

October 3, 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 Chairman Kenneth Stoudt, in the Ontelaunee Township building, with Board Supervisors Gary Hadden and William Klein present.**

Additional Meeting Attendees:      Beth Auman, Solicitor  
   William McMullen, Engineer  
   Kim Y. Berger, Secretary

Visitors- Michael Harcar

A motion was made by Gary Hadden and seconded by William Klein to approve the minutes from the regular meeting on September 5, 2019. Vote 3:0.

An executive session was held October 1, 2019 to discuss possible litigation.

**POLICE DEPARTMENT** – August Report

**FIRE DEPARTMENT** –No report

**BUSINESS FROM FLOOR** –

Michael Harcar, 183 Nantucket, was present to discuss his notice of violation that he received for his shed that was placed against his home. He stated that there are various other sheds in the development that are in the same location as his and wants to be sure that he is treated fairly and not being singled out. He was told that when a complaint comes into the office, the zoning officer will check on the complaint and if valid will take the necessary steps to notify the property owner of the issue and what steps are needed to rectify the violation.

Mr. Harcar stated that there is a 20' easement behind his home and there are some neighbors who have fences and sheds in the easement and want to be sure that they are advised of the violations.

Mr. Harcar stated that he has at least 9 other sheds that are next to the house in the development. He was instructed to send in his pictures and register a complaint so that they can be advised of the need to move their sheds as well.

**TAX COLLECTION:** A motion was made by Kenneth Stoudt and seconded by Gary Hadden to approve the Tax Collector report for September as follows:

Real Estate Taxes -	\$ 382.24
Real Estate Interims -	\$1,055.85
Street Light Tax -	\$ 0.00

Vote 3:0

**ROADMASTERS REPORT SEPTEMBER 2019**

**FUEL USED**

Cans – unleaded – 26.4 gal  
 GMC pick up – diesel – 28.89 gal  
 Tiger – diesel – 92.67 gal  
 Ford pick up – 18.70 gal  
 Utility – diesel – 27.56  
 Kubota Loader – 23.69 diesel

**HOURS WORKED**

256.75 total hours  
 35 twp. building hours  
 54.75 hrs at Rec Areas  
 98.75 hrs mowing along roads, Bewley retention pond  
     Sewer pump stations

**WORK PREFORMED**

Mow at township building  
 Mow Rec A & B  
 Mow sewer pump stations  
 Mow roads and intersections  
 Mulch at township building  
 Dug baseball field – mowed soccer field  
 Filled hole in retention pond on Bewley Lane  
 Replaced hydraulic hose on Tiger  
 Go for parts for Tiger, Kubota and blower  
 Met with Allen Myers rep, Bill McMullen, Brassler, Forino and Scott Sweigart  
 Clean up around police garage  
 Equipment maintenance as needed

Signs;

Replaced stop sign – Gernants & Ontelaunee Drive  
 Reinstalled street sign - Gernants and Ontelaunee Drive  
 Replace fire hydrant markers – Oesterling Drive, Koch Rd., Leesport Avenue  
 Installed 4 weight restrictions signs on Bowers Road

**PURCHASES & EXPENSES**

Kuzan’s (supplies for September)	86.18
Lift (mirror; primer bubble )	60.70
AG Industrial (oil & Hydraulic hose for Tiger)	166.15
Millers Lawnmower (rebuild carb on weed wacker)	92.40
Miller Municipal (weight limit signs, Bowers Bridge )	446.20
Pennaco Excaating (swale work Willowcreek Rd)	16,900.00
<b>Total</b>	<b>17,751.63</b>

Roadmaster                      Kenneth Stoudt

Mr. Stoudt stated that the Freightliner will be having the king bins replaced.  
 The new tractor will hopefully be here by mid to late November.

**ENGINEER'S REPORT – SEPTEMBER 2019**

**1. McIntosh Subdivision – Phase I**

A preliminary subdivision for Phase I of the McIntosh Farm (16 Single Family Lots) was reviewed at the Ontelaunee Township Planning Commission meeting held July 18, 2019. A revised submission was received and will be reviewed by the Planning Commission at their October 17, 2019 meeting.

A grant of extension to the 90 day review period to December 31, 2019 was provided to the Township from the developer's consultant. We recommend the Board of Supervisors formally accept the review period extension to December 31, 2019.

**2. Five Star International**

The final plan was conditionally approved at the February 7, 2019 Supervisors meeting.

A final conditions review correspondence was provided to the developer and their consultant on July 17, 2019.

