

December 6, 2018

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 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 – Kenny Quell, Chief Brian Horner, Susanne Schlegel, Karl Lippold, Steve Bensinger, Damon Hall, Scott Kerper and David Martineau

A motion was made by Gary Hadden and seconded by William Klein to approve the minutes from the meeting on November 1, 2018 and special meeting of November 21, 2018. Vote 3:0.

POLICE DEPARTMENT –October and November Report was presented

FIRE DEPARTMENT – October and November report was presented

BUSINESS FROM FLOOR

Susanne Schlegel was present to discuss her property. She wanted to know how far from her rear property line can someone put a home. This is regarding Willow Glen development. She also stated that her house value is going down due to the development behind her. She has been getting water in her basement when she never got water in the basement before.

Ms. Schlegel stated that she has plans from 2007 and there was to be a swale in the rear of the homes along Snyder Road. This swale has been filled in at some areas by the developer.

Mr. McMullen from Arro was asked to check the plans and see what is supposed to be there regarding storm water issues and possibly take a look when it is raining.

Ms. Schlegel also referred to the police department and an issue that she had with one of the officers. She is now afraid to call them in an emergency.

Karl Lippold was present to ask someone to fix the drain at his driveway because it is sinking. This is a State Road and we will contact PA DOT.

Mr. Lippold was also present regarding two trees that are leaning between his property and the neighbors. Mr. Lippold was informed that he would have to talk to his neighbor regarding this.

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

Real Estate Taxes -	\$2,027.48
Real Estate Interims -	\$ 290.00
Per Capita Taxes	\$2,317.48

Vote 3:0

ROADMASTERS REPORT NOVEMBER 2018

FUEL USED

GMC pick up – 52.96 Diesel
 Gas cans – 20.05 Unleaded gas
 Kubota Loader – 15.889 gal diesel
 Ford – 23.830 gal diesel
 GMC dump-40.97 gal diesel
 #7 M-2 – 48.27 gal diesel
 GMC utility – 26.90 gal diesel

HOURS WORKED

170.75 total hours
 8.75 hours Rec A & B
 51.75 hours plowing/cindering
 6.5 hours mowing @ Twp. building

WORK PREFORMED

Plowed and cindered 11/15 & 11/16
 Equipment maintenance
 Mowed at Rec A & B
 Mowed at the Township Building
 Painted and sanded fuel tanks on 2 GMC's
 Painted under spreaders on dump trucks
 Put spreaders and plows on trucks
 Replaced shoes and blade on GMC dump
 Maintenance to spreaders
 Clean up shop
 60" Exmark – to Lift – no start
 Kubota loader to Lift for service
 Tiger to Stephenson for air Condition repairs
 GMC dump to Highland to weld seat
 Barricade Snyder road for flooding
 Washed and clean plows, spreaders and trucks
 Put 101.33 tons of salt in shed

PURCHASES & EXPENSES

Lift (invoices for November)	1,125.57
Stephenson equip. (repair Tiger)	2,208.41
Stoney Creek rentals (Tiger to and from Harrisburg)	607.50
Miller Municipal (Signs)	978.50
Highland Auto (weld seat on GMC)	110.92
County Plumbing and Heating (repair lites/Bewley and Rec B Ballfield)	498.30
American Rock Salt (101.33 tons of salt)	6,011.91

Total **\$11,541.11**

Roadmaster Kenneth Stoudt

Mr. Stoudt reported that the tiger was back, the new pick up was delivered and we purchased 100 tons of salt.

ENGINEER'S REPORT – NOVEMBER 2018

1. **GDBF Subdivision**

A subdivision plan for the GBDF parcel (subdivision for the Rutter's facility) located at the intersection of SR 0061 and New Enterprise Drive was received and is scheduled for review at the December 20, 2018 Planning Commission meeting. A review and resubmission schedule for this plan was forwarded to the Township under separate cover.

2. **Five Star International**

A preliminary/final land develop plan was received and reviewed for discussion at the Ontelaunee Township Planning Commission meeting rescheduled for November 20, 2018. The developer or their consultant was not present at the meeting and the plan was tabled. Action on this plan is due on or before February 12, 2019 by the Ontelaunee Township Board of Supervisors.

