

September 5, 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: Elizabeth Magovern, Solicitor
William McMullen, Engineer
Kim Y. Berger, Secretary

Visitors- Kenny Quell, Paul Stoltzfus (New Enterprise), Solomon Lausch (Schuylkill Valley Community Library), Michael Harcar, Dane Miller

A motion was made by Gary Hadden and seconded by William Klein to approve the minutes from the regular meeting on August 1, 2019. Vote 3:0.

An executive session was held August 19, 2019 to discuss possible litigation.

POLICE DEPARTMENT – July Report

FIRE DEPARTMENT – July and August report

BUSINESS FROM FLOOR –

Solomon Lausch – Schuylkill Valley Library, was present to thank the Supervisors for their support of another year. They are applying for a grant for a small expansion of the library. Library usage is back up since the bridge is back open.

New Enterprise – Rezoning request: Mr. Stoltzfus was present to discuss the revised rezoning request for a portion of their property. Motion to authorize the solicitor to prepare a rezoning amendment is under the Solicitors report.

Michael Harcar, Willow Glen resident was present to discuss accessory buildings where it relates to sheds and these sheds being against the main home. He had received notice that his storage shed which was placed next to his home had to be at least 10 feet from the dwelling. Mr. Harcar asked if the zoning ordinance could be changed to accommodate smaller sheds, those used for garbage cans and small storage. Mr. Harcar did remove his storage shed from next to his home.

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

Real Estate Taxes -	\$5,151.34
Real Estate Interims -	\$ 0.00
Street Light Tax -	\$ 0.00

Vote 3:0

ROADMASTERS REPORT AUGUST 2019**FUEL USED**

Cans – unleaded – 59.58 gal
 GMC pick up – diesel – 30.74 gal
 Tiger – diesel – 86.47 gal

HOURS WORKED

279.5 total hours
 40.5 twp. building hours
 49.0 hrs at Rec Areas
 123 hrs mowing along roads

WORK PREFORMED

Mowed at the township building
 Mowed State Roads as per our contract
 Mowed township roads and intersections
 Mowed sewer pump stations
 Participated and helped at NNO
 Cleaned off fences at shed
 Cleaned up aluminum scrap – 420 lbs. - \$105
 Cleaned up scrap pile - \$76.80
 Removed tree on Koch Road
 Mowed Rec A & B
 Dug ballfield several times
 Patched Ontelaunee Drive
 Kantners repaired flat tire on Tiger
 Got gas cans filled several times
 Kubota loader to Lift for hood and light repairs
 Exmark at Rec A to Lift – burned off wire to charger
 Line painted – arrows and onlys and stop bars completed
 Maintenance performed on Tiger and Exmarks
 Trash emptied several times at Pavilion

Speed limit sign replaced on Wiley's Road
 Several delineators replaced at various locations

PURCHASES & EXPENSES

A-1 Traffic (line painting)	42,365.98
Stichter Sharpening (sharpen blades)	138.00
Lift (jack; exmark repairs; trator oil; service generators; snow blower, repairs to loader)	10,269.40
Kuzan's (supplies for August)	174.65
Lowe's (cold patch; sakrete)	521.32
Grainger (trash bags for playground)	276.34
Ag Industrial (oil for Tiger)	42.33
Kantners (flat on Tiger – Road Service)	240.00
Total	54,,028.02

Roadmaster

Kenneth Stoudt

ENGINEER'S REPORT – AUGUST 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. The submission was tabled by the Planning Commission. Revised plans have not been received. Action is required by the Board of Supervisors prior to October 16, 2019.

2. Five Star International

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

A revised plan to address the conditional approval items has been submitted. Our office reviewed the documents and provided comments to the developer, Township and Attorney Magovern's office 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. Revised plans and supporting documents were received from the developer. A review correspondence was provided to the developer, their consultant and the Township on July 30, 2019. Additional comments were provided to the developer's consultant via e-mail on August 13, 2019.

4. Berman Freight Land Development Plan

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

A revised plan to address the conditional approval items has been submitted. A 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 initial meeting with the developer's consultant was held on February 12th to discuss sampling and flow meter requirements.