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

An information request to the developer's engineer was sent on September 4, 2019 for additional escrow cost agreement information as well as notification that sewer capacity agreement and fees have not been received. Upon receipt of revisions to the project cost estimate ARRO will forward information to Attorney Magovern's office for preparation of the required agreements.

**3. Allan Myers Land Development**

The Board of Supervisors provided conditional preliminary/final plan approval at their meeting held November 1, 2018.

A final conditions review correspondence was provided to the developer and their consultant on September 18, 2019.

PennDOT HOP applications, listing Ontelaunee Township as the applicant, for utility connections in Leesport Avenue were received and executed by the Township and returned to the developer for submission to PennDOT.

A Sewage Facilities Planning Module Exemption Request was received from the developer. A recommendation for conditional approval of the document is listed on the October 3, 2019 meeting agenda.

Information for the preparation of Sewer and Water Capacity Agreements was provided to Attorney Magovern's office.

**4. Berman Freight Land Development Plan**

The preliminary/final land development plan was conditionally approved at the Supervisors July 2, 2019 meeting.

A final conditions review correspondence was provided to the developer and their consultant on August 6, 2019.

Attorney Magovern's office prepared Improvement, Stormwater O & M and Traffic Impact Agreements. The agreements were forwarded to the developer, via their consultant, on September 3, 2019

**5. Jurgielewicz Expansion**

The Sewer Capacity Agreement prepared by Attorney Magovern's office was forwarded to the developer's consultant on February 11, 2019. The executed agreement and tapping fees were received September 30, 2019.

Approval of the proposed flow meter was forwarded to the developer's consultant on August 14, 2019 and meter installation is scheduled to commence October 3, 2019.

A site meeting was held on September 20<sup>th</sup> with the owner's representatives, Kraft Code Services and ARRO to discuss site activities. As a result of the meeting an as-built plan and supporting documents will be submitted to the township for recording purposes.

**6. UGI – Temple LNG Parking Land Development Plan**

A final conditions review correspondence was provided to the developer and their consultant on June 6, 2017.

Attorney Magovern provided the executed copy of the Improvement Agreement and Stormwater Maintenance Agreement to the township; however, the required escrow has not been received from the developer.

ARRO contacted the developer's consultant on September 9, 2019 regarding the status of the Improvement Agreement escrow. No response has been received to date. Upon receipt of the escrow funds the plans can be signed by the Planning Commission and Board of Supervisors.

**7. Rutter's**

ARRO personnel conducted inspections of site improvements to be offered for dedication to the Township as well as periodic inspections of on-site improvement installations.

A final site improvement review was conducted. The developer has requested the release of the site improvement Bond.

We recommend full release of the site improvement Bond in the amount of \$2,848,000.00 conditioned on the receipt of an 18 month maintenance escrow in the amount of \$62,300.00.

A request for submission of the 18 month maintenance escrow in the amount of \$8,795.00 was forwarded to the developer on October 3, 2019.

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

ARRO personnel are conducting periodic site reviews of the improvement installations.

**9. Harvest Subdivision**

Improvement inspection reports are attached.

**10. Ryder Land Development**

The improvement escrow release was approved by the Supervisors at their meeting held on September 5, 2019.

A request for submission of an 18 month maintenance escrow in the amount of \$8,795.00 was forwarded to the developer's consultant on September 9, 2019.

**11. Vossloh Land Development Plan**

The Township received a request for release of the remaining project escrow. ARRO conducted a final escrow release site review. A recommendation for the sewer and water escrow release in the amount of \$45,160.94 and site improvement escrow release in the amount of \$23,993.35 (\$24,320.85 minus pending engineering fees of \$327.50) is included on the October 3, 2019 meeting agenda.

**12. Beechwood Subdivision**

ARRO responded to inquiries from the developer regarding the type and location of the required no parking signs to be placed on Beechwood Drive. The recorded subdivision plan indicated the required locations and ARRO provided PennDOT sign standards to the developer.

The following subdivision/land development plans remain active (Items #13 through #15); however, there is no activity since our last report.

**13. 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.

**14. 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.

15. 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 the 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.

16. MS4 Program

- a. ARRO prepared the annual MS4 report and submitted the report to PADEP on September 24, 2019.