3. **Allan Myers Land Development**

The Board of Supervisors provided conditional preliminary/final plan approval at their meeting held November 1, 2018. No additional submissions have been received to address conformance to the conditions of approval.

4. **Rutter's**

A revised plan was received and reviewed at the November 20, 2018 Planning Commission meeting. The Planning Commission granted the waiver requested and also recommended conditional preliminary/final plan approval. Action on this plan is due on or before December 18, 2018 by the Ontelaunee Township Board of Supervisors.

Recommendation for approval of waivers and conditional approval of the preliminary/final plan is listed on the meeting agenda.

5. **UGI – Berkshire Mechanical Land Development Plan**

The final plan was received for the project and was reviewed at the Ontelaunee Township Planning Commission held November 20, 2018. The Planning Commission recommended conditional final plan approval. Action on this plan is due on or before February 12, 2019 by the Ontelaunee Township Board of Supervisors.

Recommendation for conditional approval of the final plan is listed on the meeting agenda.

6. **Brassler Parcel (Berks 222) Land Development Plan**

At their meeting of March 1, 2018 the Board of Supervisors granted Preliminary/Final Conditional Approval upon obtaining a PennDOT HOP permit for the Driveway Access on Allentown Pike, a stormwater HOP permit for discharge on East Huller Lane, enter into agreement with the township for the storm water maintenance of the facilities on East Huller Lane, final approval from Muhlenberg Township and addressing the remaining comments in the ARRO review correspondence dated Feb. 15, 2018.

The developer's consultant has provided a revised improvement cost estimate and the final revised plans. The revised cost estimate and plans were reviewed. Although information contained on the plan and the estimate may require additional revisions (due to outside agency approvals), we forward information to Attorney Magovern's office for the preparation of the required Improvement and Stormwater agreements.

7. 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.

Revised plans have been provided to the Township for signature by the Planning Commission and Board of Supervisors; however, the plans should not be released to the developer for recording until the agreements and escrow are received.

8. 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.

To date we have not received 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.

9. UGI – Temple LNG Parking Land Development Plan

Plans and documents meeting the conditions of the Supervisors conditional approval granted on December 1, 2016 have not been received. The final conditions of plan approval were forwarded to UGI's consultant by ARRO's correspondence dated June 9, 2017.

ARRO has contacted the developer regarding the status of this project and was informed the project is still active and they are pursuing outside agency approvals.

10. Infinity Capital Land Development Plan

As reported last month, ARRO conducted a review of the site improvements to date. Landscape (topsoil, trees, seeding, and mulch) items are required to be installed prior to our recommendation that the project improvements have been completed. To date an escrow release has not been requested by the developer.

11. Ryder Land Development

ARRO provided the developer a punch list of items regarding the site improvements. To date there has not been a request for a final inspection or release of escrow.

12. Harvest Subdivision

As requested by the developer, ARRO completed and forwarded to the developer a comprehensive review of curb ramps and driveway aprons within the development.

There have been communications between the developers Attorney and Attorney Magovern's office regarding the correspondence forwarded by ARRO.

A request for escrow reduction was received from the developer on November 27, 2018. ARRO will be reviewing the request and work completed since the last escrow release (and to be completed) to verify the escrow reduction request. We will also seek confirmation from the Township that all invoices presented to date to the developer for legal and engineering services have been paid.

An improvement inspection report is attached.

13. Beechwood Subdivision

The Township and Attorney Magovern's office verified the requirement for dedication of the cul-de-sac will not include the landscaped area. The information required for as-build drawings of the improvements and also the description and plan necessary for the dedication of the road has been forwarded to the developer's consultant.

14. Ashley Furniture Land Development Plan

We are waiting for a representative of Ashley Furniture to contact us that all site improvements have been completed and they are ready for a final inspection of the site improvements.

15. General Engineering

ARRO personnel have compiled GIS mapping for the municipality and is currently working on integrating sanitary sewer and water facilities and customer (sewer & water) information into a

database. The resulting mapping will provide topographical mapping of the municipality with sanitary sewer and water lines and overlays of sewer, water and sewer/water customers.

