

March 7, 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 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 – Dane Miller, Kenny Quell, Marge Rumbaugh (Reading Eagle)

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

POLICE DEPARTMENT – February report

FIRE DEPARTMENT – February report

BUSINESS FROM FLOOR - nothing from the floor

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

Real Estate Taxes -	\$
Real Estate Interims -	\$475.48
Street light Taxes	\$

Vote 3:0

ROADMASTERS REPORT FEBRUARY 2019

FUEL USED

GMC pick up – 26.13 gal Diesel
GMC utility – 12.63 gal diesel
M2 #7 – 79.32 gal diesel
GMC dump – 69.71 gal diesel
Kubota Loader – 21.01 gal diesel
M2 #4 – 32.48 gal diesel
2018 Ford – 14.645 gal unleaded

HOURS WORKED

292.25 total hours
150.25 hours – plowing and salting

WORK PREFORMED

Plowed & cindered Jan. 31, Feb 11, 12, 18, 20 and 21
100 tons put into salt shed

Repairs to plows and trucks
 Maintenance to plows, spreaders and trucks
 Washed and cleaned up trucks and spreaders
 GMC #6 to Kutz for spreader repairs (bad wires)
 Pick up plow parts at Kutz
 To Pioneer to check on pole building
 GMC #6 to Highland for service
 M2 #7 to Highland for inspection
 M2 #4 to Highland for water leak
 M2 #7 to Berman for wiring problem
 Replaced cylinders on Ford plow
 Replaced installed and straightened signs
 Replaced batteries on signs on Ontelaunee Drive

SIGNS

Replaced stop sign – N. Calais and Heffner Lane (post and sign)
 Replaced no parking/stop – Ashley way (cut off post)
 Replaced no parking/stop Ontelaunee Drive (cut off post)
 Replaced no trucks sign – Wiley’s Road (cut off post)
 Replaced stop sign Rt. 61 and Wiley’s (cut off post)
 Replaced 40 mph sign – Kindt Corner (cut off post)
 Replaced turn ahead Gernant’s Church Rod (bolts missing)
 Straightened stop sign – Willow Creek Rd and Leesport Avenue (rocks)
 Replaced stop sign Wiley’s Road and Ontelaunee Drive (post)
 Replaced Catalpa Lane and Cottage Lane (post and sign)
 Straightened 40 mph sign Snyder Road
 Replaced temp stop (Rt. 73 & Ontelaunee Dr) (someone pulled out)
 Installed Bertoldi way sign (UGI)

PURCHASES & EXPENSES

Kuzan’s (ice melt; shovels; pipe; fasteners, antifreeze, misc)	312.89
ATS (replaced 3 fire extinguishers)	156.00
Miller Municipal (6 – 6 volt batteries)	27.00
Kantner’s tires (2 new tires GMC #6)	558.86
Berman (repair wiring)	468.59
American Rock Salt (207.41 tons of salt)	12,482.67
Highland Auto (service GMC utility)	331.61
E M Kutz (cutting edges and plow shoes)	731.52
EM Kutz (plow markers)	30.31
Berman (replace wiring on M2 #7)	2,033.07
Highland Auto (M2 #7 oil leak)	550.75
EM Kutz (hydraulic cylinders for Ford)	229.68
Total	\$17,912.89

Roadmaster Kenneth Stoudt

ENGINEER’S REPORT – FEBRUARY 2019

1. Five Star International

The plan was conditionally approved at the February 7, 2019 Supervisors meeting. No additional submissions have been received to address conformance to the conditions of approval.

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

2. **Allan Myers Land Development**

The Board of Supervisors provided conditional preliminary/final plan approval at their meeting held November 1, 2018. A copy of the revised NPDES submission to BCD was received.

3. **Rutter's**

Approval of waivers and conditional plan approval was granted by the Board of Supervisors at their December 6, 2018 meeting. A submission containing plan to address conditions of plan approval was received February 27, 2019 and is being reviewed.

The PennDOT HOP's for the project were issued. PADEP approval of the Sewage Facilities Planning Module has not been received.

Attorney Magovern's office is reviewing sanitary sewer easements obtained by Rutter's from Schneider Electric and GBDF for the sanitary sewer extension and eventual dedication of the easements and improvements to the Township.

Submittals for the sanitary sewer extension (pipe, manholes, etc.) have been received, reviewed and returned as approved to the developer.

An escrow estimate has been received and reviewed from the developer. The estimate was reviewed and forward to Attorney Magovern's office for the preparation of Improvement and Stormwater Maintenance Agreements.

