

May 3, 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), John Messing, Keith Prutzman (BuckRubs), Roberto Arias (103 Nantucket Drive), Ana Arias (103 Nantucket Drive), Mike Wojciechowsky (99 Berkley Road), Dane Miller, Sr., Richard Reilly

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 April 5 and April 17, 2018. Vote 3-0.

POLICE DEPARTMENT – March Report was distributed

Mr. Dane Miller stated that he has talked to the Police Chief regarding the main driveway and the parking issues..

FIRE DEPARTMENT –. No report

BUSINESS FROM FLOOR –

John Messing, Allentown Pike, wanted to make a complaint regarding his neighbors trespassing on his property. Also a portion of their building is on their property. He has had it surveyed. He wants something done regarding this. Solicitor Magovern stated that this is a private property issue, however since he has had a survey done, he could have his lawyer draw up a letter stating that the building is on his property and they could have it removed. Ultimately this is a private issued between neighbors.

Roberto and Ana Arias, 103 Nantucket Drive, presented a letter requesting waiving of attorney and claim filing fees in excess of \$422.00. Solicitor Magovern stated that the rules and regulations did not allow waiving of any filing fees. In addition, Solicitor Magovern stated that since this property is up for Sheriff's sale, they must bring their account current in order to avoid shut off. Ms. Arias presented a check to make their bill current.

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

Real Estate Taxes -	\$642,166.74
Real Estate Interims -	\$ 0.00
Street Light -	\$ 14,729.40

Vote 3:0

ROADMASTERS REPORT APRIL 2018

FUEL USED

M-2 #7 – 26.71 gal diesel
GMC pick up – 24.78 Diesel

WORK PREFORMED

Plowed & Cindered April 2
Wash trucks and spreaders
Picked up parts at Kutz
Install chute & maintenance on the GMC utility V Box spreader
Chain on V Box spreader replaced at Kutz
GMC Utility taken to Kutz to check chain and spinner
Replaced shoes on M2 #7 Plow
Weld ramp on small trailer
Drug ball field at Rec B (2 times)
Emptied trash at Rec A and B (2 times)
Hauled stone and mulch to Rec B
Spread stone, mulch and weed blocker at Rec B
Return wrong door to Kutz
Starter replaced on Tiger
Removed and washed all plows for storage
Removed and washed V box spreaders for storage
Removed and washed all spinners for storage
Replaced battery in Toro mower
Install and replaced signs and delineators
Swept off Dries, Willow Creek and Bowers Bridges
Cut off too long pins and pound them in at Rec B
Emptied trash at Rec A after two rentals
Picked up trash and tires from clean up day
Bill and I attended convention
Put up signs for litter clean up on May 21
Removed blower and installed mower on Tiger

HOURS WORKED

Total 223.75
11.25 hours plowing and cindering
52.75 hours for Rec A & B
36 hours for convention

SIGNS ERECTED OR REPLACED

Replaced 25 mph sign – Berkley Park Road
Replaced stop ahead – Adams Rd. (missing)
Replace stop ahead – Bowers Rd. (missing)
Replaced No RR/Stop on Peach Street (hit)
Replaced delineator on Ashley Way
Replaced delineator on Ontelaunee Drive
Replaced delineator on Willow Creek Road
Replaced 10 ton sign on Snyder Rd.

PURCHASES & EXPENSES

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Overhead Door (repair #3 door opener in shed)	224.50
Miller's Lawnmower(Toro battery)	49.95
Kuzans (rent skid loader; chair repair; rebar; hoses, metal)	285.53
EM Kutz (chain & install on V Box spreader – 6 shoes for plow)	1,077.82
Northern Tool (2.5 ton trolley jack)	92.20
Lift (2 def fluid)	24.86
Total	\$1,754.86

Roadmaster Kenneth Stoudt

ENGINEERS REPORT –APRIL 2018

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.

No additional submissions have been received from the developer to address the 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. An escrow estimate and plan were forwarded to Attorney Magovern on April 27, 2018 for use in preparation of the Improvement and Stormwater Maintenance Agreements.

NPDES approval was granted by BCD for the project.