We reviewed a fourth submission from the developer's consultant regarding the proposed flow meter and reconnection to the Ontelaunee Township Sanitary Sewer System.

A site meeting was held on August 12, 2019 with the owner's representatives, Kraft Code Services and ARRO to discuss the connection to the sanitary sewer system. The meeting was initiated due to a number of submissions for the connection indicating numerous sanitary sewer lines without identification of their origin and disposal. The ultimate connections to the sanitary sewer system was discussed and reviewed.

Approval of the proposed flow meter was forwarded to the developer's consultant and the revised sanitary sewer capacity agreement was forwarded directly to the owner's representative on August 14, 2019.

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

Plans and documents to meet the final condition correspondence provided to the developer by ARRO on June 9, 2017 have been received. The Supervisors granted conditional approval on December 1, 2016.

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. Upon receipt of the escrow funds being received the plans can be signed by the Planning Commission and Board of Supervisors.

7. **Rutter's**

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

The sanitary sewer extension is complete with air-testing of the sewer mains being conducted on July 22, 2019, mandrel testing on August 22, 2019 and manhole vacuum testing being completed on August 23, 2019.

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

The executed Improvement Agreement, improvement escrow, inspection deposit and Stormwater Agreement was received from the developer.

The final plans are currently at Muhlenberg Township for signature and will be provided to Ontelaunee Township for signatures by the Planning Commission and Board of Supervisors.

A project kick-off meeting was held on August 21, 2019. ARRO will be conducting periodic inspections of the improvement installations.

9. Willow Glen Subdivision

Improvement inspection reports are attached.

10. Harvest Subdivision

Improvement inspection reports are attached.

11. Ashley Furniture Land Development

The Township received a request for release of the project escrow. ARRO conducted an escrow release inspection. A recommendation for the escrow release was forwarded to the Township under separate cover.

12. Ryder Land Development

The Township received a request for release of the project escrow. ARRO conducted an escrow release inspection. A recommendation for the escrow release was forwarded to the Township under separate cover.

13. Infinity Capital Land Development Plan

The Township received a request for release of the remaining project escrow. ARRO conducted a final escrow release inspection. A recommendation for the escrow release was forwarded to the Township under separate cover.

14. Beechwood Subdivision

A site meeting was held with Roadmaster Stoudt and ARRO personnel and regarding additional items brought to the attention of the Township by a property owner. Attorney Magovern's prepared and forwarded a letter to the developer on August 15, 2019 regarding the concerns of the Supervisors.

The following subdivision/land development plans remain active (Items #15 through #17); however, there is no activity since our last report.

15. 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.

16. 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.

17. 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.

18. MS4 Program

- a. As authorized at the August 1, 2019 Board of Supervisors meeting, ARRO will move forward with the planning and design of the wet pond and two bio swales identified in the PRP followed by bidding, construction and post construction.
- b. ARRO is preparing the annual MS4 report for submission to PADEP on or prior to the September 30, 2019 deadline.

19. Roads

- a. ARRO personnel compiled information to provide to perspective quote providers for the removal of vegetation from the swale along Orchard Lane (Americold driveway to the railroad tracks). Quotes for the project were requested prior to 5:00 p.m. on September 5th. Quotes received will be provided at the Supervisors meeting.
- b. ARRO notified Schlough Inc. of the need to obtain a Road Opening Permit for a road opening on Adams Road for the installation of a water service. ARRO received an application from Schlough 9/5/19.

- c. NTM Engineering (bridge inspection firm via Liquid Fuels deduction) has forwarded a posting recommendation to post weight restrictions on the Bowers Road bridge of the Norfolk Southern railroad. The document requires the signature of an Ontelaunee Township representative prior returning it to NTM Engineering.