16. Road Projects

- a. New Enterprise Stone and Lime Co., Inc. commenced the 2018 Road Improvement Project on October 3rd with all work being completed October 5, 2018.

An Application for Payment and supporting documents has been received and reviewed for the project.

We recommend payment in the amount of 139,656.30 to New Enterprise Stone and Lime Co., Inc. This amount is \$5,477.70 above the anticipated total project cost of \$134,178.60 due to additional quantities placed (as necessary) during construction (not limited to flares, paving into existing roadways, roadway width variation and additional length on Willow Creek Road).

A project close-out meeting will be scheduled with Charles Paris, PennDOT Municipal Services.

17. Water System Engineering & Reporting

- a. Water usage information was uploaded to the PADEP Greenport site.

18. Sanitary Sewer System Engineering

- a. ARRO and Ontelaunee township staff continue to implement the surcharge and industrial waste permitting program utilizing revised parameters as discussed previously. The first round of permits was received and a list of responses has been forwarded to the Township. A draft letter for the late responses was forwarded to the Township to be sent out.
- b. The repair to the Leesport Farmers Market manhole was reviewed. Although the repair effort significantly decreased the infiltration it did not totally stop the infiltration. ARRO personnel discussed the additional work being required to stop the infiltration. Additional communications will occur with the owner to review their progress.
- c. We are currently reviewing the proposed revisions to the Maidencreek Township Authority IMA, specifically but not limited to the financial ramifications of EDU based versus water consumption based billing.
- d. The flow meter at PS #6 was found to be inoperable by the system operator. A review of the meter by JS Instrumentation found that the meter requires replacement. The meter itself as well as the electronics is in a damp location (vault). The meter is not a submersion rated meter. JS Instrumentation has provided a quote for an immersion rated meter replacement and to move the electronics to an enclosure above grade. The meter will also be wired to the existing Omni to provide real-time flow data (visible on the Omni website). We recommend approval of the JS Instrumentation quote totaling \$9,250.00.

Not included in the quote is physical installation of the meter. The new meter is slightly longer than the existing meter. We have requested installation of the meter by Chris Hemmig. Chris provided the Township a separate quote for his portion of the work totaling \$2,475.00.

19. Sanitary Sewer Operations

- a. ARRO conducted services/activities identified under the Routine Operations scope of services outline in the Professional Services Agreement between Ontelaunee Township and ARRO.
- b. Kline Septic service re-set pump #1 and install the new pump to replace #2 in the wet well at PS #8 on December 4, 2018. All portions of the pump station were functional following the repairs and pump replacement.
- c. Generator maintenance was conducted on November 8, 2018 by Emergency Maintenance Services at PS #1, 3 & 6 pursuant to their contract.
- d. A repair was conducted by ARRO personnel to the air release valve discharge at PS #2.

A motion was made by Gary Hadden and seconded by William Klein to release the remaining escrow of \$1,976.77 to Cable Services for a road opening permit in Willow Glen. The work was completed in November of 2017. This final escrow can be released as the one year guarantee period has been completed. Vote 3:0

A motion was made by Gary Hadden and seconded by William Klein to approve the replacement of the fuel primer pump at Pump Station #1, along with the fuel line, seals and battery in the amount of \$1,094.50. This will be done by Emergency Systems Service Company. Vote 3:0

A motion was made by Gary Hadden and seconded by William Klein to approve a battery replacement at pump station #6 at a cost of \$267.28. This will be done by Emergency Systems Service Company. Vote 3:0

A motion was made by Gary Hadden and seconded by William Klein to approve JS Instrumentation & Calibration LLC to replace the meter at Pump Station #6 at a cost of \$9,250.00. Vote 3:0

A motion was made by Gary Hadden and seconded by William Klein to approve the proposal from Chris Hemmig to assist with replacing the meter at Pump Station #6 at a cost of \$2,475.00 Vote 3:0

A motion was made by Kenneth Stoudt and seconded by Gary Hadden to approve payment to New Enterprise for the 2018 street work at a total of \$139,656.30. Vote 3:0

