

**TOWNSHIP OF RESERVE MINUTES OF THE
REGULAR MONTHLY MEETING
November 5, 2025**

CALL TO ORDER

Commissioner Neurohr called the meeting to order on November 5, 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 Ed Vincent, Commissioner Ron Neurohr, Manager Jan Kowalski, Solicitor Emily Mueller and Engineer Gordon Taylor

ALSO PRESENT: 2 visitors

Ms. Shores stated that Commissioner John Kaib 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 potential contracts and personnel matters with the Solicitor.

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.*

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 – None

ORDINANCES TO BE INTRODUCED –

- Ordinance #707 – 2026 Budget and Millage Rate – Requesting authorization to advertise. Manager Jan Kowalski gave the 2026 Budget Presentation to the Board. Commissioner

Stephens made the motion to advertise Ordinance #707 – 2026 Budget and Millage Rate with a second by Commissioner Sweeney. All in favor. Motion carries.

ORDINANCES TO BE CONSIDERED FOR ENACTMENT –

- Ordinance #706 – Restatement of Reserve Township Nonuniform Pension Plan – Having been duly advertised, Ordinance is ready for adoption. Commissioner Stephens made the motion to adopt Ordinance #706 – Restatement of Reserve Township Nonuniform Pension, with a second by Commissioner Vincent. All in favor. Motion carries.

COMMITTEE REPORTS

PUBLIC SAFETY CHAIR JOHN KAIB – Commissioner Kaib was not present to report. Commissioner Stephens read the report from the Police Department and the report from the VFD.

PUBLIC WORKS CHAIR ED VINCENT – Commissioner Vincent reported that for the month of October, Public Works performed weekly water testing for chlorine and bacteria, and all results were good. Public Works also observed waterline testing at the Haser Place Development site.

Commissioner Vincent reported that Public Works performed routine sewer flushing at Maplewood, West Homestead, West Beckert and James Dr. Public Works also rebuilt a crushed manhole behind 2109 James Drive and at the bottom of Borough Street.

Commissioner Vincent reported that Public Works responded to 24 One Calls, assessed salt supply in advance of first snow/ice event and ordered an additional 140 tons, cleaned catch basins, inspected storm sewer outfalls and cut Villa detention pond to prepare for MS4 inspection, put up fall decorations for Halloween Parade, and replaced stop signs at Arlington/Pittview and top of Logan.

FINANCE CHAIR SHARON SWEENEY – Commissioner Sweeney reported that the 2026 Proposed Budget is ready for public inspection.

RECREATION CHAIR SHARON SWEENEY – Commissioner Sweeney reported that the Halloween Parade had 60 kids in attendance, and it was a beautiful day for all. 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 attended the monthly COG Meeting and the Coffee with the Manager. Commissioner Neurohr took a moment to compliment the Board and the Township Staff for making sure things are running smoothly throughout the Township.

Commissioner Stephens took a moment to congratulate Commissioner Neurohr and Commissioner Sweeney on their successful re-election to the Board.

MANAGER'S REPORT – Manager Kowalski reported that the next Coffee with the Manager will be on January 30, 2026, due to the upcoming holiday season.

SOLICITOR'S REPORT – Ms. Mueller reported that she assisted Manager Kowalski with a Heart and Lung Policy and assisted with a Right to Know request from the Tribune Review and that has been responded to.

ENGINEER'S REPORT – Mr. Taylor reported that the Township had their 3-year MS4 inspection on Tuesday, October 21st and no violations were assessed.

Mr. Taylor reported that Robinson Pipe Cleaning submitted the periodic estimate No. 2 final for action in New Business.

Mr. Taylor reported that the newly installed waterline for Haser Place passed the pressure test that took place on October 27th, and preparations are being made to install the waterline service connections.

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.

Mr. Taylor reported that the Electric Hill Paving was awarded to A. Folino Construction, Inc and work is anticipated to begin in April of 2026.

GIRTYS RUN REPORT – Mr. Ken Kaib was not present to report. Ms. Beth Celik called the Township Office and reported there was nothing new to report.

COMMUNICATIONS AND RECOGNITIONS – Secretary Shores had nothing to report.

OLD BUSINESS – None

NEW BUSINESS –

- Motion to approve Change Order No. 1 for Robinson Pipe Cleaning, representing a decrease of \$6,785.70 for 2025 Operations and Maintenance CCTV Project. Commissioner Sweeney made the motion to approve Change Order No. 1 for Robinson Pipe Cleaning, representing a decrease of \$6,785.70 for 2025 Operations and Maintenance CCTV Project, with a second by Commissioner Stephens. All in favor. Motion carries.
- Motion to approve Payment Request No. 2 (final) to Robinson Pipe Cleaning in the amount of \$11,621.04 for 2025 Operations and Maintenance CCTV Project. Commissioner Stephens made the motion to approve Payment Request No. 2 (final) to Robinson Pipe Cleaning in the amount of \$11,621.04 for 2025 Operations and Maintenance CCTV Project, with a second by Commissioner Sweeney. All in favor. Motion carries.
- Motion authorizing Township Manager to sign PennDOT Authorization for Agent to Apply for Highway Occupancy Permit (for Lonsdale Sewer Separation Project). Commissioner Stephens made the motion to authorize Township Manager to sign PennDOT Authorization for Agent to Apply for Highway Occupancy Permit, 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, December 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 Rob Stephens motioned to adjourn with a second by Commissioner Sharon Sweeney. All in favor.

The meeting was adjourned at 7:41 P.M.

Respectfully submitted,

Mia Shores, Secretary

APPROVED