20. Water System Engineering & Reporting

- a. ARRO and Ontelaunee staff compiled information for the Comprehensive Monitoring Plan (CMP) and the Uninterrupted System Service Plan (USSP) and provided the documents to Ontelaunee staff for submission to PADEP. Incorporate the USSP in the Township's Emergency Response Plan as required. The Township will need to update the USSP annually with the Emergency Response Plan.
- b. Information regarding fire flow tests and facility fire flow requirements was received from UGI (First Energy). The information was forwarded to the Township and water system operator for review regarding their proposed removal/change-out of water meters and installation of a water storage tank for fire flows. ARRO made inquiries to RAWA regarding revisions to the meter size. It has been determined that changing the meter size will not increase fire flows to those required by UGI. A capital expense to change the water main size from dual 8" at the interconnects with the 30" & 36" RAWA mains to 10" to the meter pit and from the meter pit to the existing 10" water main and reconstruction of the meter pit may be required. An estimate of these capital costs will be provided to the Township under separate cover.

However, at this time we recommend executing the RAWA proposal (\$1,500.00) for calculating the available flow available with a 10" meter. This information can be coupled with a capital expense estimate should capacity exceed the needs of UGI and also be used for an assessment of future water services to be connected to the water main.

- c. A review of the location of the auto-flusher in the Harvest was conducted and a summary provided to the Township under separate cover.
- d. 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. 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).

21. Sanitary Sewer System Engineering

- a. A timeline for the revised schedule for the testing for the permitting program and testing exemption correspondence and application is ongoing between Township staff and ARRO personnel.

- 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.
- c. Revisions to the amendment to the Inter-Municipal Agreement (IMA) with LBA were reviewed with comments/recommendations being provided to Attorney Magovern's office.

22. 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 accompanied JS Instrumentation for flow meter calibration. The calibration reports were forwarded to the Township under separate cover.

A motion was made by Gary Hadden and seconded by William Klein to authorize the full release of the remaining escrow of \$3,000 for Infinity Capital. Vote 3:0

A motion was made by Gary Hadden and seconded by William Klein to authorize the full release of the escrow from LOC #SLCMMSP08630 in the amount of \$1,861,378.06 and the full release of the escrow from LOC #SLCMMSP08629 in the amount of \$23,961.56 for Ashley Furniture. Vote 3:0

A motion was made by and seconded by to authorize the full release of \$2,731,675.50 from the LOC #S506969 issued to Ontelaunee Township and \$592,293.02 from the LOC #S5069868 issued to the OTMA for the Ryder Land Development, contingent on Ryder submitting financial security for an 18 month period regarding the inlet along Redners Way. Vote 3:0

Orchard Lane - Tree and shrub removal – Mr. McMullen stated that he received one bid from Remote Control Tree Removal, Slate Road, Reading in the amount of \$19,500. A motion was made by Kenneth Stoudt and seconded by Gary Hadden to award the bid to Remote Control Tree Removal. Vote 3:0

A motion was made by Gary Hadden and seconded by Kenneth Stoudt to extend the bid completion date to December 31, 2019 as opposed to the 60 day completion date specified in the bid. Vote 3:0

Bowers bridge – Discussion was held regarding the Bowers Bridge and the deterioration of the structure. The State would like the Township to place a 30 ton weight limit on the bridge.

A motion was made by Gary Hadden and seconded by William Kline to establish a 30 ton weight limit for the bridge and to authorize the execution of BRKEY5422 posting form and return to the engineering firm. Vote 3:0

A motion was made by Kenneth Stoudt and seconded by William Klein to complete a project agreement and post an escrow of \$1500 for calculating the available flow available with a 10" meter. This would be for the fire flow question for UGI. Vote 3:0

WATER: August report was submitted

Secretary Berger reviewed the information for delinquent accounts. Delinquencies have diminished due to water shut off postings as well as the availability for individuals to pay with credit cards.

MS4: Nothing to report.