4. **Jurgielewicz Expansion**

The Sewer Capacity Agreement prepared by Attorney Magovern's office was forwarded to the developer's consultant on February 11, 2019.

5. **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.

We received a copy of the review by the Maidencreek Township Authority consultant for the issuance of the sewer capacity allocation. A second submittal to MTA is required prior to MTA issuing the allocation correspondence. The allocation correspondence is required to be attached to the sewage facilities planning module (exemption) prior to forwarding to PADEP.

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

6. Brassler Parcel (Berks 222) Land Development Plan

At their meeting of March 1, 2018 the Board of Supervisors granted Preliminary/Final Conditional Approval. A PennDOT HOP for the Driveway Access on Allentown Pike has been issued. The stormwater HOP permit for discharge on East Huller Lane (applicant Ontelaunee Township) has not been issued. Additional conditions of plan approval are to enter into an 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. Upon review of the revised estimate we questioned the improvements shown on the plan versus those represented on the cost estimate. Although the improvements depicted on the plan and estimate information are different, the differences are negligible with the total value of the cost estimate providing adequate escrow. We have provided the updated information to Attorney Magovern's office for the final 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.

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.

8. 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 received inquiries from the developer's consultant indicating the project is now moving forward.

9. Infinity Capital Land Development Plan

As reported last month, ARRO conducted a review of the site improvements to date. We have received an escrow release request from the developer. An escrow release correspondence was forwarded to the Township under separate cover.

We recommend the release of escrow for the project in the amount of \$112,000.00 with a remaining escrow value of \$3,000.00.

10. 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.

11. Harvest Subdivision

We conducted a site verification of work necessary for the correction of deficiencies identified in the driveway apron and curb ramp review for inclusion in the escrow value as well as a review of the current unit prices listed in the escrow spreadsheet. The information obtained will be provided to the Township under separate cover.

Improvement inspection reports are attached.

12. Willow Glen

Correspondence was forwarded to the developer regarding deficiencies regarding stormwater infrastructure on Lots 41 through 47. ARRO representatives have met with the developer and they have provided a report of the improvements and resolutions for review. We will provide a copy of the information provided and review correspondence to the Township.

Improvement inspection reports are attached.

13. Beechwood Subdivision

The information required for as-build drawings of the improvements and also the description and plan necessary for the dedication of the road was forwarded to the developer's consultant in November 2018. To date we are not aware that a request for reduction in the escrow or dedication of the roadway has been received for consideration by the Township.

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

- a. ARRO personnel have completed compiling GIS mapping for the municipality and working on integrating sanitary sewer and water facilities and customer (sewer & water) information into a database. A meeting with the office is scheduled to load the ArcGIS program (previously thought to be functional) and populate the information to the Township computer.

16. Road Projects

- a. A cost estimate was provided to the Township to replace the crosspipe on Gernants Church Road and to install inlets and pipe to the inlet installed during the 2018 Road Project. The use of 12" diameter pipe is approved by Publication 447 (Approved Products for Lower Volume Local Roads).

Authorization to proceed with obtaining PennDOT approval for the use of Liquid Fuel Funds and approval to advertise are requested. The tentative bid opening would be the May 2, 2019 Supervisors meeting.

- b. ARRO will provide the grading plan and scope of work for Willow Creek Road to the Township in the coming weeks in order to obtain quotes for project completion in the spring

17. Water System Engineering & Reporting

- a. There are no activities to report for the period.
- b. ARRO is requesting authorization to proceed with the preparation of the Consumer Confidence Report and Water Allocation Permit.

19. Sanitary Sewer System Engineering

- a. The second round of industrial discharge permit applications were received and the draft permits provided to Township staff. A recommended motion to forward final permits to the permittee's is listed on the meeting agenda.
- b. ARRO spoke with Woody Weist of the Leesport Farmers Market regarding the repair status of the manhole. Due to the continued wet weather and freezing temperatures, they have been unable to attempt any additional repairs.
- c. The meter replacement at PS #6 has been completed.
- d. ARRO representatives and Attorney Magovern's office met February 7, 2019 to discuss the most recent revisions to the Inter-municipal Agreement with Leesport Borough Authority.

- e. ARRO will provide updates for the Rules & Regulations to Attorney Magovern's office.

20. 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 check valve at PS #7 was cleaned due to a low flow rate being observed.
- c. ARRO operations staff are coordinating the revision to the Omnisite accounts to split PS #6 to a separate account.
- d. An alarm received at PS #7 required the services of Envirep to replace a primer valve.
- e. ARRO prepared and forwarded Tributary Chapter 94 Reporting information to the Maidencreek Township Authority and Leesport Borough Authority.