WATER: November report was submitted

MS4: Nothing to report

SOLICITOR :

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A motion was made by Gary Hadden and seconded by William Klein to amend the sewer capacity agreement with Greater Berks Development Fund. Vote 3:0

A motion was made by Gary Hadden and seconded by William Klein to adopt Ordinance #2018-14, to amend the Code of Ordinances of the Township of Ontelaunee, Chapter 16 entitled "Motor vehicles and traffic", Article II entitled "special traffic regulations", Section 201 entitled "restriction of truck traffic on certain roads" to prohibit truck traffic except local deliveries, emergency vehicles and school buses on Katylyn Lane, Edinboro Lane, Nantucket Drive, Calais Drive, Verdun Drive, Oswego Lane and Versailles Court and section 204 entitled "sign installation authorized" is amended to authorize the installation of signs prohibiting trucks on designated roads and streets. Vote 3:0

A motion was made by Gary Hadden and seconded by William Klein to adopt Ordinance #2018-15, adopting the 2015 International Property Maintenance Code. Vote 3:0

A motion was made by Gary Hadden and seconded by William Klein to adopt Resolution #2018-19, establishing a procedure for disposal of surplus property with a fair market value of less than Two Thousand Dollars. Vote 3:0

A motion was made by Gary Hadden and seconded by William Klein to authorize the Solicitors office to draft an ordinance abolishing the Recreation Board. Vote 3:0

A motion was made by Gary Hadden and seconded by William Klein to adopt Resolution #2018-20 requiring payment of all outstanding invoices of the developers to be paid within thirty days of invoice. Vote 3:0

CODE ENFORCEMENT – report submitted by Kraft Code Services.

EMA COORDINATOR –

POLICE COMMISSION – Mr. Hadden stated that interviews were held for the police department and they may hire two new officers.

PLANNING COMMISSION –

A motion was made by Gary Hadden and seconded by William Klein to grant the following waivers from the Subdivision and Land Development Ordinance for the Rutter's Land Development Plan as follows:

Section 3.20 (Requirement to provide separate preliminary plan).

Section 5.70 Referencing conformance to the Ontelaunee Township Stormwater Management Ordinance, Section 305 of the Stormwater Management Ordinance requiring Groundwater Recharge. Waiver of Section 305 conditioned on obtaining NPDES approval from the Berks County Conservation District.

Vote 3:0

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A motion was made by Gary Hadden and seconded by William Klein to grant Conditional Preliminary/Final Plan approval for the Rutter's Land Development based on satisfying requirements of ARRO letter dated 11/13/18. Vote 3:0

A motion was made by Kenneth Stoudt and seconded by William Klein to grant Conditional Final Plan approval for the UGI – Berkshire Mechanical Land Development based on satisfying requirements of ARRO letter dated 11/13/18. Vote 3:0

EXPENDITURES

A motion was made by Gary Hadden and seconded by William Klein to approve expenditures for November the amount of \$177,321.75 Vote 3:0

American Rock Salt Company LLC	6,011.91
ARRO Consulting, Inc.	12,306.48
Comfort Pro, Inc	99.00
COUNTY PLUMBING & ELECTRIC	498.30
Crime Alert Berks County	125.00
Frederick K. Hatt, Attorney-at-Law	482.30
H. A. Thomson Co.	830.00
Hartman Valeriano Magovern & Lutz P.C.	3,874.65
Highland Auto & Truck Repair	110.92
J.P.Mascaro & Sons	650.00
JB Environmental Services LLC	262.50
Kraft Code Services LLC	11,559.67
KUZANS HARDWARE	232.72
LIFT, Inc.	1,125.57
Lisa Meredith-Unrath	111.29
Long, Barrell & Co., LTD.	3,150.00
MET ED	4,189.82
Michael's	68.89
Miller Municipal Supply LLC	585.30
Nester's Sanitation Inc.	98.00
Northern Berks EMS	3,000.00
NORTHERN BERKS REGIONAL POLICE DEPT.	69,152.82
OFFICE SERVICE CO.	11.39
Overhead Door Company of Reading	183.75
PIRMA	25,800.00
READING EAGLE COMPANY	1,175.85
Reading Office Maintenance	255.00
Ready Refresh	7.98
Rhoads Energy Corporation	294.62
Stephenson Equipment Inc.	2,208.41

