

June 7, 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 7:05 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 – Leif Greis (Reading Eagle), Kenny Quell (Leesport Fire Co.), Robert Kearney

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 May 3, 2018. Vote 3-0.

**POLICE DEPARTMENT** – April and May Reports were distributed

**FIRE DEPARTMENT** – April and May Reports were distributed

**BUSINESS FROM FLOOR** – Robert Kearney was present to discuss a proposal to change the zoning for two parcels (5869 Pottsville Pike and a five plus acre parcel owned by Affinity Bank from AG to IC.

After discussion a motion was made by Gary Hadden and seconded by William Klein to authorize the Solicitor to draft a zoning ordinance amendment changing those to parcels from AG to IC and send the amendment to the Planning Commission and to the Berks County Planning Commission. A public hearing will be held at the August Supervisors meeting. Mr. Kearney was asked to attend the Planning Commission on June 21. Vote 3:0

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

Real Estate Taxes -	\$ 77,978.51
Real Estate Interims -	\$ 2,017.97
Street Light -	\$ 352.80

Vote 3:0

#### **ROADMASTERS REPORT MAY 2018**

##### **FUEL USED**

Tiger – 64.14 gal diesel  
GMC pick up – 26.38 Diesel  
GMC utility – 30.34 gal Diesel  
Gas cans – 59.21 Unleaded gas

##### **WORK PREFORMED**

Mowed at township building  
Mowed at Rec A & B

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Mowed along roads and intersections  
Pick up trash and tires  
Took 13 tires to AG center for recycling  
Mower and weed wacker maintenance  
Serviced and maintenance to Tiger  
New starter on Tiger  
Cleaned up leaves at twp. building  
Trimmed pine trees at twp. building  
Removed broom and installed mower on F Kubota  
Replaced sewer ring on Berkley Park Road  
Cleaned off trees on roads after storm  
Met with Cummins mechanic on generator  
Helped Nate pull new wires for generator  
Patched Ontelaunee Dr. and Willow Creek Rd.  
Mowed sewer pump stations  
Cleaned off mold on equipment at Rec A  
Cleaned off bird droppings on picnic tables at Rec A  
Filled in catch basins (north pointe)  
Replaced several boards in salt shed

**HOURS WORKED**

Total 284.25

59 hours for Rec A & B  
65.25 mow at township  
4 hours sewer pump stations

**SIGNS ERECTED OR REPLACED**

Replaced All Ways (Wiley & Ontelaunee Dr) (Slater and Bowers Rd)  
Refasten stop sign (Ashley and Ontelaunee Dr)  
Replaced Boyer Lane (Rt. 222 and Boyer Lane)  
Straightened Rt. 222 and E Huller Ln sign  
Straightened speed limit on Calais Drive  
Replaced Stop sign (S. Calais and Willow Creek Rd)  
Replaced 35 MPH sign (Ontelaunee Dr)  
Replaced 2 delineators on Ontelaunee Drive)  
Installed 3 no smoking signs (Rec A)  
Installed 2 no smoking signs (Rec B)

**PURCHASES & EXPENSES**

Tractor Supply (zero turn battery; truck ramps)	158.98
Ag Industrial (starter and installation on Tiger)	598.80
Kuzans (supplies for May)	246.45
Kantner's (fix tire on Kubota)	16.00
Bilco (shirts/sweatshirt)	54.64
Stichter Sharpening (sharpen mower blades)	88.00
Cummins (repair generator)	1,024.10
Berks Soil and stone (1.5 yds crushed concrete)	21.00
Arlan Wessner (patch W. Huller lane – water)	1,208.00
Arlan Wessner (patch 9 Verdun – sewer)	1,661.00
Lowes (round up and fence ties; cold patch and 6” blocks)	290.61
County Plumbing and Electric (wires for generator/salt shed light/recycling)	2,541.81

**Total**

**\$7,909.39**

Roadmaster

Kenneth Stoudt

**1. 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 Township has executed the PennDOT HOP documents as the permittee for stormwater improvements on E. Huller Lane. No additional document or plan submissions have been received from the developer to address the remaining conditions of approval.