3. Infinity Capital 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 April 5, 2018.

Executed Improvement, Stormwater Maintenance and Sewer Capacity Agreements were prepared by Attorney Magovern's office and executed by the developer. The requisite escrow funds, sanitary sewer fees and owner executed final plans have also been received.

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NPDES approval was granted by BCD for the project with a pre-construction meeting occurring on April 26, 2018.

Construction was scheduled to commence May 1st.

4. McIntosh Farms Subdivision

The Sketch plan received for McIntosh Farms was reviewed by ARRO with a zoning review being provided by Kraft Codes Services. The plan was reviewed at the April 19, 2018 Planning Commission meeting.

The new layout significantly revised the plan from the previous court order. The developer was informed that recreation fees for total build-out would be needed to be included at final plan approval in addition to addressing other submittal, fees and allocation requirements of Ontelaunee Township ordinances.

The developer indicated they will revise the plan and submit a Phase I project which complies with the court order and does not account for future phases.

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.

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 will contact 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.

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

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The installation of roof leader discharges to the existing stormwater pond on the parcel commenced the week of April 23rd and is ongoing. Planting of evergreen trees as required by land development plan approval is scheduled to occur in May 2018.

ARRO contacted Redner's regarding the placement of a PennDOT approved post and Stop sign over an "Opposing Traffic Does Not Stop" sign at their driveway exiting onto Redners Way. The Redner's maintenance division concurred with the exception that the Stop sign be of the same size as currently exists at the intersection of Redners Way and Ashley Drive.

10. General Engineering

- a. PennDOT will once again be contacted regarding the depressed areas at the intersection of Ontelaunee Drive and SR 0073. We have not received any response to our original inquiry.
- b. At the request of Kraft Code Services ARRO personnel conducted a review of a swale constructed within the Willow Glen development. The swale constructed was included on the subdivision plan approval. The slope of the lot was not adversely affected from the original plans.
- c. Todd Richardson of EPA has requested a post construction review of Wiley's Road to coordinate the scope and method of repairs damaged during the EPA reclamation project. ARRO will contact the Township when the site inspection has been scheduled.
- d. A revised Traffic Impact Study has been received for potential at the intersection of New Enterprise Drive and SR 0061. The review will be forwarded to the Township under separate cover.

11. Road Projects

- a. Estimates for the proposed 2018 road project have been provided to the Board of Supervisors at their April 5, 2018 meeting. ARRO personnel are available to meet with the Supervisors to discuss the estimate and options.

12. Water System Engineering & Reporting

- a. ARRO personnel are currently compiling historic data and reviewing prior PADEP report submittals for the Ontelaunee Township water system.

We will provide an update to the progress of the reports under separate cover and/or via e-mail. Initial indications are that monthly reports are due as well as the annual report for 2017.

- b. ARRO personnel are working toward changing all water reporting responsibilities to Ontelaunee Township and will assist and coordinate with Attorney Magovern's office with the system ownership notifications to PADEP.
- c. ARRO has initiated work on the CCR and will provide the report to Kim upon its completion.

- d. We will follow-up with Chris Hemming regarding the status of the replacement of the fire hydrant on Huller Lane and moving it to Koch Lane. During a previous discussion with Chris he indicated all materials have been ordered and was waiting for favorable weather.

13. Sanitary Sewer System Engineering

In the coming weeks ARRO will review activities by OTMA and will reinstitute the strong waste sampling program as well as the Industrial User Permitting program.

The following items may also require action/resolution by either Ontelaunee Township, ARRO or Attorney Magovern's office in the future.

- Ordinance 2014-4 requires OTMA to sign off on all subdivision and land development plans. This status and resolution of this item will require the advice of Attorney Magovern.
- The smoke testing contract with Mr. Rehab is between Mr. Rehab and OTMA. This status of the contract will require the advice of Attorney Magovern (continue under OTMA contract or re-issue the contract with Ontelaunee Township).
- Review the contract between OTMA and Emergency Systems Service Company for annual emergency generator service. This status of the contract will require the advice of Attorney Magovern (continue under OTMA contract or re-issue the contract with Ontelaunee Township). It is my understanding this contract is only for a one time "yearly" maintenance of the generators.
- Review the contract between OTMA and Envirep for pump station annual maintenance. This status of the contract will require the advice of Attorney Magovern (continue under OTMA contract or re-issue the contract with Ontelaunee Township). Once again it is my understanding this contract is only for a one time "yearly" maintenance at the pump stations.

