

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

CALL TO ORDER

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

ROLL CALL

Commissioner Neurohr asked Manager Kowalski to call the roll as follows:

PRESENT: Commissioner Sharon Sweeney, Commissioner Rob Stephens, Commissioner John Kaib, Commissioner Ron Neurohr, Manager Jan Kowalski, Solicitor Casey Rankin in place of Emily Mueller and Engineer Gordon Taylor

ALSO PRESENT: 3 visitors

Ms. Kowalski stated that Commissioner Ed Vincent 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 employment and personnel matters, contracts and policies, potential and ongoing litigation and identifiable complaints.

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 Sweeney. All in favor. Motion carries.

RESOLUTIONS TO BE CONSIDERED FOR ADOPTION –

- Resolution #800 – Establishing Water and Sewer Rates for 2026. Commissioner Stephens made the motion to adopt Resolution #800 – Establishing Water and Sewer Rates for 2026 with a second by Commissioner Sweeney. All in favor. Motion carries.

- Resolution #801 – Establishing Meeting Dates and Holidays for 2026. Commissioner Kaib made the motion to adopt Resolution #801 - Establishing Meeting Dates and Holidays for 2026 with a second by Commissioner Stephens. All in favor. Motion carries.
- Resolution #802 – Establishing a Heart and Lung Act Policy for the Police Dept. Commissioner Stephens made the motion to adopt Resolution #802 – Establishing a Heart and Lung Act Policy for the Police Department with a second by Commissioner Kaib. All in favor. Motion carries.

ORDINANCES TO BE INTRODUCED – None

ORDINANCES TO BE CONSIDERED FOR ENACTMENT –

- Ordinance #707 – 2026 Budget and Millage Rate – Being duly advertised and open to public inspection as required by First Class Township Code, the ordinance is ready for enactment. Commissioner Sweeney made the motion to enact Ordinance #707 – 2026 Budget and Millage Rate with a second by Commissioner Stephens. 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.

PUBLIC WORKS CHAIR ED VINCENT – Commissioner Vincent reported that for the month of November, 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. Public Works posted shutoff notices for nonpayment of water bills and performed shutoffs.

Commissioner Vincent reported that Public Works performed routine sewer flushing at Maplewood, West Homestead, West Beckert and James Dr.

Commissioner Vincent reported that Public Works responded to 17 One Calls, cleaned catch basins, cleaned and stored summer maintenance equipment, prepared winter maintenance equipment for use, repaired, set out and filled 11 salt boxes for use throughout the Township, set up the Christmas Tree and put out decorations to prepare for the Light Up Event.

FINANCE CHAIR SHARON SWEENEY – Commissioner Sweeney reported that the 2026 Budget has been approved and she extends a big thank you to Jan for getting everything in order.

RECREATION CHAIR SHARON SWEENEY – Commissioner Sweeney reported that this Friday is our Light Up Event and Lunch with Santa is on Saturday December 13th.

PUBLIC RELATIONS/INTERGOVERNMENTAL AFFAIRS CHAIR RON NEUROHR – Commissioner Neurohr reported that he had met numerous times with the Township Manager regarding past, current and present issues with the Township. Commissioner Neurohr commended the Board and Township Staff.

Commissioner Neurohr reported that the Light Up Event tree was generously donated by Mr. and Mrs. Yochum and the Board is very appreciative of their donation.

MANAGER'S REPORT – Manager Kowalski reported that the Township is very appreciative of all the volunteers who help with the Light Up Event, especially the Fire Police who stand in the cold and direct traffic.

SOLICITOR'S REPORT – Mr. Rankin had nothing more to report outside of Executive Session.

ENGINEER'S REPORT – Mr. Taylor reported that the Township received their report and there was nothing more to report.

GIRTYS RUN REPORT – Mr. Ken Kaib reported that the sewer system for Haser Place is currently underway and there is an engineer present to inspect the work being done.

COMMUNICATIONS AND RECOGNITIONS – Manager Kowalski had nothing to report.

OLD BUSINESS – None

NEW BUSINESS –

- Motion to approve execution of the Release and Settlement Agreement to resolve the matter docketed with the Allegheny County Court of Common Pleas at GD 21-4549, as required by the Township's insurance carrier, Philadelphia Insurance, in the form attached hereto. Commissioner Stephens made the motion to approve execution of the Release and Settlement Agreement to resolve the matter docketed with the Allegheny County Court of Common Pleas at GD 21-4549, as required by the Township's insurance carrier, Philadelphia Insurance, in the form attached hereto, with a second by Commissioner Sweeney. All in favor. Motion carries.
- Motion to approve Payment Request No. 6 for Site Development in the amount of \$9,756.00 from Amani Development to Metarko Excavating per the terms of the Haser Place Set Aside Agreement (subject to approval by LSSE Engineers). Commissioner Stephens made the motion to approve Payment Request No. 6 for Site Development in the amount of \$9,756.00 from Amani Development to Metarko Excavating per the terms of the Haser Place Set Aside Agreement (subject to approval by LSSE Engineers), with a second by Commissioner Kaib. All in favor. Motion carries.
- Motion to approve Payment Request No. 7 for Site Development in the amount of \$6,604.33 from Amani Development to Metarko Excavating per the terms of the Haser Place Set Aside Agreement (subject to approval by LSSE Engineers). Commissioner Sweeney made the motion to approve Payment Request No. 7 for Site Development in the amount of \$6,604.33 from Amani Development to Metarko Excavating per the terms of the Haser Place Set Aside Agreement (subject to approval by LSSE Engineers), 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, January 7, 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 7:13 P.M.

Respectfully submitted,

Mia Shores, Secretary

APPROVED