

February 1, 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 – Richard Reilly, Dane Miller Sr., Leif Greis (Reading Eagle)

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

A motion was made by Gary Hadden and seconded by William Klein to approve the meeting minutes as written from the Board of Supervisors meeting on January 2, 2018 (reorganization and the regular meeting). Vote 3-0.

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

**FIRE DEPARTMENT** – December’s report was submitted.

**BUSINESS FROM FLOOR** – nothing

**TAX COLLECTION** For January: The tax collector collected \$3,513.91 in real estate taxes, \$0 in interim taxes and \$93.50 in per capita taxes.

A motion was made by Kenneth Stoudt and seconded by William Klein to accept the tax collectors report. Vote 3:0

## **ROADMASTERS REPORT JANUARY 2018**

### **FUEL USED**

Ford – 26.3 gal diesel  
GMC Dump – 22 gal diesel  
M-2 #4 – 23.5 gal diesel  
M-2 #7 – 124.66 gal diesel  
GMC pick up – 24.03 Diesel  
Kubota loader – 19.35 gal diesel

### **WORK PREFORMED**

Plowed and cindered – Dec. 30, January 4, 5, 6, 8, 9, 14, 16, 30  
Washed trucks and spreaders – eleven times  
GMC dump to Kutz – bad ground on plow – fixed  
M-2 #7 to Kutz – broken plow frame – replaced  
Received 200 tons of salt & put in shed

Equipment maintenance  
GMC Dump to Kutz – auger jammed  
GMC Utility to Highland for battery  
GMC Utility to Garden Spot for ground wires  
Had Wessner clean out swale on Orchard Lane  
Pick up Christmas tree that was deposited on Rec B  
Filled in washout on Loose Lane  
Patched around 4 sewer lids  
Removed mower and installed blower on Tiger

**HOURS WORKED**

Total 203.50  
115 hours plowing and cindering

**PURCHASES & EXPENSES**

Garden Spot (repair and service GMC Utility – bad ground)	1,328.68
EM Kutz (repair spreader GMC dump)	300.00
American Rock Salt (195.99 tons salt)	11,071.75
Lowes (power washer, hose, nozzles and wand)	410.10
Ag Industrial (jack for tiger mower)	72.80
EM Kutz (repair ground to plow on GMC dump)	150.00
Highland Auto (replace batteries in GMC utility)	301.37
Kuzan’s (c clamps steel, Def, wiper blades, caution tape, jacks for Tiger)	306.46

**Total** **\$13,941.16**

Roadmaster  
Kenneth Stoudt

Mr. Stoudt stated that approximately 350 tons of salt has been used this winter so far.

**ENGINEER’S REPORT – JANUARY 2018**

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

Final plans were received for review at the Ontelaunee Township Planning Commission meeting to be held February 15, 2018.

**2. 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.

**3. Ryder Land Development**

ARRO is conducting periodic inspections of the site improvements.

4. **Ashley Furniture Land Development Plan**

ARRO is conducting periodic inspections of the site improvements.

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

The Ontelaunee Township Supervisors granted conditionally 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.

6. **Road Opening Permits**

#10542.55 – UGI – 5524 Orchard Road – The applicant was informed (via email) of trench settlement occurring and instructed to provide trench maintenance. To date we have not received a response to our email.

#OTMA 1-2018 – A Road Opening Permit was issued to the Ontelaunee Township Municipal Authority for emergency work performed on Verdun Drive on January 24, 2018.

7. **Margaret Avenue**

ARRO is working with Attorney Magovern's office regarding the need for easement/agreement documents for existing utilities prior to the township vacating Margaret Avenue. Based on previously recorded plans obtained by Attorney Magovern's office it appears that all stormwater facilities of interest to the Township are within existing easements.

**MS4:** MS4 audit will be performed in March.

**SOLICITOR :**

An executive session was held from 7:11 p.m. to 7:40 p.m. to discuss possible litigation.

A motion was made by Gary Hadden and seconded by William Klein to authorize the Solicitor's office to advertise an ordinance adopting the 2018-2023 MS4 Steering Committee Intergovernmental Agreement. Vote 3:0

A motion was made by Gary Hadden and seconded by William Klein to authorize the Solicitor's office to draft and advertise an ordinance amending the delinquent per capita tax collector as Berkheimer Tax Innovations. Vote 3:0

A motion was made by Kenneth Stoudt and seconded by Gary Hadden to adopt Resolution #2018-6 approving the appointment of Beth Showalter as Deputy Tax Collector for Ontelaunee Twp. Vote 3:0

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

**OTMA** - Mr. Reilly submitted his report.

A motion was made by Gary Hadden and seconded by Kenneth Stoudt to waive the permit fees and escrow from the road opening permit for 9 Verdun Drive with the assurance that the road will be restored to good condition. Vote 3:0

The Authority was informed that in the future, no digging shall be performed without first obtaining a road opening permit.