17. Roads

- a. ARRO provided notice on September 9, 2019 to Remote Control Tree Removal LLC of their successful quote submission and project extension approval to December 31, 2019 for the removal of vegetation from the swale along Orchard Lane.
- b. The following are Road Opening Permit activities for the above referenced period.
  1. Schlouch Inc. for 31 Adams Road: Application, plans, application fee (\$285.00) and escrow (\$1,854.00) received for excavation in an improved road for the installation of a water service. Permit approval (#10542.84) and issuance on September 20, 2019.
  2. Comcast Cable – Wingco Lane (servicing 49 Wingco Lane): Application, application fee (\$140.00) and escrow (\$2,651.00) received for excavation in an unimproved shoulder (behind the existing curb) for the installation of communication cable. Permit approval (#10542.85) and issuance October 3, 2019.

- c. NTM Engineering (bridge inspection firm via Liquid Fuels deduction) was provided photos of the weight restriction sign placement on the Bowers Road Bridge of the Norfolk Southern railroad.

**18. Water System Engineering & Reporting**

- a. RAWA was granted approval to commence calculations of available flow with a 10” meter replacement on Huller Lane. Upon receipt of the calculations ARRO will provide recommendations to the Supervisors regarding the available water service and fire flow following a proposed reconfiguration and the ability to provide UGI the requested fire flow.
- b. ARRO provided comments to Attorney Magovern’s office regarding the proposed easement for the auto-flusher valve in the Harvest.
- c. ARRO met with the water system operator regarding the potential for loss of a sampling and hydrant flushing location on Margaret Lane due to the Pohl parcel being eventually fenced in. Although access must be provided to the existing location, alternate sampling locations and the potential for the installation of an auto-flusher (in stock at the Twp. building) will be discussed with the water system operator and ARRO personnel.
- e. Flow data was entered into the Greenport site (PADEP Reporting site).

**19. Sanitary Sewer System Engineering**

- a. Surcharge sampling exemption applications are being received and site visits are being conducted to verify the exemption applications.
- b. ARRO will provide updates for the Rules & Regulations to Attorney Magovern’s office. Proposed additions to the document include flow meter and monitoring manhole details for non-residential facilities and specifications for individual grinder pump units.

**20. Sanitary Sewer Operations**

- a. Services/activities were conducted identified under the Routine Operations scope of services outline in the Professional Services Agreement between Ontelaunee Township and ARRO.
- b. ARRO staff responded to a high water alarm at PS #2 on September 18, 2019. The high water alarm was due to an inoperable air pump that provides water level data. The failed air pump was not specifically made for use with sanitary sewer pump stations. The correct replacement pump was ordered, received and installed. Current air pumps at all other pump stations that are not specifically intended for pump station use will be changed out in rotation.
- c. The Commonwealth Finance Authority has opened the PA Small Water program. The program is for activities to assist with the construction, improvement, expansion, or rehabilitation or repair of a water supply system, sanitary sewer system, storm sewer system,

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or flood control projects. Eligible projects are those which have a total project cost of not less than \$30,000 and not more than \$500,000.

A suggest application for funding is upgrading the pump stations to provide a continuous readout of their water levels. The cost for each of the six pump station is estimated at \$10,000.00, plus a new grinder unit at PS 4 and air pump replacements for the pump stations. The cost for the upgrades is anticipated to be less than 100k of which the Township would have to provide 15% (\$15,000.00) plus the cost of preparing the application.

A motion was made by Gary Hadden and seconded by Kenneth Stoudt authorizing Arro to complete the application for funding from the Commonwealth Finance Authority for the PA Small Water program. If approved this grant can be used for repairs to the force main for PS #7. Vote 3:0

A motion was made by Kenneth Stoudt and seconded by Gary Hadden to issue full release of the site improvement Bond for Rutter's in the amount of \$2,848,000.00 conditioned on the receipt of an 18 month maintenance escrow in the amount of \$62,300.00. Vote 3:0

A motion was made by Gary Hadden and seconded by William Klein to approve the sewage facilities planning module exemption request from Allan Myers Asphalt Plant, conditioned on the receipt of the allocation correspondence from Leesport Borough Authority. Vote 3:0

A motion was made by Kenneth Stoudt and seconded by Gary Hadden to approve the Sewer Capacity agreement for Joe Jurgielewicz & Son, LTD, for the property at 5524 Pottsville Pike for a total of 22 Edu's of sewer system capacity. Vote 3:0

A motion was made by Kenneth Stoudt and seconded by William Klein to grant a time extension through December 31, 2019, for the McIntosh Plan. Vote 3:0

**WATER:** September report was submitted

**MS4:** The annual report was submitted in September.

**SOLICITOR :**

A motion was made by Gary Hadden and seconded by William Klein to approve Resolution #2019-8 updating the Schedule of fees, by increasing the amount of the shut off notice to \$40.00. Vote 3:0

**CODE ENFORCEMENT** – Report submitted

**EMA COORDINATOR** – Report submitted

**POLICE COMMISSION** – There is a four year contract ready to be submitted for approval at the October 14, 2019 police meeting.



