

December 5, 2019

Township of Ontelaunee
35 Ontelaunee Dr.
Reading, PA 19605

The regular meeting of the Ontelaunee Township Board of Supervisors was called to order at 7:00 pm by the Chairman Kenneth Stoudt, in the Ontelaunee Township building, with Board Supervisors Gary Hadden and William Klein present.

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

Visitors-

A motion was made by William Klein and seconded by Gary Hadden to approve the minutes from the regular meeting on November 7, 2019. Vote 3:0.

An executive session was held directly before the meeting to discuss potential litigation.

POLICE DEPARTMENT – No Report

Mr. Dane Miller stated that the SVSD is looking into hiring a school police officer. This will not be a school resource officer. This officer will work with the other police departments in the area.

FIRE DEPARTMENT –November report

BUSINESS FROM FLOOR – None

TAX COLLECTION: A motion was made by Kenneth Stoudt and seconded by Gary Hadden to approve the Tax Collector report for November as follows:

Real Estate Taxes -	\$3,932.05
Real Estate Interims -	\$4,173.35
Street Light Tax -	\$ 90.00

Vote 3:0

ROADMASTERS REPORT NOVEMBER 2019

FUEL USED

Cans – unleaded – 18.054 gal
GMC pick up – diesel – 26.88 gal
Tiger – diesel – 57.87 gal
Utility – diesel – 26.7

HOURS WORKED

190.75 total hours
37.5 twp. building hours

16.75 hrs at Rec Areas

WORK PREFORMED

- Mowed at Township building
- Mowed at Rec A & B
- Mowed along Roads and intersections
- Equipment maintenance
- Repaired lights in police station
- Repaired lite for flag pole
- Patched Indian Manor and Berkley Roads
- Cut up tree on Snyder Road
- GMC Utility to Kutz for doors
- Barricaded Wiley’s for downed electric wires
- Changed batteries on Ontelaunee Drive
- Clean up scrap and take to junk yard - \$24.80
- Finished mulch at township building and Rec A
- Finished insulation in shed
- Road checks
- Installed some delineators at Bowers Bridge
- Emptied GMC dump and spread millings on Canal Street
- Replaced temporary stop sing at 73 and Ontelaunee Drive.

PURCHASES & EXPENSES

Kuzan’s (supplies for November)	137.46
Lowes (30 bags cold patch)	386.37
Millers Lawnmoyer (blade)	21.00
Stephenson Equipment (repairs to Tiger)	2,730.90
E. M. Kutz (plow lite and spreader lite)	260.62
Highland Auto (check thermostat on GMC dump)	231.87
Lift (roller housing for F Kubota)	25.08
Stichter (sharpen blades)	90.00
Total	\$3,883.30

Roadmaster Kenneth Stoudt

ENGINEER REPORT –NOVEMBER 2019

1. Flex Membrane International Corporation Land Development

The final land development plan was reviewed and tabled by the Ontelaunee Township Planning Commission at their meeting held November 21, 2019. Action by the supervisors is required on the plan submission on or prior to February 19, 2020.

2. McIntosh Subdivision – Phase I

A revised preliminary subdivision for Phase I of the McIntosh Farm (16 Single Family Lots) was granted conditional preliminary plan approval at the November 7th Supervisors meeting. A response correspondence was provided by the developer to ARRO’s preliminary plan review dated October 16, 2019. Final plans were received for the project; however, the developer has not submitted the required final plan fees.

3. Allan Myers Land Development

The Board of Supervisors provided conditional preliminary/final plan approval at their meeting held November 1, 2018.

The developer's consultant is working to resolve the PennDOT HOP application comment:

"Please enter the applicant's Business Partner ID number into the applicant info section of EPS (BP ID is #013184). Note that Ontelaunee Township does not have an Emergency Permit Certificate and should request one through the ePermitting System."

The Sewage Facilities Planning Module Exemption Request was granted by PADEP November 13, 2019.