The authority was also informed that in the future if they would like to hold any type of meeting in the building it must be coordinated with the Township Secretary. There are a lot of meetings held in the conference room and we want to be sure that there is no conflict.

**EMA COORDINATOR** – Mr. Miller is working on identifying flooding risks or routes that can be used during snow emergencies etc. by utilizing google maps and Publisher.

**POLICE COMMISSION** – A new officer started last week and more interviews will be happening next week.

**PLANNING COMMISSION** – minutes have been received for January

**PARK & REC**– January meeting minutes were received.

## **EXPENDITURES**

A motion was made by Gary Hadden and seconded by William Klein to approve expenditures for December in the amount of \$210,991.16. Vote 3:0

AG-Industrial, Inc.	124.78
American Rock Salt Company LLC	11,071.75
Animal Rescue League of Berks County, Inc	1,000.00
Berks County UCC Board of Appeals	200.00
Cable Services Company	7,907.06
Comfort Pro, Inc	1,498.55
Cummins Power Systems, LLC	2,180.23
E.M.KUTZ, INC.	450.00
Elite Fuel Service	5,688.45
Garden Spot Frame & Alignment Service	1,328.68
General Recreation	51,391.60
Hartman Valeriano Magovern & Lutz P.C.	4,243.50
Highland Auto & Truck Repair	301.37
J.P.Mascaro & Sons	984.80
KDI Office Technology	80.00
KUZANS HARDWARE	72.89
Larson Design Group	289.25
LIFT, Inc.	13.40
Long, Barrell & Co., LTD.	2,920.00

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Lowes Home Centers	410.10
MET ED	4,475.75
Nester's Sanitation Inc.	98.00
NORTHERN BERKS REGIONAL POLICE DEPT.	69,152.82
Omega Systems	1,950.50
POSTMASTER	9.10
PSATS	1,454.00
READING EAGLE COMPANY	454.90
Reading Office Maintenance	170.00
Ready Refresh	7.98
Rhoads Energy Corporation	521.84
TELCO, INC.	40,385.20
VERIZON	76.86
W. B. Mason Co. Inc.	77.80
	<u>210,991.16</u>

A motion was made by Gary Hadden and seconded by William Klein to approve the transfer of \$50,000 from the general savings account to the general checking account. Vote 3:0

A motion was made by Gary Hadden and seconded by William Klein to approve the transfer of \$70,000 from the capital improvement fund to the general checking account. Vote 3:0

A motion was made by Gary Hadden and seconded by William Klein to approve the transfer of \$27,393.16 from the recreation account to the general checking account. Vote 3:0

**OLD BUSINESS:**

A motion was made by Gary Hadden and seconded by William Klein to increase the Secretary/Treasurer hourly rate by \$1.25 per hour retroactive to January 1, 2018. Vote 3:0

**NEW BUSINESS:**

A motion was made by Gary Hadden and seconded by William Klein to appoint Nona Geiger to the Planning Commission to fill the unexpired term of Curt Lash, term to expire December 31, 2020. Vote 3:0

A motion was made by Gary Hadden and seconded by William Klein to accept the resignation of Donna Lee Lash as the tax collector effective January 16, 2018. Vote 3:0

A motion was made by Kenneth Stoudt and seconded by William Klein to appoint Brittney Hadden as the Tax Collector for Ontelaunee Township effective immediately. Vote 2:0 – Gary Hadden abstained

A motion was made by Gary Hadden and seconded by William Klein to approve the service agreement with Proasys Inc. to provide HVAC water treatment chemicals and service expiring March 22, 2019 at total cost of \$915.00. Vote 3:0

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**UPCOMING MEETINGS/INFO:**

February 8 – 7 p.m. – OTMA

February 12 – 6 p.m. – NBRPD

February 13 – 7 p.m. - Rec Board

February 15 – 7 p.m. – Planning Commission

March 1 – 7 p.m. - Board of Supervisors meeting

**ADJOURNMENT**

A motion was made by Kenneth Stoudt and seconded by Gary Hadden to adjourn the monthly meeting at 7:55 p.m. Vote 3:0

Respectfully

Kim Y. Berger  
Secretary