Executive Session tonight at 6:00 pm, wherein the Board discussed personnel matters.

**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.*

**Patty Barker** – 124 Arlington St. – Mrs. Barker requested consideration from the Board for the paving of Logan Street. Mrs. Barker stated that the top of the hill is sloping. 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 –**

- Resolution #795 – Reimbursement Agreement between Reserve Township and Allegheny County to split the cost of emergency repairs to Mount Troy Road caused by a ruptured waterline. Commissioner Stephens made the motion to adopt Resolution #795 – Reimbursement Agreement between Reserve Township and Allegheny County, with a second by Commissioner Kaib. All in favor. Motion carries.
- Resolution #796 – Reimbursement Agreement between Reserve Township and Pittsburgh Water for the paving of Elizabeth Street subject to the Solicitor’s review and approval of the final agreement. Commissioner Stephens made the motion to adopt Resolution #796 – Reimbursement Agreement between Reserve Township and Pittsburgh Water subject to the Solicitor’s review and approval of the final agreement, with a second by Commissioner Sweeney. All in favor. Motion carries.
- Resolution #797 – Authorization to apply for a Redevelopment Authority of Allegheny County GEDTF Grant for the Phase IV Hoffman Road Waterline Replacement Project in the amount of \$274,868.75. Commissioner Stephens made the motion to adopt Resolution #797 - Authorization to apply for a Redevelopment Authority of Allegheny County GEDTF Grant, with a second by Commissioner Vincent. All in favor. Motion carries.

**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 Stephens read the report from the VFD.

**PUBLIC WORKS CHAIR ED VINCENT** – Commissioner Vincent reported that for the month of July, Public Works performed weekly water testing for chlorine and bacteria, and all results were good. Public Works also collected water samples from 10 homes for Lead and Copper Testing, as required by the DEP and EPA and all results were good.

Commissioner Vincent reported that Public Works replaced a 6’ valve on the main waterline to Trout Drive. Public Works also repaired 1 water main break on Trout Drive. Public Works flushed hydrants as needed to maintain adequate chlorine levels. Public Works repaired a leaking hydrant on West Beckert and Magnolia.

Commissioner Vincent reported that Public Works performed routine sewer flushing at Maplewood, West Homestead, West Beckert and James Dr. Public Works assisted the Township Engineer with dye testing of the sewer line on Lonsdale Street for the design of the Sewer Separation Project. Public Works also assisted the Township Engineer with planning and design of the Electric Hill Storm Sewer Improvement Project.

Commissioner Vincent reported that Public Works has started outfitting the new cargo trailer to be used for water and sewer repairs.

Commissioner Vincent reported that Public Works responded to 55 One Calls, repaired concrete curb on Carrie Street, applied cold patch on Township Roads as needed, cut grass on

Township owned properties, assisted with the removal of the fallen tree on Geyer Road and reinstalled the speed humps on Pittview Ave.

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

**RECREATION CHAIR SHARON SWEENEY** – Commissioner Sweeney reported that the Halloween Parade registration has opened, and it will be the last Sunday in October. This year's light up event will be on a Friday this year, December 5<sup>th</sup>, and will be open to the public.

**PUBLIC RELATIONS/INTERGOVERNMENTAL AFFAIRS CHAIR RON NEUROHR** – Commissioner Neurohr reported that he attended the last COG Meeting.

Commissioner Neurohr took a moment to compliment the Township Staff, Public Works and the Police stating that everyone is doing a great job and everything is exceptionally organized, and the Board does appreciate it.

**MANAGER'S REPORT** – Manager Kowalski reported that she took a 2-day training class through Penn State's Center for Dirt and Gravel Studies, to get certified to apply for grants for low volume roads, through the Department of Agriculture.

Manager Kowalski reported that she requested to have a meeting with PGH2O to discuss protocol when water will be shut off to the Township, due to an emergency that happened the previous week, and that is scheduled for August 21<sup>st</sup>. This will be an Emergency Management meeting with Public Works and the Police to determine the best steps for notifying our residents sooner.

Manager Kowalski reported that part 1 of the technology grant has been completed and part 2 will start the week of August 25<sup>th</sup>.

**SOLICITOR'S REPORT** – Ms. Mueller reported that she worked with the Manager regarding a personnel matter and an invoice issue with a developer, that has been reconciled.

**ENGINEER'S REPORT** – Mr. Taylor reported that grant applications have been submitted, and the anticipated date of approval/ rejection has been provided.

Mr. Taylor reported that Robinson Pipe was notified of sewage backup on Biscayne Terrace, and they sent a professional cleaner to address the issue.

Mr. Taylor reported that LSSE is preparing the annual MS4 report for the due date of September 30, 2025.

Mr. Taylor reported that the storm sewer installation on Magnolia Street and Pittview Avenue is complete.

Mr. Taylor reported that a resident project representative is making periodic site visits to verify installation of utilities at the Haser Place Development site on Geyer Road.

Mr. Taylor reported that a pre-construction meeting for the 2025 Road Paving Project is to be scheduled with the contractor in August to determine a detailed schedule of work.

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

**COMMUNICATIONS AND RECOGNITIONS** – Secretary Shores reported that on the evening of July 19<sup>th</sup>, Officer Trush responded to a call of a fallen tree on Geyer Road. Officer Trush displayed professionalism, extra effort and compassion to a resident who was shaken up from the incident and he had stayed with her until she calmed down. The resident called the Township Office to commend Officer Trush for helping her.

**OLD BUSINESS** – None

**NEW BUSINESS** –

- Motion to approve a retention payment to Jan Kowalski, conditioned on her continued Township Manager, water and wastewater administration services through December 31, 2025, as set forth in the Solicitor’s memorandum dated July 29, 2025. Commissioner Sweeney made the motion to approve a retention payment to Jan Kowalski, conditioned on her continued Township Manager, water and wastewater administration services through December 31, 2025, as set forth in the Solicitor’s memorandum dated July 29, 2025, with a second by Commissioner Vincent. All in favor. Motion carries.
- Motion to approve Tri-COG Land Bank’s Notice of Proposed Property Disposition for 2851 Mount Troy Road. Commissioner Stephens made the motion to approve Tri-COG Land Bank’s Notice of Proposed Property Disposition for 2851 Mount Troy Road, with a second by Commissioner Sweeney. All in favor. Motion carries.
- Motion to authorize advertisement of 1970 Ford Utility Truck (former water truck) for sale on Municibid. Commissioner Vincent made the motion to authorize advertisement of 1970 Ford Utility Truck (former water truck) for sale on Municibid, with a second by Commissioner Stephens. All in favor. Motion carries.

**NEXT PUBLIC MEETING ANNOUNCEMENT** – Mr. Neurohr announced the next public meeting would be on Wednesday, September 3, 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 Rob Stephens. All in favor.

The meeting was adjourned at 7:30 P.M.

Respectfully submitted,

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Mia Shores, Secretary