**PLANNING COMMISSION** – McIntosh submitted plans for review. The rezoning ordinance and the ordinance for the cell tower placement was reviewed at the meeting.

**EXPENDITURES**

A motion was made by William Klein and seconded by Gary Hadden to approve expenditures for September in the amount of \$184,089.74. Vote 3:0

General expenditures - \$145,447.04  
 Water Expenditures - \$ 31,169.76  
 Sewer Expenditures - \$ 7,472.94

AG-Industrial, Inc.	166.15
ARRO Consulting, Inc.	16,057.78
BERKS COUNTY TREASURER	4,405.65
Comcast 1	271.10
Envirep Inc	1,016.06
Exeter Supply Co, Inc	354.00
Frederick K. Hatt, Attorney-at-Law	2,633.65
Hartman Valeriano Magovern & Lutz P.C.	6,251.80
Hemmigs Plumbing	4,310.00
J.P.Mascaro & Sons	682.50
JB Environmental Services LLC	385.00
KIM BERGER	39.00
Kraft Code Services LLC	4,637.30
KUZANS HARDWARE	165.91
LIFT, Inc.	60.70
M.J. Reider Associates Inc	510.00
Met Ed	4,053.86
Miller Municipal Supply LLC	446.20
MILLERS LAWNMOWER SERVICE	92.40
Nester's Sanitation Inc.	98.00
NORTHERN BERKS REGIONAL POLICE	68,734.24
Omega Systems	130.00
Pennaco Excavating, Inc.	16,900.00
Pitney Bowes	180.66
POSTMASTER	320.62
ProAsys	235.00
Reading Area Water Authority	25,054.93
Reading Office Maintenance	170.00
Ready Refresh	7.98
Relief Assoc. Union Fire Co. #1 Leesport	17,296.64
Rhoads Energy Corporation	367.32
SAM'S CLUB	65.30

Straub Roofing & Concrete Inc.	7,810.00
T. M. Bailey Services, LLC	170.00
W. B. Mason Co. Inc.	9.99
Grand total	184,089.74
General	145,447.04
Water	31,169.76
Sewer	7,472.94

**OLD BUSINESS:**

**NEW BUSINESS:**

A motion was made by Kenneth Stoudt and seconded by Gary Hadden to approve the request from Vossloh/Cleveland Track Material to refund the escrow funds for the water and sewer connections and the stormwater improvements agreement related to the property at 5662A Leesport Avenue. The amount to be refunded for water/sewer escrow is \$45,160.94 and the amount to be refunded for the improvements agreement is \$24,320.85. Vote 3:0

A motion was made by Gary Hadden and seconded by Kenneth Stoudt to approve the proposal for the 2019-2020 HVAC Maintenance contract with Comfort Pro at a cost of \$1,885.75. Vote 3:0

A motion was made by Kenneth Stoudt and seconded by Gary Hadden to approve the proposal from Emergency Systems Service Company to perform maintenance of the pump stations at a cost of \$1,885.00. Vote 3:0

A motion was made by William Klein and seconded by Gary Hadden to contract with Safety Net Sanctuary of Fleetwood for the 2020 calendar year for animal control services. The township will issue a donation of \$1,000.00. Vote 3:0

A motion was made by Kenneth Stoudt and seconded by William Klein to contract with Yellow Rose Enterprises to perform snow removal at all the pump stations on an as needed basis for the 2019/2020 winter season. Vote 3:0

A motion was made by Gary Hadden and seconded by William Klein to approve the special event permit submitted by the Schuylkill Valley School district to hold a 5K race and Fun Run to benefit an Elementary School student suffering with cancer. Also request that the fee be waived for this event. This event will be held on November 17, 2019. A certificate of insurance has been provided. The school will need to contact the police and Fire Company for personnel to assist the runners on the roadway. Vote 3:0

**UPCOMING MEETINGS/INFO:**

October 14 – 6:30 p.m. – NBRPD

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October 17 – 7 p.m. – Planning Commission  
November 7 – 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 8:15 p.m. Vote 3:0

An executive session was held directly after the meeting with no action to be taken.

Respectfully

Kim Y. Berger  
Secretary