

May 4, 2017

Township of Ontelaunee  
35 Ontelaunee Dr.  
Reading, PA 19605

**The regular meeting of the Ontelaunee Township Board of Supervisors was called to order at 7:05 pm by the Board Chairman Kenneth Stoudt, in the Ontelaunee Township building, with Board Supervisors William Klein and Gary Hadden present.**

Additional Meeting Attendees: Elizabeth Magovern, Solicitor  
William McMullen, Engineer  
Kim Y. Berger, Secretary

Visitors – Karen Chandler (Reading Eagle), Craig Strunk (SVSD), Philip Leinbach (AEM Architects), OIC Brian Horner, Richard Reilly, Ben Kapenstein (PFM), Joseph Murphy (Ashley Furniture), Steve Bensinger (representing Ashley Furniture), Diana Biehl (Lutheran Church of the Holy Trinity)

The meeting was opened with the Pledge of Allegiance to the Flag.

A motion was made by Kenneth Stoudt and seconded by Gary Hadden to approve the meeting minutes as written from the Board of Supervisors meeting on April 6, 2017. Vote 3-0.

**POLICE DEPARTMENT** – April’s report was submitted.

OIC Brian Horner presented the report and then reported on progress of the department from training to equipment items, selling equipment no longer needed, etc.

**FIRE DEPARTMENT** – No report

### **BUSINESS FROM FLOOR**

Ben Kapenstein from PFM was present to review facts and figures and finalize the refinancing of the 2005 Note that the Township has for the building. Settlement will be June 5, 2017.

Steve Bensinger representing Ashley was present to review the Ashley expansion and to gain final conditional approval.

Phil Leinbach representing Schuylkill Valley School District was present to obtain information regarding the second rain garden that was an option on their bid for the stadium. The bid came in much higher than the estimate. Mr. McMullen stated that the township will be presenting their grant application to the Schuylkill River Restoration committee on Wednesday May 10 and then would hope to have an answer within a few days after that. No decision was made as to whether the township will proceed with paying for the second raingarden at this time. As soon as a decision is made the School will be notified.

**TAX COLLECTION** For April: The tax collector collected \$398,629.25 in real estate taxes and \$6,350.40 in street light taxes. A motion was made by Gary Hadden and seconded by William Klein to accept the tax collectors report. Vote 3:0

Request the supervisors take action to exonerate Villa Rimini, 5593 Allentown Pike from taxes in the amount of \$985.37. This motion was tabled.

## **ROADMASTERS REPORT APRIL 2017**

### **FUEL USED**

GMC Pick up – 23.35 gal diesel  
Cans – 25.57 unleaded gas

### **WORK PREFORMED**

Mowed at Township building and Rec A & B  
Installed door stops in police department  
Replaced lights in Police department  
Cleaned up leaves at township building  
Remove blower and installed mower on Tiger  
Removed blower and installed mower on F Kubota  
Serviced John Deere (2), Kubota, walk behind mowers  
Removed all spreaders washed and put in storage  
Removed all plows and put in storage  
Patched Willow Creek Road  
Drug ballfield  
M-2 #4 plow to Kutz for repairs  
All trucks repaired and inspected at Highland Auto  
Trailer inspected at Highland  
All supervisors and Kim attended convention

### **HOURS WORKED**

Total 216.75  
36 hours at township building  
30 hours at convention  
31.50 hours Rec A & B

### **SIGNS ERECTED OR REPLACED**

Replaced Stop Here on Tube Drive  
Replaced 40 mph sign – Gernants Church Road  
Replaced divider sign on Peach Street  
Replaced stop sign – Ashley Way & Ontelaunee Drive

### **PURCHASES & EXPENSES**

Kantner's Tire (flat on Z-mark mower)	29.00
AG Industrial (oil and filters for Tiger)	320.90
Millers Lawnmower (filter, oil, spark plug for push mower)	16.10
Lowes (round up)	113.28
AG Industrial (replace cables on Tiger)	2,215.80
Highland (inspection GMC Dump/ brakes and oil pan)	3,445.38
Highland (inspect Ford)	71.00
Highland (gas filter on GMC utility)	122.16

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Highland (inspect Holmes trailer)	40.00
Highland (inspect 2005 Freightliner)	1,174.76
Tractor Supply (fiber glass shovel)	26.47
Dollar Store (2 – 6’ pools)	38.16
Tractor Supply (2 pry bars)	84.78
<b>Total</b>	<b>\$ 7,697.79</b>

Roadmaster  
Kenneth Stoudt

A motion was made by Gary Hadden and seconded by William Klein to approve the repairs of a 10’ plow as per the proposal from EM Kutz in the amount of \$4,510.00. This plow as damaged when it struck a sewer lid. Vote 3:0

Discussion was held regarding the detour when the Leesport Avenue Bridge is replaced. There are concerns with trucks running into Willow Glen Development and also once in the development turning onto Snyder Road with is a 10 ton limit.