**2. 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.

Revised plans, dated April 19, 2018, were received and reviewed to include an extension of the stormwater pipe discharge across Orchard Lane. The project agreements (Improvement, Stormwater Maintenance, Sewer Capacity) were forwarded to the developer on May 14, 2018 by Attorney Magovern's office.

**3. McIntosh Farms Subdivision**

A preliminary plan titled McIntosh Farms Phase I was received by the Township and will be first reviewed at the July 19, 2018 Planning Commission meeting.

**4. Ontelaunee Orchards – Stormwater Extension**

ARRO received plans for a storm sewer extension that Ontelaunee Orchards would like to construct in order to fill a channel that was constructed in the front of their property a few years ago. We are currently in communications with the owner's consultant (Stackhouse Bensinger, Inc.) for additional information to determine if additional information, review and approvals are necessary.

The supervisors does not want this done as it will cause flooding.

**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

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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.

**6. 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.

**7. Ryder Land Development**

ARRO is conducting periodic inspections of the site improvements.

**8. Ashley Furniture Land Development Plan**

ARRO is conducting periodic inspections of the site improvements. A request for escrow release for the sewer and water improvements has been received.

We recommend reduction of the escrow for the Water and Sewer escrow in the amount of \$161,341.20 from the current (initial) value of \$185,302.76. The remaining escrow value of \$23,961.56 represents 15% of the value of the installed improvement to be held for a period of 18 months.

**9. Infinity Capital Land Development Plan**

ARRO is conducting periodic inspections of the site improvements.

**10. Redner's Service Facility and Driveway Signage (Redners Way)**

The installation of roof leader discharges to the existing stormwater pond on the parcel, planting of evergreen trees and placement of a stop sign at the driveway for Redners Market driveway exiting to Redners Way have been completed.

**11. Road Opening Ordinance**

The following are Road Opening Permit activities for the above referenced period.

- a. UGI Utilities – 289 Gernants Church Road: Application, plans, application fee (\$140.00) and escrow (\$1,551.00) received for excavations in an improved road/shoulder for the installation of a service lateral. Permit approval and issuance on May 30, 2018.

- b. UGI Utilities – 1736 Redners Way (for Infinity Capital): Application and plans received for the excavation in an improved road/shoulder for the installation of a service lateral. An escrow and application calculation was prepared and forwarded to the applicant.

**12. General Engineering**

- a. Ken Stoudt and ARRO met with Todd Richardson of EPA to conduct a post construction review of Wiley’s Road. ARRO will provide specification information to Mr. Richardson for the application of a bituminous leveling course and double seal coat on Wiley’s Road along the project area. The application of a single seal coat from the northern project extents to Ontelaunee Drive and on Ontelaunee Drive from Wiley’s Road to SR 0073 was requested. Mr. Richardson appeared to be receptive to the scope of work pending approval of the funding for the approximate \$35,000.000 to \$40,000.00 project.
- d. A revised Traffic Impact Study has been received for potential development at the intersection of New Enterprise Drive and SR 0061. The review was forwarded to the Township under separate cover.

**13. Road Projects**

- a. ARRO personnel prepared contract documents for the 2018 Road Improvement Project based on a scope discussed with Road Master Stoudt. The documents have been forwarded to Charles Paris, PennDOT for approval of the project for the use of liquid fuel funds. Copies of the documents forwarded to Mr. Paris have been provided to the Township under separate cover.
- b. ARRO has released the approval for survey along Willow Creek Road to be used in the preparation of cut and fill calculations as part of a roadside grading project to enhance stormwater flow.

**14. Water System Engineering & Reporting**

- a. ARRO personnel resubmitted and received approval for the 2017 Annual Water Allocation Report.
- b. ARRO personnel are working toward changing all water reporting responsibilities to Ontelaunee Township. Attorney Magovern provided the OTMA termination documents (approved by PA. Department of State) for ARRO to commence the system ownership notifications/transfer process through PA DEP.
- c. ARRO has completed the CCR report and provided a preliminary copy of the report to PA DEP for their review prior to releasing to the Township and general public. We will forward the CCR to Kim following PA DEP’s review.

**15. Sanitary Sewer System Engineering**

- a. ARRO is currently reviewing criteria for sample timing, frequency and available laboratories for reinstating the strong waste sampling program as well as the Industrial User Permitting

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program. ARRO will discuss the perceived program parameters with the Ontelaunee staff prior to its implementation.