Attorney Magovern's office forwarded the developer's legal counsel all agreements (Improvement, SWM, Water Capacity, Sewer Capacity, Traffic Impact) for review and execution by the developer on October 22, 2019.

Based on notification that site construction activities have commenced, ARRO personnel will conduct periodic site reviews of the improvement installations.

4. Rutter's

A recommendation for full release of the site improvement Bond in the amount of \$2,848,000.00 conditioned on the receipt of an 18 month maintenance escrow in the amount of \$62,300.00 was approved by the Board of Supervisors.

Correspondence was requested by Rutter's, and will be provided to them, approving the reduction of the existing escrow to the maintenance escrow value.

5. Berman Freight Land Development Plan

The preliminary/final land development plan was conditionally approved at the Supervisors July 2, 2019 meeting.

Attorney Magovern's office prepared Improvement, Stormwater O & M and Traffic Impact Agreements. The agreements were forwarded to the developer, via their consultant, on September 3, 2019.

A representative of Berman Freightliner contacted the Township and our office to discuss the possible phasing of the escrow submission required for the project. The proposed phasing scenario has been submitted to Attorney Magovern's office for review and if acceptable to the Supervisors a revised Improvement Agreement will be developed by Attorney Magovern's office.

6. Brassler Parcel (Berks 222) Land Development Plan

ARRO personnel are conducting periodic site reviews of the improvement installations.

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

A final conditions review correspondence was provided to the developer and their consultant on June 6, 2017.

Attorney Magovern provided the executed copy of the Improvement Agreement and Stormwater Maintenance Agreement to the township; however, the required escrow has not been received from the developer.

ARRO contacted the developer's consultant on September 9, 2019 regarding the status of the Improvement Agreement escrow. No response has been received to date. Upon receipt of the escrow funds the plans can be signed by the Planning Commission and Board of Supervisors.

Based on notification that site construction activities have commenced, ARRO personnel will conduct periodic site reviews of the improvement installations although the Improvement Agreement and escrow have not been received from the developer.

8. **Willow Glen Subdivision**

An improvement inspection report is attached.

9. **Harvest Subdivision**

An improvement inspection report is attached.

The following subdivision/land development plans remain active (Items #10 through #14); however, there is no activity since our last report.

10. **Reading-Berks Storage LLC (19 Willow Creek Land Development Plan)**

The Ontelaunee Township Supervisors granted conditional approval of the Final Plan submission. The conditions of approval were receipt of an NPDES approval, Improvement Agreement, Stormwater Operations & Maintenance Agreement and submission of fully executed final plans.

NPDES approval correspondence was received for the project on October 31, 2019.

To date we have not received the remaining documents required by the conditional plan approval. The Improvement and Stormwater Maintenance Agreements were forwarded to the developer by Attorney Magovern's office on January 17, 2018.

11. **Five Star International**

The final plan was conditionally approved at the February 7, 2019 Supervisors meeting.

A final conditions review correspondence was provided to the developer and their consultant on July 17, 2019.

A sewer capacity agreement was provided by Attorney Magovern's office and forwarded to the developer's consultant on January 16, 2019.

An information request to the developer's engineer was sent on September 4, 2019 for additional escrow cost agreement information as well as notification that sewer capacity agreement and fees have not been received. Upon receipt of revisions to the project cost estimate ARRO will forward information to Attorney Magovern's office for preparation of the required agreements.

12. UGI – Berkshire Mechanical Land Development Plan

Approval of waivers and conditional plan approval was granted by the Board of Supervisors at their December 6, 2018 meeting. No additional plan submission has been received from the developer to address the conditions of approval.

13. Beechwood Subdivision

ARRO responded to inquiries from the developer regarding the type and location of the required no parking signs to be placed on Beechwood Drive. The recorded subdivision plan indicated the required locations and ARRO provided PennDOT sign standards to the developer.

14. Perdue Driver Depot Land Development Plan

At their meeting held April 5, 2018, the Board of Supervisors provided Preliminary/Final Conditional Approval based on satisfying the conditions in the ARRO review correspondence of March 13, 2018 and executing a sewer capacity agreement.