Signs will be erected to help alleviate this confusion.

A motion was made by Gary Hadden and seconded by William Klein to purchase four new tires for the Tiger at a cost of \$2,800.00. Vote 3:0

## **ENGINEER’S REPORT**

### **1. Mohrsville Road**

The project re-started on April 3<sup>rd</sup> and was completed on April 13<sup>th</sup>. A compensating Change Order, including the addition of shoulder paving in lieu of stone shoulders, is being presented to the Board of Supervisors for their approval. The Change Order results in an overall project cost reduction of \$714.82.

The Contractor, A.H. Moyer has presented a pencil copy of Application for Payment #2 (Final) totaling \$45,815.98. We recommend approving the payment request conditioned upon receipt of all necessary project documentation (elevation certification, material certifications, etc.).

### **2. Annual Road Improvement Project**

A review of the proposed improvements and scope of work per road was conducted with Supervisor Stoudt. We are in the process of obtaining additional dimensional information in order to present a more defined project cost estimate of quantities.

The square metal hatch located at the intersection of Wingco Lane and Margaret Street will be impacted by the proposed project. The contents of the vault and methodology for the adjustment of the hatch for the paving operations are being investigated.

3. **MS4**

The full application was submitted for the rain garden construction on SVSD property to the 2017 Schuylkill River Restoration Fund prior to April 17, 2017 deadline.

The Township has been invited to present their application to the Schuylkill River Association on May 10<sup>th</sup>. Since this invitation SVSD received bids for the stadium project which included the alternate bid for the installation of the rain garden. The bid totaled \$60,120.00 which is significantly higher than the \$28,243.00 quote received by SVSD prior to grant submittal.

We confirmed that the Schuylkill River Association would accept and have taken the liberty of revising the grant application to \$60,120.00. Because the program is a 25% match the Ontelaunee Township Supervisors contribution goes to \$15,030.00 from \$7,060.00.

4. **Willow Glen Subdivision**

Improvement installation inspection reports are attached.

We have been notified by Scott Sweigert, Forino Co., that the detectable warning surface (DWS) placement at the corner of Edinboro Lane and Danbury Court will be fixed. Scott indicated that the gas valve would be relocated and the concrete ramp and DWS would be replaced.

5. **Brasler Parcel (Berks 222) Land Development Plan**

There were no plans received for review following the Ontelaunee Township Planning Commission meeting of June 16, 2016. Inquiries regarding the projects relation to MS4 regulations were received and resolved. Action for this plan by the Board of Supervisors is due on or prior to June 15, 2017.

6. **Schuylkill Valley School District (SVSD) Land Development**

All conditions of approval imposed by the Board of Supervisors at their February 2, 2017 have been met. The plans can be fully executed by the Supervisors, Planning Commission and OTMA and released to the developer for recording.

7. **UGI – Temple LNG Parking Land Development Plan**

The plan was conditionally approved by the Board of Supervisors at their meeting of December 1, 2016. The condition of plan approval was satisfactorily addressing the plan comments contained in the ARRO review correspondence of October 19, 2016, receiving outside agency approvals and clearing the clear sight distances at the intersection of E. Huller Road and Willow Creek Road.

ARRO is in the process of distributing requests for quotes to PennDOT prequalified contractors for the tree removal along W. Huller Lane. Once the quotes are received we will forward them to UGI for their approval.

Although the cost of the work will be funded by UGI, the contract will be between the tree removal contractor and the Township. This necessitates the inclusion of a number of requirements and forms including but not limited to the successful Contractor providing Performance and Payment Bonds to the municipality.

**8. Sheetz Redevelopment Land Development Plan**

The plan was conditionally approved by the Board of Supervisors at their meeting of November 3, 2016. The conditions of plan approval was satisfactorily addressing the plan comments contained in the ARRO review correspondence of October 19, 2016 and obtaining outside agency approval.

Revised plans and supporting documentation was submitted on April 18, 2017 and is being reviewed by ARRO. A review based on the revised plan and documents will be provided to the design engineer.

**9. Ashley Furniture Land Development Plan**

Ashley Furniture submitted a revised Land Development Plan for review by the Ontelaunee Township Planning Commission at their meeting of April 20, 2017.

Recommendations of the Planning Commission and proposed motions for the Board of Supervisors are listed on the meeting agenda.

**10. Berks Storage**

The recommendation for the supervisors take action to approve the development and storm water agreement for 19 Willow Creek Road, Reading-Berks Storage is listed on the meeting agenda.

**11. 8 Pillar Drive - Driveway**

Correspondence was forwarded to the owner outlining the deficiencies of the driveway installed on Wiley's Road. To date, no response or communications have been received from the owner as a result of the correspondence. A copy of the correspondence was forward to the Township under separate cover.