SOLICITOR :

A motion was made by Gary Hadden and seconded by Kenneth Stoudt to grant a waiver of land development for a cell tower to be built on Township property, condition on P3 complying with the storm water ordinance. Vote 3:0

A motion was made by Gary Hadden and seconded by William Klein to draft the P3 zoning amendment and authorize the amendment to be sent to the Berks County Planning Commission and to the Ontelaunee Planning Commission. Vote 3:0

A motion was made by Kenneth Stoudt and seconded by Gary Hadden to authorize the New Enterprise rezoning amendment to the Berks County Planning Commission and to the Ontelaunee Planning Commission. Vote 3:0

A motion was made by Gary Hadden and seconded by William Klein to authorize the Solicitor send a letter to Forino to produce documentation for dedication of the water and sewer service lines in the Harvest.

CODE ENFORCEMENT – Report submitted

EMA COORDINATOR – final dam tunnel tour was conducted.

POLICE COMMISSION – The Commission has replaced their solicitor and they are close to a new police contract.

PLANNING COMMISSION – No meeting held

EXPENDITURES

A motion was made by William Klein and seconded by Gary Hadden to approve expenditures for August in the amount of \$230,863.72. Vote 3:0

General expenditures - \$168,433.06
Water Expenditures - \$ 27,592.90
Sewer Expenditures - \$ 34,837.76

A-1 Traffic Control Products, LLC	42,365.98
AG-Industrial, Inc.	42.33
Albright College, Center for Excellence	220
ARRO Consulting, Inc.	18,399.49

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Comcast 1	271.1
Comfort Pro, Inc	319.95
Envirep Inc	6,130.00
GoDaddy.com, Inc.	40.34
Hartman Valeriano Magovern & Lutz P.C.	5,499.98
J.P.Mascaro & Sons	682.5
JB Environmental Services LLC	667.5
JS Instrumentation & Calibration LLC	400
KANTNERS TIRE SERVICE, INC.	230
Kline's Services	4,380.88
Kraft Code Services LLC	22,236.56
KUZANS HARDWARE	222.08
LB Water Service, Inc.	1,875.00
LIFT, Inc.	8,214.27
Lowe's Home Centers	521.32
M.J. Reider Associates Inc	1,095.00
Maidencreek Township Authority	14,770.28
MET ED	1,066.97
Met Ed	4,110.43
Nester's Sanitation Inc.	98
NORTHERN BERKS REGIONAL POLICE DEPT.	68,734.24
OFFICE SERVICE CO.	36.1
QUILL	45.78
Reading Area Water Authority	25,360.21
READING EAGLE COMPANY	539.7
Reading Office Maintenance	170
Ready Refresh	7.98
Rhoads Energy Corporation	311.6
Safety Net Sanctuary	600
SAM'S CLUB	19.98
Stichter Sharpening & Custom Machining	138
T. M. Bailey Services, LLC	170
The Wire Guys	152.5
Ven Mar Sales Inc.	153.72
VERIZON	90.24
W. B. Mason Co. Inc.	335.33
Wex Bank	138.38
	230,863.72

OLD BUSINESS:

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Mr. Stoudt reported that he did talk to the PA representative regarding W. Huller Lane and the railroad bridge. The representative states that there are more than enough warning signs for tractor trailer drivers.

Mr. Stoudt stated that the YMCA had a very good summer at the park in Willow Glen. It was well attended and the children enjoyed the program.

NEW BUSINESS:

A motion was made by Gary Hadden and seconded by William Klein to approve a 3 year agreement with Cummins Sales and Service for planned maintenance and inspection of the generator for the township building at a total cost of \$4,193.13. Vote 3:0

A motion was made by Kenneth Stoudt and seconded by Gary Hadden to authorize October 31 from 6 p.m. to 9 p.m. as Trick or Treat night. Vote 3:0

A motion was made by Gary Hadden and seconded by William Klein to approve Las Cabanas Quintas to hold a rodeo on September 7, 2019 as long as the insurance is received by 2 p.m. on Friday, September 6, 2019. If the insurance is not received the event cannot be hold. Also, no other events will be approved unless the application and documentation is received 60 days in advance of the event. Vote 3:0

UPCOMING MEETINGS/INFO:

September 9 – 6:30 p.m. – NBRPD
September 19 – 7 p.m. – Planning Commission
October 3 – 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 8:35 p.m. Vote 3:0

Respectfully

Kim Y. Berger
Secretary