Attorney Magovern's office revised the project agreements (Improvement & Stormwater Maintenance) as requested by the developer's Attorney and forwarded them along with the Sewer Capacity Agreement to the developer on September 14, 2018. The developer's Attorney has indicated that the Sewer Capacity Agreement, Improvement Agreement and the SWM Maintenance Agreement and associated fees would not be forwarded by the developer until January of 2019.

15. Water System Engineering & Reporting

- a. ARRO provided notification to the water system operator regarding approval granted by the Supervisors at their November 7th meeting for the proposed auto-flusher installation on Margaret Lane.
- b. Information was provided to UGI regarding the preferred and required communication parameters for the water meter to be installed at their facility on Leesport Avenue.
- c. Flow data was entered into the Greenport site (PADEP Reporting site).

16. Sanitary Sewer System Engineering

- a. Surcharge sampling exemption applications are being received and site visits are being conducted to verify the exemption applications.

Testing information has been forwarded to MJ Reider for sampling of the identified facilities in December 2019.

- b. ARRO will provide updates for the Rules & Regulations to Attorney Magovern's office. Proposed additions to the document include flow meter and monitoring manhole details for non-residential facilities and specifications for individual grinder pump units.

17. Sanitary Sewer Operations

- a. Services/activities were conducted identified under the Routine Operations scope of services outline in the Professional Services Agreement between Ontelaunee Township and ARRO.
- b. ARRO staff conducted on-site observation of the sewer meter installation at Cambridge Lee.
- c. ARRO met with WG Malden for the calibration of the flow meters at PS #4 & PS #7.
- d. An OmniSite communication fault was investigated and cleared at PS #6 on December 2, 2019.
- e. The capacitors were installed in the motors in the left basin at PS #8 on November 13, 2019 by Denny's Electric. Immediately upon startup of pump #1 the motor the capacitor failed again and it was diagnosed that a motor problem existed. ARRO Operations staff will provide costs for replacement or rebuilding of the motor. Pump #2 in the left basin is operational as well as two pumps in the right basin.
- f. ARRO is preparing an application to the Commonwealth Finance Authority PA Small Water program for replacement of the force main servicing PS #7. Motions regarding the application are listed on the meeting agenda.

A motion was made by Gary Hadden and seconded by Kenneth Stoudt to revise the improvement agreement for the Berman Freightliner project which approves the phasing of the escrow project. Vote 3:0

A motion was made by Gary Hadden and seconded by Kenneth Stoudt to adopt Resolution 2019 - 11, requesting a PA Small Water and Sewer Program Grant of \$213,276.00 from Commonwealth Financing Authority for the replacement of the sanitary sewer force main for Pump Station #7 on Gernants Church Road and designating Mr. Kenneth Stoudt, Chairman or William Klein, Vice-chairman as the official(s) to execute all documents and agreements between Ontelaunee Township and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant. Vote 3:0

A motion was made by Gary Hadden and seconded by William Klein to commit \$37,637.00 of Township funds, which is 15% of the current estimated project cost of \$250,913.00, for the replacement of the sanitary sewer force main for Pump Station #7 on Gernants Church Road. Vote 3:0

A motion was made by Gary Hadden and seconded by William Klein to authorize Arro Consultants to review the pump stations and develop a plan to upgrade any of the pump stations that are in need of updating. We want to be proactive in this endeavor. Vote 3:0

WATER DEPT.: November report submitted

MS4: No report

SOLICITOR :

A motion was made by Gary Hadden and seconded by William Klein to authorize the solicitor to draft a resolution increasing the rec fee to \$4,000 per dwelling unit. Vote 3:0

CODE ENFORCEMENT – Report submitted

EMA COORDINATOR – Mr. Miller reported that Sgt. Wood has stated that all the officers are now NIMS certified.

Mr. Miller stated that Las Cabanas Quintas will want to meet with the supervisors regarding Wiley’s bridge and making it a bike route. Mr. Stoudt stated that was fine, however, it is owned by the County.