**12. Road Opening Ordinance 2007-6**

Revisions to the ordinance have been provided by Attorney Magovern's office and are being reviewed by ARRO.

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A motion was made by Gary Hadden and seconded by William Klein to take action to sign the planning module mailer for Ashley Furniture and forward to DEP after receipt of the completed certification forms from Leesport Borough Authority and Ontelaunee Township Municipal Authority. Vote 3:0

Regarding the Mohrsville Road project, a motion was made by Kenneth Stoudt and seconded by Gary Hadden to approve the Change order for a project cost reduction of \$714.82 and approving the payment request of A H Moyer of \$45,815.98 conditioned upon receipt of all necessary project documentation. Vote 3:0

**MS4:** Secretary Berger mentioned that she attended a very good training session offered by CELG and other information was covered in Engineer's report

### **SOLICITOR**

A motion was made by Gary Hadden and seconded by William Klein to approve and execute the commitment letter for the note to refinance the townships \$2,660,000 debt. Vote 3:0

A motion was made by Gary Hadden and seconded by Kenneth Stoudt to adopt Ordinance #2017-6 refinancing the township's General Obligation Note in the amount of \$2,660,000. Vote 3:0

A motion was made by William Klein and seconded by Gary Hadden to approve the development and storm water agreement for 19 Willow Creek Road, Reading-Berks Storage. Vote 3:0

A motion was made by Gary Hadden and seconded by William Klein to ratify the MOU with Walsh/Granite regarding a traffic detour utilizing the township owned roadway Calais Drive, during the reconstruction of the Leesport Avenue Bridge over the Willow Creek. Vote 3:0

**CODE ENFORCEMENT** – report submitted by Kraft Code Services.

Secretary Berger stated that Kraft has met with the Solicitor to work out a few issues of concern. The problem properties will be addressed and NOV's will be going out.

**OTMA** – Richard Reilly, OTMA Chairman presented his report. There is now a facebook page developed. The 2017 budget is being finalized. The members are working on paying of some of the existing debt.

**EMA COORDINATOR** – nothing to report

**POLICE COMMISSION** – The new Chief Brian Horner will be voted in at the meeting on May 8 at 11 a.m.

**PLANNING COMMISSION**

On the recommendation from the Planning Commission, a motion was made by Gary Hadden and seconded by William Kline to grant Final Conditional Plan approval to Ashley Furniture based on obtaining a PennDOT Highway Occupancy Permit for the relocated access drive on Ontelaunee Drive, if required, obtaining an NPDES stormwater permit from the Berks Conservation District and addressing all comments in the ARRO review letter dated April 20, 2017. Vote 3:0

**PARK & REC**– At Willow Glen playground mulch will be added to the areas where needed. In addition Kenneth Stoudt requested approval for rubber mats to place at designated areas such as at the bottom of the slide, tunnels and under the swings. These mats weigh about 170 pounds and will replace the mulch at those areas. A motion was made by Gary Hadden and seconded by William Klein to purchase 10 mats at a cost of \$990.00. Vote 3:0

**EXPENDITURES**

A motion was made by Gary Hadden and seconded by William Klein to approve expenditures for April in the amount of \$21,462.84. Vote 3:0

A motion was made by Gary Hadden and seconded by William Klein to approve the transfer of \$6,237.50 from the Code Enforcement account to the General checking account to cover January through March invoices. Vote 3:0

**OLD BUSINESS:** Nothing

**NEW BUSINESS**

A motion was made by Kenneth Stoudt and seconded by William Klein to approve having the 2016 tax collector audit prepared by Long and Barrell in the amount of \$3,090. Vote 3:0

A motion was made by Gary Hadden and seconded by William Klein to approve the 5K race on September 23, 2017 starting at 9 a.m. conducted by the Lutheran Church of the Holy Trinity. The police department will contact fire police for this event. They are hoping to have much of the race on School property and then back to the church so that they only have to cross Ashley Way limited times. Vote 3:0

Kenneth Stoudt stated he will be getting prices to dig out the grass strip in the median at the front of the building and replace it with stone. It is very difficult to cut this grass because it is so small, most times you must use the weed eater to cut the grass.

**UPCOMING MEETINGS/INFO:**

May 8– 11 a.m. – NBRPD  
May 9 – 7 p.m. - Rec Board

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May 11– 7 p.m. – OTMA  
May 18 – 7 p.m. – Planning Commission  
June 1 – 7 p.m. - Board of Supervisors meeting

**ADJOURNMENT**

A motion was made by William Klein and seconded by Gary Hadden to adjourn the monthly meeting at 8:45 p.m. Vote 3:0

Respectfully

Kim Y. Berger  
Secretary