- b. ARRO spoke with Robert Checchia of Mr. Rehab regarding the previous contract with OTMA for smoke testing portions of the sewer system. Mr. Rehab stated that they will honor the previous contract and that the work is currently in their queue. The estimate for the start of this work is somewhere between the end of June and the beginning of August.

**16. 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. The following tasks were completed as part of the additional on-call sanitary sewer operator services.
  - Responded to alarms at PS #2, #3 & #6 on 5/15/18.
  - Requested quote for rewiring of PS #8. The quotes received are attached.
  - Instituted the necessary change of operator and system ownership notifications to PA DEP.
  - Assisted/escorted consultant to locate sanitary sewer manholes on Willow Creek Road.
  - The emergency generator battery at PS #3 was replaced. Emergency Services was also called to replace the battery charger at the pump station.

A motion was made by Gary Hadden and seconded by Kenneth Stoudt to authorize the reduction of the escrow for the Water and Sewer escrow in the amount of \$161,341.20 from the current (initial) value of \$185,302.76. The remaining escrow value of \$23,961.56 represents 15% of the value of the installed improvement to be held for a period of 18 months. Vote 3:0

A motion was made by Gary Hadden and seconded Kenneth Stoudt to accept Denny's Electric proposal to repair the rewiring of Pump Station #8 at Wingco Lane and Margaret Lane. Vote 3:0

The May 2018 water operators report was accepted.

**MS4:** Nothing to report

**SOLICITOR :**

A public hearing was held on the zoning ordinance amendment regarding set back regulations. There was no public comment.

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A motion was made by Gary Hadden and seconded by William Klein to adopt Ordinance #2018-5 amending the Zoning Ordinance regarding small accessory structure setbacks. Vote 3:0

Discussion was held regarding Wiley's Road. Questions were raised regarding whose responsibility it was if the creek on Wiley's Road would overflow as it has done in the past. At this point it would revert back to PA DEP because of the remediation.

Discussion was held regarding the ordinance about weight restrictions. There is a part of the ordinance that is incorrect. This deals with Ontelaunee Drive.

A motion was made by Kenneth Stoudt and seconded by Gary Hadden to authorize the solicitor to draft an ordinance amending the ordinance regarding weight restrictions. Vote 3:0

Discussion was held regarding the McIntosh plans.

A motion was made by Kenneth Stoudt and seconded by Kenneth Stoudt to authorize the Solicitor to prepare a resolution regarding changing water billing from quarterly to monthly effective January 2019. Vote 3:0

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

**EMA COORDINATOR** –. No report

**POLICE COMMISSION** – a new officer has started within the past few days.

The police department has asked that we find a secure area for the officers to put an impounded vehicle or a place that is secure to search a vehicle. Mr. Stoudt has obtained two quotes. Shirk Buildings have submitted a quote for a 16 X 24 foot pole building for \$15,200. Pioneer pole buildings quote was \$13,000. Mr. Stoudt will discuss this at the next NBRPD meeting on June 11, 2018.

**PLANNING COMMISSION** – No report

**PARK & REC**– June meeting has been cancelled

## **EXPENDITURES**

A motion was made by William Klein and seconded by Gary Hadden to approve expenditures for May in the amount of \$112,280.22. Vote 3:0

AG-Industrial, Inc.	598.80
Albright College, Center for Excellence	150.00
ARRO Consulting, Inc.	10,684.56
BERKS CO. ASSOCIATION OF TWP. OFFICIALS	60.00
Bilco Safety Products, Inc	73.64
Checks For Less	70.45
Comcast 1	309.99

