

**TOWNSHIP OF RESERVE MINUTES OF THE
ORGANIZATIONAL AND REGULAR MONTHLY MEETING
JANUARY 7, 2026**

SWEARING IN OF OFFICIALS

Manager Kowalski swore in the re-elected Officials: Ron Neurohr, Ward 2; Sharon Sweeney, Ward 4

CALL TO ORDER

Solicitor Emily Mueller called the meeting to order on January 7, 2026, at 7:00 PM. The First-Class Township Code requires the Board to organize in January of each even numbered year. This is the Reserve Township Reorganizational Meeting for the years 2026 & 2027.

ROLL CALL

Solicitor Mueller 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, Engineer Gordon Taylor and Chief Brandon Morgan

ALSO, PRESENT: 9 visitors

NOMINATION AND ELECTION OF BOARD PRESIDENT FOR CALENDAR YEARS 2026 AND 2027

Commissioner Kaib nominated Commissioner Neurohr as Board President for Calendar Years 2026 and 2027, with a second by Commissioner Vincent. All in favor. Motion carries. Solicitor Mueller hands gavel over to newly elected Board President Ron Neurohr.

NOMINATION AND ELECTION OF BOARD VICE-PRESIDENT FOR CALENDAR YEARS 2026 AND 2027

Commissioner Stephens nominated Commissioner Vincent as Board Vice-President for Calendar Years 2026 and 2027, with a second by Commissioner Kaib. All in favor. Motion carries.

APPOINTMENT OF COMMISSIONERS TO THE FOLLOWING COMMITTEES & BOARDS

- Public Works – **Ron Neurohr, John Kaib, Ed Vincent** – Chair **Ed Vincent**
- Public Safety – **John Kaib, Sharon Sweeney, Rob Stephens** – Chair **John Kaib**
- Finance – **Sharon Sweeney, Rob Stephens, Ed Vincent** – Chair **Sharon Sweeney**
- Recreation – **Sharon Sweeney, Ed Vincent, Ron Neurohr** – Chair **Sharon Sweeney**
- Public Relations/Intergovernmental Affairs – **Ron Neurohr, John Kaib, Ed Vincent** – Chair **Ron Neurohr**
- Police Pension Board – **Sharon Sweeney, Rob Stephens, Ron Neurohr** – Chair **Rob Stephens**
- Non-Uniform Pension Board – **Ed Vincent, John Kaib, Rob Stephens** – Chair **John Kaib**

APPOINTMENT OF DELEGATE AND ALTERNATE TO THE NORTH HILLS COUNCIL OF GOVERNMENTS –

Commissioner Stephens made the motion to appoint Ron Neurohr (delegate) and Ed Vincent (alternate) to the North Hills Council of Governments, with a second by Commissioner Kaib. All in favor. Motion carries.

APPOINTMENT OF ALTERNATE TO THE TRI-COG LAND BANK

Commissioner Sweeney nominated herself to be appointed as the alternate to the Tri-COG Land Bank. Commissioner Vincent made the motion to appoint Commissioner Sweeney, with a second by Commissioner Stephens. All in favor. Motion carries.

APPOINTMENT OF VOLUNTEERS TO THE FOLLOWING COMMISSIONS AND BOARDS:

a) Vacancy Board:

Reappointment of Dave Moore Sr. Commissioner Stephens made the motion to reappoint Dave Moore Sr. to the Vacancy Board, with a second by Commissioner Vincent. All in favor. Motion carries.

b) Civil Service Commission:

Reappointment of Jesse Demino for a 6-year term expiring 12/31/2031. Commissioner Sweeney made the motion to reappoint Jesse Demino for a 6-year term on the Civil Service Commission, with a second by Commissioner Stephens. All in favor. Motion carries.

Appointment of Dennis Howe as Alternate for a 6-year term expiring 12/31/2031. Commissioner Stephens made the motion to appoint Dennis Howe as Alternate for a 6-year term on the Civil Service Commission, with a second by Commissioner Vincent. All in favor. Motion carries.

CONTINUE TO REGULAR MONTHLY MEETING

EXECUTIVE SESSION

Commissioner Ron Neurohr announced that the Board of Commissioners held an Executive Session this evening at 6:00pm for the purpose of discussing legal and personnel matters.

PUBLIC COMMENTS– None

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 #803 – Township Appointments for 2026 & 2027. Commissioner Sweeney made the motion to adopt Resolution #803, with a second by Commissioner Stephens. All in favor. Motion carries.

Resolution #804 – Appointments to Zoning Hearing Board. Commissioner Stephens made the motion to adopt Resolution #804, with a second by Commissioner Kaib. 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 December, Public Works performed weekly water testing for chlorine and bacteria, and all results were good. Public Works repaired 4 water main breaks and 1 service line break at Hoffman and Mt. Troy Roads on 12/8/2025, Faber Street on 12/10/2025, 386 Kohlman Drive on 12/22/2025, 100 Trout Drive on 12/22/2025, and 1981 Pittview Ave. on 12/16/2025 – burst service line at vacant home. Public Works assisted a leak detection contractor with survey of the Township to detect additional leaks. Public Works started reviewing a comprehensive monitoring plan for water sampling and performed meter readings for preparation of quarterly water bills.

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 25 One Calls, responded to 6 snow events, and assisted with Reserve Light Up on 12/5/2025.

FINANCE CHAIR SHARON SWEENEY – Commissioner Sweeney reported that everything is in order, and thanked Jan for her hard work on the budget.

RECREATION CHAIR SHARON SWEENEY – Commissioner Sweeney reported that the 3rd Annual Light Up Event was very well attended with a lot of children and thanked Mia and Jan for planning the event. Commissioner Sweeney mentioned that there were quite a few sign-ups for the Lunch with Santa, but many did not come to the event, but it was a very fun time and went well.

