

April 2, 2020

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 William Klein and Gary Hadden present.

Additional Meeting Attendees: Kim Y. Berger, Secretary

Visitors- No visitors

A motion was made by Gary Hadden and seconded by Kenneth Stoudt to approve the minutes from the regular meeting of March 5, 2020. Vote 3:0

POLICE DEPARTMENT – No report

FIRE DEPARTMENT – No report

BUSINESS FROM FLOOR –

TAX COLLECTION: A motion was made by Gary Hadden and seconded by Kenneth Stoudt to approve the Tax Collector report for March 2020 as follows:

Real Estate Taxes -	\$0.00
Real Estate Interims -	\$0.00

Vote 3:0

ROADMASTERS REPORT MARCH 2020

FUEL USED

GMC Pick up – 28.04 gal diesel
Kubota Loader – 18.97 gal diesel

HOURS WORKED

132.00 total hours

WORK PREFORMED

All 6 trucks serviced and inspected
All Exmarks serviced
Kubota loader and F Kubota serviced
Bowers, Dries and Willow Creek Bridges swept off
Service JD and Kubota mower
Picked up new ballfield drag
Picked up 17 tires on Willow Creek, E. Huller and Leesport Avenue
Put plow on new JD
Removed plows and put in storage

Serviced all tailgate spreaders
Removed 2 Vbox spreaders and serviced for storage
Swept several drains in willow Glen
Refastened basket ball court benches
Moved job Johnny at Rec B
GMC dump to Kantner's for tire replacement
Collected trash Rec A and Rec B
Installed 8 crime alert signs throughout the twp.
Put 75 ton salt in shed
Radio transferred from Tiger to new JD mower

PURCHASES & EXPENSES

Kuzan's (supplies for March)	171.17
Tractor Supply (JD battery)	52.99
Highland (inspections/service)	1,668.80
Deere Country (drain plug & filter)	29.84
AG Industrial (ball field drag)	285.00
Kantners (replace tire)	332.00
Lift (service exmark/load/kubota)	1,936.86
Total	\$4,476.66

Roadmaster Kenneth Stoudt

Mr. Stoudt stated we received a high bid of \$31,799 on Municibid for the Tiger tractor.

A motion was made by Kenneth Stoudt and seconded by Gary Hadden to sell the Tiger to Butler Township for the winning bid of \$31,799. Vote 3:0

ENGINEER REPORT MARCH 2020

1. J. Wendell Yoder Land Development Plan

A final plan was submitted for the J. Wendell Yoder Land Development located on Kindt's Corner Road. A review correspondence will be provided to the Ontelaunee Township Planning Commission, Township and applicant prior to the Ontelaunee Township Planning Commission meeting scheduled for April 16, 2020. Action by the supervisors is required on the plan submission on or prior to July 15, 2020.

2. Reitnour Land Development Plan

A revised preliminary land development plan was received for the Reitnour Production Facility. A review correspondence will be provided to the Ontelaunee Township Planning Commission, Township and applicant prior to the Ontelaunee Township Planning Commission meeting scheduled for April 16, 2020. Action by the Supervisors is required on the plan submission on or prior to May 20, 2020.

3. Flex Membrane International Corporation Land Development

A revised final plan was received for the Flex Membrane International Corporation Land Development. A review correspondence will be provided to the Ontelaunee Township Planning Commission, Township and applicant prior to the Ontelaunee Township Planning Commission meeting scheduled for April 16, 2020. Action by the supervisors is now required on the plan submission on or prior to May 20, 2020.

4. Allan Myers Land Development

Pursuant to our discussion with the developer, the Improvement Agreement escrow has been issued; however, its delivery has been held up by the closure of the Allan Myers facility as a result of the Governor's order. Upon receipt of the escrow the Township Planning Commission and Supervisors can sign the plan sets for release and recording by the developer.

ARRO personnel are conducting periodic site reviews of the improvement installations. As of our site visit conducted on March 24, 2020 no construction activities were being conducted.

5. Beechwood Subdivision

ARRO reviewed and provided comments for the deed of dedication documents for Beechwood Drive prepared by Attorney Magovern's office.

6. Brassler Parcel (Berks 222) Land Development Plan

ARRO personnel are conducting periodic site reviews of the improvement installations. As of our site visit conducted on March 24, 2020 no construction activities were being conducted.

7. McIntosh Subdivision – Phase I

Conditional final plan approval, as recommended by the Ontelaunee Township Planning Commission, was granted by the Board of Supervisors at their meeting held February 6, 2020 meeting agenda.

To date no revised plans or documents have been received to address the conditions of plan approval.

8. UGI – Temple LNG Parking Land Development Plan

ARRO personnel are conducting periodic site reviews of the improvement installations. As of our site visit conducted on March 24, 2020 no construction activities were being conducted.

We have been in contact with the developer's consultant regarding resolution to stormwater concerns at the intersection of their driveway and Willow Creek Road.

9. Berman Freight Land Development Plan

The Non-Residential Sewer User Questionnaire was received March 4, 2020 and a review of the EDU's and need for a sanitary sewer capacity agreement provided to Attorney Magovern's office.

The Sewer Capacity Agreement was forwarded to a representative of Berman Freightliner. A response to the agreement was received with additional information to be provided by them at the Supervisors meeting regarding the employees at the facility. ARRO will contact the facility to further discuss the information that was to be provided.