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Comfort Pro, Inc	8,355.40
Hartman Valeriano Magovern & Lutz P.C.	5,394.04
J.C.EHRLICH	2,632.00
J.P.Mascaro & Sons	873.80
JB Environmental Services LLC	170.00
KANTNERS TIRE SERVICE, INC.	16.00
Kenneth M .STOUDT	61.04
KIM BERGER	35.24
Kraft Code Services LLC	5,860.46
KUZANS HARDWARE	333.28
Lowe's Home Centers	290.61
MET ED	4,436.07
MILLERS LAWNMOWER SERVICE	49.95
Nester's Sanitation Inc.	196.00
NORTHERN BERKS REGIONAL POLICE DEPT.	69,152.82
OFFICE SERVICE CO.	223.83
Omega Systems	51.71
Overhead Door Company of Reading	224.50
READING EAGLE COMPANY	489.20
Reading Office Maintenance	170.00
Ready Refresh	7.98
Rhoads Energy Corporation	125.90
Stichter Sharpening & Custom Machining	88.00
T. M. Bailey Services, LLC	170.00
TELCO, INC.	584.48
Tractor Supply Co.	158.98
VERIZON	76.80
William Klein	104.69
	<u>112,280.22</u>

A motion was made by Gary Hadden and seconded by Kenneth Stoudt to approve total Water and Sewer expenditures for May in the amount of \$206,388.88.

Water Expenditures \$41,632.58  
Sewer Expenditures \$164,756.30

05/10/2018	Trsf	Tompkins VIST Bank	interest due - Sewer Note 1607-	-118,803.15
05/10/2018	Trsf	Tompkins VIST Bank	interest due - Sewer Note 1665	-23,803.08
05/01/2018	1519	Dale Heckman (2)	145 miles - 4/9-4/23	-77.57
05/01/2018	1520	Omega Systems Consultants	restore back up for deleted water and sewer	-130.00
05/03/2018	1521	Danner Business Solutions	Sewer and water bills 2000	-473.25
05/03/2018	1522	Envirep Inc	troubleshoot PS #7- air bubbler	-510.00
05/03/2018	1523	Exeter Supply Co, Inc	master meter for kinder care	-171.38



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05/03/2018	1524	Hemmig's Plumbing	replace hydrant; flushing; pa one calls	-13,270.00
05/03/2018	1525	Maidencreek Twp Auth	1st quarter 2018	-13,839.38
05/03/2018	1526	Met Ed	March 2018	-1,668.66
05/03/2018	1527	MJ Reider	Water sample 4/11	-130.00
05/03/2018	1528	Office Service Company	pencils	-4.99
05/07/2018	1529	Postmaster	8 rolls post card stamps	-280.00
05/16/2018	1532	Comcast	5/23-6/2 - last invoice OTMA	-186.48
05/16/2018	1533	HVM	April invoices	-1,666.00
05/16/2018	1534	LB Water	Proka; hydrant kit	-4,469.49
05/16/2018	1535	Office Service Company	pencils	-27.38
05/16/2018	1536	Ontelaunee Township Reading Area Water	reimburse for payroll 4/30	-4,183.23
05/16/2018	1537	Authority	April 2018	-22,142.84
05/16/2018	1538	Reading Eagle	hydrant flushing ad	-202.00
05/16/2018	1539	SwiftReach Networks, Inc	annual subscription	-350.00

TOTAL

206,388.88

Water

\$41,632.58

Sewer

\$164,756.30

**OLD BUSINESS:** Nothing

**NEW BUSINESS:**

A motion was made by Gary Hadden and seconded by William Klein to authorize the purchase and installation of a new security appliance with threat management software at a cost of approximately \$3,000. Vote 3:0

A motion was made by Gary Hadden and seconded by William Klein authorizing the secretary to sign the contract to lease a postage machine at a quarterly rate of \$180. Vote 3:0

A motion was made by William Klein and seconded by Gary Hadden to approve the purchase and installation of Caselle Application Software for the Township at a cost of approximately \$49,000. This includes, general ledger, accounting, budgeting, utility billing, accounts payable, accounts receivable, etc. This is a Costars price. Vote 3:0

Discussion was held regarding the Harvest Subdivision regarding deficiencies that need to be addressed. Things like trees, sidewalks and driveway aprons.

**UPCOMING MEETINGS/INFO:**

June 11 – 6 p.m. – NBRPD

June 21 – 7 p.m. – Planning Commission

July 5 – 7 p.m. - Board of Supervisors meeting

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**ADJOURNMENT**

A motion was made by Gary Hadden and seconded by Kenneth Stoudt to adjourn the monthly meeting at 8:50 p.m. Vote 3:0

Respectfully

Kim Y. Berger  
Secretary