POLICE COMMISSION – working on the budget

PLANNING COMMISSION – Nothing to report

EXPENDITURES

A motion was made by Gary Hadden and seconded by William Klein to approve expenditures for November in the amount of \$155,389.19 Vote 3:0

General expenditures - \$ 99,564.10
Water Expenditures - \$ 30,693.06
Sewer Expenditures - \$ 25,132.03

21st Century Media - Philly Cluster	1,243.49
Albright College, Center for Excellence	200.00
Aquaflow Pump & Supply Co.	319.98
ARRO Consulting, Inc.	17,090.20
Berks Co. Solid Waste Authority	250.00
Comcast 1	271.29

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Crime Alert Berks County	125.00
Dave Kieffer	10.43
DCED	112.50
E.M.KUTZ, INC.	260.62
Exeter Realty	325.00
H. A. Thomson Co.	5,356.00
Hartman Valeriano Magovern & Lutz P.C.	6,203.63
Hemmigs Plumbing	7,050.00
Highland Auto & Truck Repair	231.87
J.P.Mascaro & Sons	682.50
JB Environmental Services LLC	635.00
KUZANS HARDWARE	240.24
LIFT, Inc.	25.08
Lowe's Home Centers	386.37
M.J. Reider Associates Inc	510.00
Maidencreek Township Authority	15,018.52
Met Ed	4,053.17
Nester's Sanitation Inc.	98.00
Northern Berks EMS	3,000.00
OFFICE SERVICE CO.	21.44
Penn Power Group	5,474.19
PIRMA	26,597.00
Purchase Power	503.50
Reading Area Water Authority	23,265.77
Reading Auto Parts Inc	72.25
Reading Office Maintenance	170.00
Ready Refresh	44.70
Rhoads Energy Corporation	365.74
Rieck's Printing	95.00
SAM'S CLUB	39.96
Schuylkill Valley Library Building Fund	2,000.00
Stephenson Equipment Inc.	2,730.90
Stichter Sharpening & Custom Machining	90.00
SV COMMUNITY LIBRARY	6,000.00
T. M. Bailey Services, LLC	85.00
TELCO, INC.	134.85
TEMPLE FIRE CO. #1	2,000.00
UNION FIRE CO. #1 LEESPORT	20,000.00
Union Fire Co. #1 of Leesport-Truck Fund	2,000.00
	155,389.19
Water	30,693.06
Sewer	25,132.03

General

99,564.10

OLD BUSINESS:

NEW BUSINESS:

A motion was made by Gary Hadden and seconded by William Klein to adopt Resolution #2019-10 setting the tax millage at 4.05 mills for 2020. Vote 3:0

A motion was made by Kenneth Stoudt and seconded by William Klein to give final approval of the 2020 budget. Vote 3:0

The following meeting dates for 2020 have been advertised

Reorganization – Monday, January 6, 2020 at 6 p.m. following by regular meeting at 7 p.m.

All other regular Supervisors meetings 1st Thursday at 7 p.m.

Planning Commission – 3rd Thursday at 7 p.m.

Actual dates were advertised in the newspaper

A motion was made by Gary Hadden and seconded by William Klein take action to approve the proposal from DaBrian Marketing for a website design and implementation for the Township at a price of \$4,500.00. Vote 3:0

A motion was made by Gary Hadden and seconded by Kenneth Stoudt to show support regarding a tax benefit for a property in Ontelaunee called Project Adams. Vote 3:0.

UPCOMING MEETINGS/INFO:

December 9 – 6:30 p.m. – NBRPD

December 19 – 7 p.m. – Planning Commission

December 24 – OFFICE CLOSED 12 NOON TO 3 PM

December 25 and 26 – OFFICE CLOSED

January 6 – 6 p.m. Reorganization meeting

January 6 – 7 p.m. - Board of Supervisors meeting

ADJOURNMENT

A motion was made by Gary Hadden and seconded by William Klein to adjourn the monthly meeting at 7:35 p.m. Vote 3:0

Respectfully

Kim Y. Berger
Secretary