PUBLIC RELATIONS/INTERGOVERNMENTAL AFFAIRS CHAIR RON NEUROHR – Commissioner Neurohr wanted to commend the Board for how well they all work together and thanked Manager Kowalski for all her network connections and keeping good relationships.

MANAGER'S REPORT – Manager Kowalski stated that bidding thresholds for 2026 under the Municipal Purchasing Guidelines were announced by the state; purchases under \$13,200 do not require bidding, between \$13,200 and \$24,500 require 3 written quotes, and over \$24,500 require formal bidding.

Manager Kowalski mentioned that Coffee with the Manager will return on Friday January 30, 2026, and she is trying to have a representative from County Hauling attend that meeting. Manager Kowalski reported that she has Shaler Area Superintendent of Schools Dr. O'Black scheduled to attend her coffee with the Manager event on February 27, 2026, Representative Lindsay Powell's office will be attending the Coffee with the Manager on March 27, 2026 to assist residents with applications for the PA Property Tax/Rent Rebate Program and lastly, Senator Wayne Fontana will be in attendance at the Coffee with the Manager on May 1, 2026.

SOLICITOR'S REPORT – Ms. Mueller advised the Board about a recent court ruling which clarified certain provisions of the Sunshine Act's requirement for amending meeting agendas.

Ms. Mueller also stated that GRB Law is looking for alternative legal advertising options for municipalities, since the Pittsburgh Post Gazette will be closing.

ENGINEER'S REPORT – Mr. Taylor reported that LSSE did submit a report for the month of December and the 2 items to be discussed are in the new business section of the meeting.

GIRTYS RUN REPORT – Mr. Ken Kaib reported all the piping has been installed for the Haser Place Development site for Girty's Run and they are just waiting for the inspection to be completed.

COMMUNICATIONS AND RECOGNITIONS –

- On December 10th, a comment was posted on the Township's Facebook post stating how impressed a resident is with Public Works and their quick response to fixing water main breaks.
- On December 11th, Manager Kowalski received an email from residents of Faber Street thanking the public works crew for their quick response to the water break that happened in front of their home on December 10th.
- Lastly, Mr. Kenneth Vybiral, former Township Commissioner, has been appointed by Governor Shapiro to the Advisory Council for Southwestern Veterans' Center. Secretary Shores administered the oath to Mr. Vybiral and President Neurohr commended him on his service to the community.

OLD BUSINESS – None

NEW BUSINESS –

- Motion to approve Change Order No. 1 (Final) for Jet Jack in the amount of \$43.60 (reduction) for the 2025 Sanitary Sewer Lining Project. Commissioner Stephens made the motion to approve Change Order No. 1 (Final) for Jet Jack in the amount of \$43.60 (reduction) for the 2025 Sanitary Sewer Lining Project, with a second by Commissioner Sweeney. All in favor. Motion carries.
- Motion to approve Payment Request No. 1 (Final) to Jet Jack in the amount of \$107,756.40 for the 2025 Sanitary Sewer Lining Project. (*grant funding from PA Small Water and Sewer Grant is \$82,654*) Commissioner Stephens made the motion to approve Payment Request No. 1 (Final) to Jet Jack in the amount of \$107,756.40 for the 2025 Sanitary Sewer Lining Project, with a second by Commissioner Sweeney. All in favor. Motion carries.
- Motion to approve Haser Place Residential Subdivision Plan-Revision No.1. (*Final approval was given by Allegheny County Economic Development on December 19, 2025*) Commissioner Kaib made the motion to approve Haser Place Residential Subdivision Plan-Revision No.1, with a second by Commissioner Vincent. All in favor. Motion carries.
- Motion to approve attendance of the 2 Certified Water Operators (*Jan Kowalski and Scott Lewis*) at the annual PA Rural Water Association Conference on March 23-26, 2026. Commissioner Stephens made the motion to approve attendance of the 2 Certified Water Operators at the annual PA Rural Water Association Conference on March 23-26, 2026, with a second by Commissioner Vincent. All in favor. Motion carries.
- Motion to approve attendance of Commissioner Ed Vincent and Manager Jan Kowalski at the annual Allegheny League of Municipalities Conference on April 9-12, 2026. Commissioner Sweeney made the motion to approve attendance of Commissioner Ed Vincent and Manager Jan Kowalski at the annual Allegheny League of Municipalities Conference on April 9-12, 2026, with a second by Commissioner Stephens. All in favor. Motion carries.
- Motion to approve Reserve Township Schedule of Events for 2026. Commissioner Stephens made the motion to approve the Reserve Township Schedule of Events for 2026, with a second by Commissioner Kaib. All in favor. Motion carries.
- Motion to accept the resignation of Sergeant Joshua Logan, effective December 27, 2025. Commissioner Stephens made the motion to accept the resignation of Sergeant Joshua Logan, effective December 27, 2025, with a second by Commissioner Vincent. All in favor. Motion carries.
- Motion to extend an offer of employment to Aaron Shawgo for the position of Police Officer, based on the recommendation of the Reserve Township Civil Service Commission, with a

tentative start date of January 26, 2026. Commissioner Stephens made the motion to extend an offer of employment to Aaron Shawgo for the position of Police Officer, based on the recommendation of the Reserve Township Civil Service Commission, with a tentative start date of January 26, 2026, with a second by Commissioner Kaib. All in favor. Motion carries.

NEXT PUBLIC MEETING ANNOUNCEMENT – Mr. Neurohr announced the next public meeting would be on Wednesday, February 4, 2026, 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 7:42 P.M.

Respectfully submitted,

Mia Shores, Secretary

APPROVED