

**TOWNSHIP OF RESERVE MINUTES OF THE  
REGULAR MONTHLY MEETING  
September 3, 2025**

**CALL TO ORDER**

Commissioner Neurohr called the meeting to order on September 3, 2025, at 7:00 PM.

**ROLL CALL**

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

**PRESENT:** 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

Ms. Shores stated that Commissioner Sharon Sweeney was not in attendance.

**EXECUTIVE SESSION**

Commissioner Ron Neurohr reported that the Board of Commissioners held an Executive Session tonight at 6:00 pm, wherein the Board discussed various 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.*

**Chris Lochner** – 4960 Gittings Dr. – Mr. Lochner introduced himself to the Board and stated that he is one of the candidates for Allegheny County Council, District 3.

**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 #798 – Setting the employee contribution to the Police Pension Plan for 2026 to 3%. Commissioner Stephens made the motion to adopt Resolution #798 – Setting the

employee contribution to the Police Pension Plan for 2026 to 3%, with a second by Commissioner Vincent. All in favor. Motion carries.

**ORDINANCES TO BE INTRODUCED –**

- Ordinance #705 – Amendment to Chapter 94 of the Reserve Township Code of Ordinances to repeal the prohibition on hiring part-time police officers – Requesting authorization to advertise. Commissioner Stephens made the motion to advertise Ordinance #705 - Amendment to Chapter 94 of the Reserve Township Code of Ordinances to repeal the prohibition on hiring part-time police officers, 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 August, Public Works performed weekly water testing for chlorine and bacteria, and all results were good. Public Works also performed the quarterly TTHM/HAA5 testing (byproducts of disinfection), and the lab results indicated exceedances at 2 sites attributable to the prolonged hot temperatures. The required reports were filed with the PA DEP.

Commissioner Vincent reported that Public Works repaired a water main break at Cherrywood and Maplewood Dr. on 8/27. Public Works also posted Water Shutoff notices for non-payment and performed shutoffs of 16 customers.

Commissioner Vincent reported that Public Works performed routine sewer flushing at Maplewood, West Homestead, West Beckert and James Dr. Public Works also performed manhole inspections to ensure access for contractors doing CCTV and Sanitary Sewer Linings.

Commissioner Vincent reported that Public Works responded to 33 One Calls, replaced storm sewer line and catch basins on Doe Terrace, cut grass on Township owned properties, cut low hanging tree branches on Township roads, and made repairs and cleaned up the Spring Garden salt shed.

**FINANCE CHAIR SHARON SWEENEY** – Commissioner Sweeney was not present to report. Commissioner Neurohr reported that the preliminary budget for 2026 is being reviewed by the Board, and the budget presentation is planned to be presented at the November 5<sup>th</sup> Board Meeting.

**RECREATION CHAIR SHARON SWEENEY** – Commissioner Sweeney was not present to report. Commissioner Neurohr reported that registration for the Halloween Parade has opened, and it will be on 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 Coffee with the Manger meeting on Friday and it was a good turnout.

Commissioner Neurohr took a moment to remind everyone that school is back in session, and please be cautious for kids who will be waiting for the bus.

**MANAGER’S REPORT** – Manager Kowalski reported that most of the technology for the office has been installed. This project was possible due to a grant from the Appalachian Regional Commission. Manager Kowalski reported that she completed the Banner Community application for 2026, assuming the Township meets all the requirements to get the certificate. Reserve Township has been a Banner Community since the program started.

Manager Kowalski reported that she had a meeting with Pittsburgh Water’s COO, CFO and Operations Department to discuss the protocol when water will be shut off to the Township. There is now a procedure in place for PGH2O to notify the Township and the Fire Company when water will be shut off that affects Reserve Township residents.

Manager Kowalski reported that a meeting is scheduled for September 10<sup>th</sup> with Reserve and Etna’s Elected Officials to discuss the findings from the DCED on the Regional Police Study. After the presentation, the Elected Officials can discuss if they want to act on the recommendations and then the information will become public.

Manager Kowalski reported that Chief Brandon Morgan received a commendation from Chief Sean Frank with Shaler Police for responding to the incident, in the woods near Shaler Area High School the previous week.

Manager Kowalski reported that Chief Morgan expects to have the results of the speed study that the Police Department have been performing all summer, and a presentation will be ready for the next Board Meeting.

**SOLICITOR’S REPORT** – Ms. Mueller reported that she drafted Ordinance #705 for advertisement and it should be ready for adoption for next month. Ms. Mueller reported that she also assisted with personnel matters that were discussed in Executive Session.

**ENGINEER’S REPORT** – Mr. Taylor reported that bids have been received for Township projects and action on each bid is requested in the New Business section of tonight’s meeting.

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

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

**OLD BUSINESS** – None

**NEW BUSINESS** –

- Action on bid for Electric Hill Storm Sewer Project (CDBG 50). Low bidder was Pampena Landscaping in the amount of \$215,170.00. CDBG funds awarded were \$110,630.00. Commissioner Kaib made the motion to accept the bid from Pampena Landscaping in the amount of \$215,170.00 for the Electric Hill Storm Sewer Project, with a second by Commissioner Stephens. All in favor. Motion carries.

- Action on bid for Electric Hill Paving Project (CDBG 50). Low bidder was A. Folino in the amount of \$72,893.23. CDBG funds awarded were \$28,540.00. Commissioner Stephens made the motion to accept the bid from A. Folino in the amount of \$72,893.23 for the Electric Hill Paving Project, with a second by Commissioner Kaib. All in favor. Motion carries.
- Action on bid for Sanitary Sewer Lining Phase 2 (CDBG 50). Low bidder was Insight Pipe in the amount of \$116,565.00. CDBG funds awarded were \$23,350.00. Commissioner Stephens made the motion to reject the bid from Insight Pipe in the amount of \$116,565.00 for the Sanitary Sewer Lining Phase 2, with a second by Commissioner Vincent. All in favor. Motion carries.
- Motion to approve quote from Westcom Wireless for Kenwood VM 5000 mobile radio for new patrol vehicle in the amount of \$3,400.00. Commissioner Kaib made the motion to approve quote from Westcom Wireless for Kenwood VM 5000 mobile radio for new patrol vehicle in the amount of \$3,400.00, with a second by Commissioner Stephens. All in favor. Motion carries.
- Motion to approve payment request No. 2 to El Grande Industries in the amount of \$117,990.00 for the West Beckert Storm Sewer Project. Commissioner Stephens made the motion to approve payment request No. 2 to El Grande Industries in the amount of \$117,990.00 for the West Beckert Storm Sewer Project, with a second by Commissioner Kaib. All in favor. Motion carries.
- Motion to approve payment request No. 1 from Robinson Pipe Cleaning in the amount of \$33,593.26 for Operations & Maintenance CCTV Services. Commissioner Kaib made the motion to approve payment request No. 1 from Robinson Pipe Cleaning in the amount of \$33,593.26 for Operations & Maintenance CCTV Services, with a second by Commissioner Stephens. All in favor. Motion carries.
- Motion to authorize Chief Administrative Officer of Police and Non-Uniform Pension Plans to sign the 2026 Minimum Municipal Obligation calculated by Mockenhaupt Benefits Group. Commissioner Kaib made the motion to authorize Chief Administrative Officer of Police and Non-Uniform Pension Plans to sign the 2026 Minimum Municipal Obligation calculated by Mockenhaupt Benefits Group, 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, October 1, 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 7:25 P.M.

Respectfully submitted,

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Mia Shores, Secretary