A motion was made by Kenneth Stoudt and seconded by Gary Hadden to finalize and forward the permits to the industrial sewer users as provided in draft form prior to the February 7th meeting. Vote 3:0

A motion was made by Gary Hadden and seconded by William Klein to reduce the Infinity Capital escrow by \$112,000 leaving an escrow balance of \$3,000, based on the work completed and a review of the work completed. Vote 3:0

A motion was made by Kenneth Stoudt and seconded by Gary Hadden to authorize the engineer to proceed with obtaining PennDOT approval for the use of Liquid Fuel Funds to do shoulder and pipe work on Gernant's Church Road and to advertise in the newspaper and PennBid for bids. Tentative bid opening would be the May 2, 2019 supervisors meeting. Vote 3:0

A motion was made by Kenneth Stoudt and seconded by Gary Hadden to authorize the engineer to proceed with the preparation of the Consumer Confidence Report and Water Allocation permit. Vote 3:0

WATER: February report was submitted

MS4: Nothing to report

SOLICITOR : Nothing to report

CODE ENFORCEMENT – report submitted by Kraft Code Services.

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EMA COORDINATOR – Mr. Miller reported that the fire company toured the Middle School on February 19. Also flash drives of the Lake Ontelaunee plans were given to various officials. Hopefully we can do a drill in the summer.

POLICE COMMISSION – negotiations with the Police Chief continue.

PLANNING COMMISSION – No meeting held in February

EXPENDITURES

A motion was made by Gary Hadden and seconded by William Klein to approve expenditures for February in the amount of \$115,304.76 Vote 3:0

General expenditures - \$48,674.48
Water Expenditures - \$31,132.88
Sewer Expenditures - \$35,497.40

Albright College, Center for Excellence	2019 Sponsorship	200
American Rock Salt Company, LLC	100.06 tons of salt	5,936.57
American Rock Salt Company, LLC	80.85 tons of salt	4,796.83
American Rock Salt Company, LLC	26.50 tons of salt	1,749.27
ARRO Consulting, Inc.	Jan - Willow Glen	279.5
ARRO Consulting, Inc.	Jan - Harvest	822
ARRO Consulting, Inc.	Jan - MS4	45.5
ARRO Consulting, Inc.	Jan - Brasler	708.75
ARRO Consulting, Inc.	Jan- UGI Land development	27.5
ARRO Consulting, Inc.	Jan - Rutters	1,149.50
ARRO Consulting, Inc.	Jan - Five Star	1,989.75
ARRO Consulting, Inc.	Jan - Sewer General Services	2,253.83
ARRO Consulting, Inc.	Jan - Water engineering	34.1
ARRO Consulting, Inc.	Jan - sewer operator	3,710.00
ARRO Consulting, Inc.	Jan - Add'l sewer operator	968.86
ARRO Consulting, Inc.	Jan - Sewer surcharge	46.5
ARRO Consulting, Inc.	Jan - UGI Berkshire Mechanical	406.75
ARRO Consulting, Inc.	Jan - Willow Creek Road	1,210.00
ARRO Consulting, Inc.	Jan - Allan Myers	412.5
ARRO Consulting, Inc.	Jan - GIS project	1,888.25
ARRO Consulting, Inc.	Jan - GBDF Subdivision - Rutters	874.75
ARRO Consulting, Inc.	Jan - Jurgielewicz Exp. review	248.75
ARRO Consulting, Inc.	Jan - Carbonlite Recycling sewer review	495
ARRO Consulting, Inc.	Jan - General Engineering	398.92
Berman Freightliner	2011 Freightliner- chassis harness	2,033.07
Berman Freightliner	2005 Freightliner - coolant leak	294.67
Berman Freightliner	2011 Freightliner - check engine light on	468.59