14. Sanitary Sewer Operations

ARRO assumed the role of primary sanitary sewer system operator on Friday, April 19, 2018. A Professional Service Agreement (PSA) has been provided for both the routine (fixed monthly fee) and additional on-call services (hourly) for sanitary sewer operations for consideration and signature by the Supervisors. The following is a synopsis of services/activities conducted.

- Conducted bi-weekly pump station visits.
- Resolution to PS #7 DC air pump which also required the services of Envirep.
- Investigation into sanitary sewer service for parcels on Berkley Road.
- Met with previous operator to discuss outstanding items/issues.
- Provided input and conducted research regarding the transition from OTMA to Ontelaunee Township.

The following items will require action/resolution in the future.

- ARRO will assist and coordinate with Attorney Magovern's office with the necessary change of operator and system ownership notifications to PADEP.

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- Omni sites were replaced at pump stations in early 2018. We became aware that the Omni site at PS #6 is not recording and there are some inconsistencies with the Omni sites at other pump stations. We will work toward a resolution with the installer for all Omni sites to be fully functional.
- Pump one at PS #8 is not functioning and the control panel in the wet well has water in it. Essig Plumbing indicated that they were waiting for an action plan for OTMA. ARRO operations personnel will visit the pump station with Essig Plumbing and formulate an action plan.
- The emergency generator at PS #1 has only exercised only once in April (should exercise weekly). If the problem persists Emergency Systems Service Company will be contacted.
- The emergency generator batteries should be replaced at PS #1, #3, & #6 on the schedule originally established under OTMA.

WATER AND SEWER DEPT.

The March and April water reports were submitted.

Secretary Berger stated that there were seven shut off notices posted on May 2 and two have already come in and paid their delinquent account. This process had not been done for a long time. We will continue to post shut off notices for any accounts totaling \$500 or more. This seems to be a good program and it works.

Ms. Berger also reported that the audit for water and sewer continues.

Ms. Berger reported that the meters at 5 of the pump stations have been replaced by a company affiliated with Met Ed.

MS4: Kim Berger stated posters, stickers and other items for the public will be available for pick up at the office. In addition, she will be speaking to the science classes to make these documents available to the schools.

SOLICITOR :

A motion was made by Gary Hadden and seconded by William Klein to adopt Ordinance #2018-4 authorizing the adoption of rules and regulations to govern the administration and operation of the Ontelaunee Township Water and Sewer system by resolution by amending Chapter 18 entitled “sewers and sewage disposal” and Chapter 25 entitled “Water”. Vote 3:0

A motion was made by Gary Hadden and seconded by William Klein to adopt Resolution #2018- 10 adopting the rules and regulations to govern the administration and operation of the Ontelaunee Township water and sewer system. Vote 3:0

A motion was made by Gary Hadden and seconded by William Klein to authorize the Solicitor to advertise the accessory structure ordinance for adoption at the June meeting.- Planning Commission to recommend the amendment at their April 19, 2018 meeting. Vote 3:0

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CODE ENFORCEMENT – report submitted by Kraft Code Services.

Secretary Berger stated that the zoning officer will be having office hours in the Township building on Monday from 2 to 4 p.m. and Wednesday from noon to 2 p.m. starting May 7, 2018, except for any holidays falling on those days.

EMA COORDINATOR – Mr. Miller commented on some trainings that took place and that he will be retiring from his full time job in June. Mr. Miller wanted to know if there were any provisions for a computer/tablet, phone, camera or other device for his use. At this time, the Township does not have any provisions for this equipment.

POLICE COMMISSION – Mr. Hadden stated all the cars have the new decals which are more noticeable.

PLANNING COMMISSION – Mr. Hadden stated that McIntosh had resubmitted plans however, there are some issues that will have to be discussed and new plans resubmitted.

PARK & REC– The new playground equipment at the soccer field is ready to be used. Also the Rec Board hosted a clean-up day on April 21 and about 14-16 people participated.

