

**TOWNSHIP OF RESERVE MINUTES OF THE
REGULAR MONTHLY MEETING
October 1, 2025**

CALL TO ORDER

Commissioner Neurohr called the meeting to order on October 1, 2025, at 7:00 PM.

Commissioner Neurohr asked to have a moment of silence for the passing of longtime resident, George Brown. Mr. Brown was a Volunteer Fireman of the Township for almost 60 years. The Board extends their condolences to the family of George Brown.

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: 7 visitors

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.*

EMERGENCY MANAGEMENT SERVICES UPDATE

Greg Porter, the Executive Director of Ross/West View EMSA, presented the services update to the Board.

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 #799 – Authorization to apply for a Local Share Account Grant for Water Metering System Upgrade. Commissioner Kaib made the motion to adopt Resolution #799 – Authorization to apply for a Local Share Account Grant for Water Metering System Upgrade, with a second by Commissioner Vincent. All in favor. Motion carries.

ORDINANCES TO BE INTRODUCED –

- Ordinance #706 – Restatement of Reserve Township Nonuniform Pension Plan – Requesting authorization to advertise. Commissioner Stephens made the motion to advertise Ordinance #706 - Restatement of Reserve Township Nonuniform Pension Plan, with a second by Commissioner Vincent. All in favor. Motion carries.

ORDINANCES TO BE CONSIDERED FOR ENACTMENT –

- Ordinance #705 – Amendment to Chapter 94 of the Reserve Township Code of Ordinances to repeal the prohibition on hiring part-time officers – Having been duly advertised, Ordinance is ready of adoption. Commissioner Stephens made the motion to adopt Ordinance #705 – Amendment to Chapter 94 of the Reserve Township Code of Ordinances to repeal the prohibition on hiring part-time officers, with a second by Commissioner Sweeney. All in favor. Motion carries.

COMMITTEE REPORTS

PUBLIC SAFETY CHAIR JOHN KAIB – Commissioner Kaib read the report from the Police Department. Commissioner Stephens read the report from the VFD. Manager Jan Kowalski presented the State Foreign Fire Insurance Allocation to the RVFD Relief Association in the amount of \$19,357.19.

PUBLIC WORKS CHAIR ED VINCENT – Commissioner Vincent reported that for the month of September, Public Works performed weekly water testing for chlorine and bacteria, and all results were good. Public Works also performed the quarterly water meter readings for the 3rd quarter billing cycle and continued locating customer curb boxes.

Commissioner Vincent reported that Public Works performed routine sewer flushing at Maplewood, West Homestead, West Beckert and James Dr. Public Works also assisted the CCTV camera crew with locating manholes.

Commissioner Vincent reported that Public Works responded to 23 One Calls, installed 50 linear feet of new 12” Storm Sewer Line and replaced catch basins at Edison and Volta Streets, hammered out and grade-adjusted 2 catch basins on Fleiner Street, attended Public Works Training Day sponsored by Allegheny League of Municipalities and Gateway Engineers, cleaned and organized Public Works shop, and repaired the shop floor drain and replaced concrete flooring.

FINANCE CHAIR SHARON SWEENEY – Commissioner Sweeney reported that the preliminary budget is being considered by the Board, and the Budget Presentation is planned for the November 5th Board Meeting.

RECREATION CHAIR SHARON SWEENEY – Commissioner Sweeney reported that registration for the Halloween Parade will be on Sunday October 26th. This year’s light up event will be on a Friday this year, December 5th, and is open to the public. The final event of the year will be Lunch with Santa on Saturday December 13th, and registration is required to attend.

PUBLIC RELATIONS/INTERGOVERNMENTAL AFFAIRS CHAIR RON NEUROHR – Commissioner Neurohr took a moment to commend the Board and the Township Staff for making sure things are running smooth throughout the Township.

MANAGER’S REPORT – Manager Kowalski reported that the 1970 Ford Water Truck sold on Municibid, and the buyer anticipates buying an antique plate to put on it. Manager Kowalski reported that the coffee with the Manager went well and the Executive Director from 3 Rivers Wet Weather talked about the Sanitary Sewer Consent Order. Manager Kowalski reported that the next Manager’s Meeting will be on Friday, October 31st, and our guest speaker will be State Representative Lindsay Powell. Manager Kowalski reported that she held a meeting with Public Works and the Command Staff for the Fire Company to discuss how we can help them better during fire events. The procedure going forward is for the Fire Department to call dispatch and ask for Public Works and then the Police will call out Public Works so they can assist with hydrant operation. The Township is going to purchase a flow meter to test the Township hydrants so the Fire Department will have a record of the flow volume.

SOLICITOR’S REPORT – Ms. Mueller reported that she assisted with an ongoing personnel matter.

ENGINEER’S REPORT – Mr. Taylor reported that LSSE is preparing a Local Share Assessment (LSA) grant application for the Advanced Water Meter Infrastructure Project due on November 30, 2025, in the amount of \$763,421.00 and award notification is anticipated to be in November of 2026. Mr. Taylor reported that the Electric Hill Storm Sewer Improvements contract was awarded to Pampena Landscape and Construction, Inc. at the September meeting and work is anticipated to begin in February or March of 2026. Mr. Taylor reported that the contract for the Electric Hill Paving was awarded to A. Folino Construction, Inc. at the September meeting and work is anticipated to begin in April 2026. Mr. Taylor reported that 2025 Paving is going to be scheduled for the Spring of 2026 to be completed with the paving on Edison St. and Ohm St.

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

COMMUNICATIONS AND RECOGNITIONS – Secretary Shores reported that a resident of 310 Elizabeth Street called to thank the Township for having Elizabeth Street paved. She said that it’s been in very bad condition for years and she’s very pleased the we heard her concerns and worked to find a solution.

OLD BUSINESS – None

NEW BUSINESS –

- Motion to approve Change Order No. 1 for El Grande Industries; increase of \$10,924.17 for addition of Borough Street Paving. Commissioner Stephens made the motion to approve Change Order No. 1 for El Grande Industries; increase of \$10,924.17 for addition of Borough Street Paving, with a second by Commissioner Vincent. All in favor. Motion carries.
- Motion to approve Payment Request #3 (final) to El Grande Industries in the amount of \$114,351.67 for the West Beckert Storm Sewer Project. Commissioner Sweeney made the motion to approve Payment Request #3 (final) to El Grande Industries in the amount of \$114,351.67 for the West Beckert Storm Sewer Project, with a second by Commissioner Stephens. All in favor. Motion carries.
- Motion to authorize advertisement for bids for the Lonsdale Sewer Separation Project. Commissioner Kaib made the motion to authorize advertisement for bids for the Lonsdale Sewer Separation Project, with a second by Commissioner Stephens. All in favor. Motion carries.
- Motion to approve payment of \$6,692.00 to Pittsburgh Water to reimburse them for the paving of Elizabeth Street, per the terms of the Reimbursement Agreement adopted August 6, 2025. Commissioner Vincent made the motion to approve payment of \$6,692.00 to Pittsburgh Water to reimburse them for the paving of Elizabeth Street, per the terms of the Reimbursement Agreement adopted August 6, 2025, 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, November 5, 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 Ed Vincent. All in favor.

The meeting was adjourned at 7:39 P.M.

Respectfully submitted,

Mia Shores, Secretary