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Comfort Pro, Inc	replace zone valve	870
Comfort Pro, Inc	check thermostats	99
Cummins Power System, LLC	Winter Preventive Mtce	1,009.00
Dallas Data Systems, Inc.	Data conversion	3,000.00
Dallas Data Systems, Inc.	Software installation - per contract	1,000.00
Dallas Data Systems, Inc.	jan expenses	540.3
Delaware Valley Regional Finance Authori	February interest payment	2,728.80
Delaware Valley Regional Finance Authori	February interest payment	780
Dunkin Donuts	Coffee for meeting	35.26
E.M.KUTZ, INC.	oil and ram kit	229.68
E.M.KUTZ, INC.	orange markes	30.31
E.M.KUTZ, INC.	cutting edge; hardware; shoe assembly	731.52
Elite Fuel Service, LLC	709.80 gal of heating oil	1,844.77
Elite Fuel Service, LLC	560.30 gal heating oil	1,456.22
Envirep Inc	service agreement - semi annual visit	6,472.57
Exeter Supply Co, Inc	antenna	103.5
Hartman Valeriano Magovern & Lutz P.C.	Leshor-5309/5311 Pottsville Pike - Sheriff levy	2,500.00
Hartman Valeriano Magovern & Lutz P.C.	Writ of execution - Real Estate -Leshor	2,500.00
Hemmigs Plumbing	January hydrant flushing	3,750.00
Hemmigs Plumbing	Water installs (3)	210
Hemmigs Plumbing	install 6 flow meter in PS6"	2,475.00
Hemmigs Plumbing	RAWA water break - BWA notice/flush line	260
Highland Auto & Truck Repair	2011 Freightliner-inspection/ck engine lt on	550.75
Highland Auto & Truck Repair	2008 GMC - oil change	331.61
J.C.EHRLICH	quarterly service	383
J.P.Mascaro & Sons	February service	650
JB Environmental Services LLC	SEO activity - January	562.5
JS Instrumentation & Calibration LLC	PS #6 flowmeter	1,500.00
KANTNERS TIRE SERVICE, INC.	two tires and change	558.8
KIM BERGER	trash bags for office	9.11
Kraft Code Services LLC	January services	4,334.34
KUZANS HARDWARE	January invoices	130.13
Long, Barrell & Co., LTD.	prep of W-2 and W-3	91
Long, Barrell & Co., LTD.	prep of W2 and W3	91
M.J. Reider Associates Inc	water samples 2/13/19	290
Maidencreek Township Authority	10/1-12/31	14,273.80
MET ED	01/01/19-01/30/19	1,702.42
Miller Municipal Supply LLC	6 - 6 volt batteries	27
Nester's Sanitation Inc.	January service	98
Omega Systems	remote support	32.5
Reading Area Water Authority	January billing	21,235.98
READING EAGLE COMPANY	Ad- tax collector compensation ordinance	200.05
Reading Office Maintenance	January Cleaning	170

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Ready Refresh	january service	7.98
Rhoads Energy Corporation	fuel expense January	536.14
TELCO, INC.	61 and 73 - cable hanging	124.05
TELCO, INC.	61 AND 73 GUIDE WIRE	112.5
WB Mason	double window envelopes	66.19
Xpress Bill Pay	Training fees 1/8/19	810.27
Yellow Rose Enterprises LLC	plow pump stations 1/29	350
	Total - all funds	\$115,304.76
	General expenses	\$48,674.48
	Water Expenses	\$31,132.88
	Sewer Expenses	\$35,497.40

OLD BUSINESS: None

NEW BUSINESS:

A motion was made by Gary Hadden and seconded by William Klein to approve the proposal from Telco to repair the tether cable holding the signals and signs at Rt. 61 and Rt. 73 at an approximate cost of \$2,200.00. Vote 3:0

A motion was made by Gary Hadden and seconded by William Klein to increase the treasurers bond to \$1,000,000 at a cost of \$1,426.00. Vote 3:0

A motion was made by Gary Hadden and seconded by William Klein to take action to partner with Tri-Valley YMCA to conduct a playground program at the Willow Glenn pavilion for an 8 week program from June 17 thru August 9, 2019. The Township will give \$3,250 towards the program. Vote 3:0

A motion was made by Gary Hadden and seconded by Kenneth Stoudt to approve and sign the signal mylar for the intersection of Rt. 61 and New Enterprise Drive for the proposed Rutter's Store. Vote 3:0

A motion was made by Kenneth Stoudt and seconded by Gary Hadden to properly address the following sewage pumping stations:

Wingco Lane – 8 Margaret Street	Pump Station # 8
S. Riverside Drive – 9 S. Riverside Drive	Pump Station # 1
Gernants Church Road – 271 Gernants Church Road	Pump Station #7
Berkley Park Road – 56 Berkley Park Road	Pump Station #3
Willow Creek Road – 133 Willow Creek Road	Pump Station #6
Orchard Lane – 54 Orchard Lane	Pump Station #4
Berkley Road – 76 Berkley Road	Pump Station #2
Vote 3:0	

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UPCOMING MEETINGS/INFO:

March 11 – 6:30 p.m. – NBRPD

March 21 – 7 p.m. – Planning Commission

April 4 – 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 8:00 p.m. Vote 3:0

Respectfully

Kim Y. Berger, Secretary