EXPENDITURES

A motion was made by Gary Hadden and seconded by William Klein to approve expenditures for April in the amount of \$257,720.47. Vote 3:0

Berks County Conservation District	25.00
Brian's Window Cleaning	450.00
Comfort Pro, Inc	248.00
County of Berks	26,488.25
COUNTY PLUMBING & ELECTRIC	2,187.36
DCED	45.00
E.M.KUTZ, INC.	4,463.28
Elite Fuel Service	2,661.16
Hartman Valeriano Magovern & Lutz P.C.	2,299.54
Hilton Garden Inn	1,119.77
INTUIT	410.99
J.P.Mascaro & Sons	561.20
JB Environmental Services LLC	97.50
KDI Office Technology	245.00
Kraft Code Services LLC	2,621.64
KUZANS HARDWARE	92.88
Leesport Flower Shop	73.55
LIFT, Inc.	49.72
MET ED	4,301.38

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NORTHERN BERKS REGIONAL POLICE DEPT.	69,152.82
PSATS UC GROUP TRUST	217.97
READING EAGLE COMPANY	56.50
Reading Office Maintenance	170.00
Ready Refresh	7.98
Rhoads Energy Corporation	501.14
Rieck's Printing	995.00
T. M. Bailey Services, LLC	375.92
TELCO, INC.	1,364.42
Vist Bank	<u>136,437.50</u>
	<u>257,720.47</u>

A motion was made by Gary Hadden and seconded by William Klein approve the following transfers for April:

Transfer from the General Checking account to the Capital Projects - \$70,000.00
Transfer from the General Checking account to the General Savings - \$200,000.00
Transfer from the Code Enforcement account to the General Checking - \$13,248.40
(this is for the January, February and March Kraft invoices)
Transfer from the General Checking account to the Stormwater Improvements \$75,000.00

Secretary Berger stated that the supervisors should take note that all accounts including water and sewer are now included on their account listing.

Vote 3:0

OLD BUSINESS: Nothing

NEW BUSINESS:

A motion was made by Gary Hadden and seconded by William Klein to approve the 5K run for the Holy Trinity Church, Apple Street on September 22, 2018. They will provide a certificate of insurance and have notified the police and fire police for traffic control. Vote 3:0

A motion was made by William Klein and seconded by Kenneth Stoudt to accept the resignation of Chris Hadden from the Zoning Hearing Board. Vote 2:0 – Gary Hadden abstained.

A motion was made by Gary Hadden and seconded by William Klein to adopt Ordinance #2018-9 appointing Josh Steingraber, filling the unexpired term of Chris Hadden as a member of the Zoning Hearing Board term to expire December 31, 2020. Vote 3:0

A motion was made by William Klein and seconded by Gary Hadden to ratify the release of Dale Heckman as a sewer operator effective April 20, 2018. Vote 3:0

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A motion was made by William Klein and seconded by Gary Hadden to ratify the appointment of Arro Consultants as the sewer operator effective April 20, 2018. Vote 3:0

A motion was made by Gary Hadden and seconded by William Klein to accept the professional service agreement with Arro Consultants as the sewer operator. Vote 3:0

A motion was made by Gary Hadden and seconded by William Klein to accept the OTMA minutes from March 8, 2018 due to the fact OTMA did not have any meetings to accept them. Vote 3:0

Attorney Magovern stated that her office has been working on the intermunicipal agreement between Leesport, Ontelaunee and Bern Township when the Authority was still intact. A motion was made by Gary Hadden and seconded by Kenneth Stoudt authorize the Solicitor to continue working with Arro in revising the intermunicipal agreement. Vote 3:0

After discussion regarding the emergency contact software, Swiftreach, a motion was made by Gary Hadden and seconded by William Klein to renew the annual subscription with Swiftreach at a cost of \$350. If after review, the township is not happy, the subscription will not be renewed for additional time. Vote 3:0

UPCOMING MEETINGS/INFO:

May 8 – 7 p.m. - Rec Board
May 14 – 6 p.m. – NBRPD
May 14 – Election Day – office closed
May 17 – 7 p.m. – Planning Commission
May 28 – Memorial Day – office closed
June 7 – 7 p.m.- Board of Supervisors meeting

ADJOURNMENT

A motion was made by Gary Hadden and seconded by Kenneth Stoudt to adjourn the monthly meeting at 8:10 p.m. Vote 3:0

Respectfully

Kim Y. Berger
Secretary