10. Willow Glen Subdivision

An improvement inspection reports is attached.

11. Harvest Subdivision

An improvement inspection report is attached.

The following subdivision/land development plans remain active (*Items #12 through #15*); however, there is no activity since our last report.

12. 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.

NPDES approval correspondence was received for the project on October 31, 2019.

To date we have not received the remaining 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.

13. 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.

14. 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.

15. 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.

16. General Engineering

- a. Documents required by our Notice of Intent to Award for the Gernants Church Road Project were received from Bertolet Construction Corporation. A Notice to Proceed was issued to the contractor; however, due to the Governor's order related to non-essential construction the contractor has been unable to proceed.
- b. An estimate of probable construction cost for improvements to a portion of Willow Creek Road was forward to the Township under separate cover and is also attached.

We recommend proceeding with Option A (Structural Leveling) with an estimated construction cost of \$34,694.

ARRO requests authorization from the Board of Supervisors to proceed with document preparation, obtaining PennDOT approval (Charlie Paris) and advertising the project for bids. The project would be a locally advertised project without a PennDOT pre-qualification requirement and be scheduled for bid opening at the May or June Supervisors meeting.

- c. ARRO received a copy of recent bridge inspection reports and will provide insight and our thoughts to Supervisor Stoudt regarding requirements for the placement of scour protection.

17. MS4 Program

- a. ARRO is progressing with the planning and design of the wet pond and two bio swales identified in the PRP. Following the planning and design phases of the project we will, upon approval of the Board of Supervisors, commence with bidding, construction and post construction aspects of the project.

- b. On behalf of Ontelaunee Township Dave Kee, P.E. attended a RAWA meeting/presentation regarding Water Source Protection.

18. Water System Engineering & Reporting

- a. Flow data was entered into the Greenport site (PADEP Reporting site).
- b. The Subfacility Report and the Chapter 100 Permit Reports is being prepared.

19. Sanitary Sewer System Engineering

- a. As authorized at the December Supervisors meeting, ARRO continues the review of the Ontelaunee Pump Stations. An inventory of the existing equipment at each pump station is currently being compiled for review for potential modernization/upgrade options. An estimate of probable construction cost along with priority recommendations will be provided to the Board of Supervisors.
- b. ARRO personnel will prepare correspondence and surcharge notifications for facilities exceeding discharge parameters and/or notify parcel owners of violations to sewer capacity agreements. Additional sampling will be scheduled for the facilities.
- c. 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.

The routine sewer operator services Professional Services Agreement (PSA) between Ontelaunee Township and ARRO will expire in May 2020. ARRO will provide a PSA to the Board of Supervisors for an additional 12-month period in advance of their May 2020 meeting.

ARRO will inform PADEP of a change of the operator of record for Ontelaunee Township from Paul Ruffini (ARRO-Lititz Office) to Jason Coyle (ARRO – Wyomissing Office). This change is to provide a Licensed Operator geographically closer to the Township and does not in any way change Doug Kopp from being the chief on-site operations representative.

- b. The installation of the pump for PS #8 was delayed on the first attempt March 16th due to corrosion on a pipe attached to the pump. The pump installation was finalized on March 23rd by Kline's Services, LLC.

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- c. Phase failure alarms (one leg of the three legs of power failing) were responded to at PS #6 and PS #7. In the case of PS #6 they were assumed to be from high wind conditions and for PS #7 a breaker for one of the phases tripped and was repaired by MetEd.
- d. The Township office staff was made aware of low propane levels for back-up pumping at the pump stations and they contacted the provider to fill the propane tanks.

An estimate of probable construction cost for improvements to a portion of Willow Creek Road was submitted to the supervisors.

A motion was made by Kenneth Stoudt and seconded by Gary Hadden to authorize Arro to proceed with document preparation, obtaining PennDOT approval (Charlie Paris) and advertising the project for bids for Option A (Structural leveling) with an estimated construction cost of \$34,694.00. The project would be a locally advertised project without a PennDOT pre-qualification requirement and be scheduled for bid opening at the May or June Supervisors meeting. Vote 3:0

WATER DEPT.: March report submitted

MS4:

SOLICITOR :

A motion was made by Gary Hadden and seconded by William Klein to adopt Resolution 2020-3 – deed of dedication for Beechwood Drive, contingent on the private property signs being removed from the entrance of the roadway. Vote 3:0

A motion was made by Gary Hadden and seconded by William Klein to adopt Ordinance #2020-3 vacating Wiley's Road. Vote 3:0

CODE ENFORCEMENT – Report submitted

EMA COORDINATOR – No report

POLICE COMMISSION – the April meeting may be cancelled due to the health crisis.

PLANNING COMMISSION –

EXPENDITURES

A motion was made by Gary Hadden and seconded by William Klein to approve expenditures for March in the amount of \$95,921.99 Vote 3:0

General expenditures - \$79,881.79
Water Expenditures - \$ 3,983.33
Sewer Expenditures - \$ 12,056.87

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OLD BUSINESS:

NEW BUSINESS:

A motion was made by Gary Hadden and seconded by Kenneth Stoudt to waiving late fees for the April and May water/sewer billings. Vote 3:0

UPCOMING MEETINGS/INFO:

April 13 – 6:00 p.m. – NBRPD

April 16 – 7 p.m. – Planning Commission

May 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 7:25 p.m. Vote 3:0

Respectfully

Kim Y. Berger
Secretary