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Stoney Creek Rentals	607.50
SV COMMUNITY LIBRARY	6,000.00
T. M. Bailey Services, LLC	103.36
TELCO, INC.	148.75
TEMPLE FIRE CO. #1	2,000.00
UNION FIRE CO. #1 LEESPORT	20,000.00
	<u>177,321.75</u>

A motion was made by Gary Hadden and seconded by William Klein to approve total Water and Sewer expenditures for November in the amount of \$566,912.36. Vote 3:0

Water Expenditures \$33,933.17
Sewer Expenditures \$532,979.19

Del Valley Finance Authority (Del Val)	-2,728.80
TompkinsVIST Bank	-261,403.30
TompkinsVIST Bank	-246,197.50
Exeter Supply Co, Inc	-4,883.56
Long Barrell	-551.00
Maidencreek Twp Auth	-14,149.68
Met Ed	-1,085.81
Ontelaunee Township	-3,856.64
Pitney Bowes	-180.66
Reading Area Water Authority	-21,843.05
ARRO	-5,524.39
HVM	-494.74
Kelly Burdick	-32.73
MJ Reider	-290.00
Ontelaunee Township	-3,690.50

Total -566,912.36

Water \$33,933.17
Sewer \$532,979.19

OLD BUSINESS:

NEW BUSINESS:

A motion was made by Gary Hadden and seconded by William Klein to adopt Resolution #2018-18 setting the tax millage at 4.05 mills for 2019. Vote 3:0

December 6, 2018

The following meeting dates for 2019 have been advertised

Reorganization – Monday, January 7, 2019 at 6 p.m. following by regular meeting at 7 p.m.
All other regular Supervisors meetings 1st Thursday at 7 p.m. (July meeting will be July 1)
Planning Commission – 3rd Thursday at 7 p.m.
Actual dates were advertised in the newspaper

A motion was made by Kenneth Stoudt and seconded by William Klein to approve the quote from Straub Roofing to fix a drain grate that has deteriorated and has started sinking on Bewley Lane. Cost not to exceed \$1,600.00 Vote 3:0

A motion was made by Kenneth Stoudt and seconded by William Klein to hire Edward Sallade, Reading, as a part time crew laborer at a rate of \$15.00 per hour and to serve a 90 day probation period. Vote 3:0

A motion was made by Gary Hadden and seconded by William Klein to reject the Animal Rescue League's proposal for \$2 per capita for 2019 animal control services. Vote 3:0

A motion was made by Gary Hadden and seconded by Kenneth Stoudt to purchase a Honda walk behind snow blower with tracks and an electric start from Reading Kubota at a price of \$2,419.00 Vote 3:0

UPCOMING MEETINGS/INFO:

December 10 – 6 p.m. – NBRPD
December 11 – 7 p.m. – Rec Board
December 20 – 7 p.m. – Planning Commission
December 24 – OFFICE CLOSSES AT 12 NOON
December 25 and 26 – OFFICE CLOSED
January 1, 2019 – OFFICE CLOSED
January 7, 2019 – 6 p.m. Reorganization followed at 7 p.m. - Board of Supervisors meeting

An executive session was held from 8:22 p.m. to 9:05 p.m.

A motion was made by Gary Hadden and seconded by Kenneth Stoudt to authorize the engineer to review the cost estimates for Forino and to estimate a new escrow limit. Vote 3:0

A motion was made by Gary Hadden and seconded by Kenneth Stoudt to send a letter to Spotts, Stevens and McCoy to put them on notice regarding potential litigation regarding curb ramps in Willow Glen and the Harvest developments. Vote 3:0

ADJOURNMENT

A motion was made by Gary Hadden and seconded by William Klein to adjourn the monthly meeting at 9:35 p.m. Vote 3:0

Respectfully

Kim Y. Berger, Secretary