

February 6, 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. William Klein was absent due to medical issue.**

Additional Meeting Attendees: Elizabeth Magovern Solicitor  
William McMullen, Engineer  
Kim Y. Berger, Secretary

Visitors- Kenny Quell, Alec Reinert and Marge Rumbaugh (Reading Eagle)

A motion was made by Gary Hadden and seconded by Kenneth Stoudt to approve the minutes from the regular meeting on Reorganization meeting January 6, 2020 and the regular meeting of January 6, 2020. Vote 2:0 (Mr. Klein abstained)

**POLICE DEPARTMENT** – December Report

**FIRE DEPARTMENT** – December and January report

**BUSINESS FROM FLOOR** –

Alec Reinert from Tri-Valley YMCA was present to discuss the upcoming summer and requested that the Township continue the summer program. This is an 8 week program from June 15 to August 7 from 9 a.m. to 1 p.m.

After discussion, a motion was made by Gary Hadden and seconded by Kenneth Stoudt to contribute \$5,000 to the 2020 summer program. Vote 3:0

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

Real Estate Taxes -	\$8,452.50
Real Estate Interims -	\$ 934.97

Vote 3:0

**ROADMASTERS REPORT JANUARY 2020**

**FUEL USED**

Ford - diesel – 24.73  
GMC Pick up – 28.72 gal diesel  
GMC Utility – 22.70 gal diesel  
M2 #7 – 29.07 gal diesel

**HOURS WORKED**

81.25 total hours  
 36.75 hours plowing & salting  
 4 – trash at parks

**WORK PREFORMED**

Plowed and salted – January 7, 8, 9, 18 and 20  
 Maintenance on trucks, plows and spreaders  
 Ford to Kutz for bent shoe housing  
 GMC to Highland for light problems  
 Received plow and broom for new tractor  
 Sealed various sewer lids on Roads  
 Changed batteries in lights on Ontelaunee Drive  
 Checked roads  
 Wessner cleaned out swale on orchard lane  
 Check for burned out street lights throughout township  
 Emptied all trash containers at parks  
 Washed trucks and spreaders  
 Locked up Leshner house, water heaters  
 Narvon construction finished roof patching

**Signs replaced**

Replaced temporary stop (73 and Ontelaunee Drive)  
 Replaced stop (Ontelaunee Dr. and Shoey road)  
 Replaced stop (61 and Shackamaxon Street)  
 Replaced delineators at various locations

**PURCHASES & EXPENSES**

Kuzan’s (supplies for January)	124.24
Harbor Freight (hydraulic table )	148.39
Narvon Construction (patch roof)	17,100.00
Batteries & Bulbs (6v and 9v batteries)	100.75
Highland Auto (repair lights on GMC dump)	1,447.19
Arlan Wessner (lean out swale on Orchard Lane)	880.00
B & G Glass (repairs to door at police dept)	788.80
County Plumbing & Electric (replace lights in PD)	663.60

**Total** **\$21,252.97**

Roadmaster Kenneth Stoudt

The Tiger will be placed on Municibid.

**ENGINEER REPORT – JANUARY 2020**

**1. Reitnour Land Development Plan**

A preliminary land development plan was received for the Reitnour Production Facility and will be reviewed at the Ontelaunee Township Planning Commission meeting to be held February 20, 2020. Action by the Supervisors is required on the plan submission on or prior to May 20, 2020.

**2. Flex Membrane International Corporation Land Development**

The final land development plan was originally reviewed and tabled by the Ontelaunee Township Planning Commission at their meeting held November 21, 2019. A revised plan was submitted to the Township and reviewed at the Ontelaunee Township Planning Commission meeting held on January 16, 2020. No action was taken on the plan. Action by the supervisors is required on the plan submission on or prior to February 19, 2020. We have contacted the developer regarding the need to provide a review time extension grant to the Board of Supervisors.

**3. McIntosh Subdivision – Phase I**

Final plans were received for the project with the final plan review fee being received on December 20, 2019. The final plan submission was reviewed by the Ontelaunee Township Planning Commission at their meeting held January 16, 2020.

Conditional final plan approval, as recommended by the Ontelaunee Township Planning Commission, will be listed on the Supervisors February 6, 2020 meeting agenda.

**4. Allan Myers Land Development**

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

Developer executed copies of SWM, Water Capacity, Sewer Capacity and Traffic Impact agreements and associated fees have been received by the Township. The Improvement Agreement and escrow fee are in the process of being provided by the developer. Upon receipt of the executed Improvement Agreement and 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.

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

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

The developer has provided the required improvement escrow and the final plans have been signed by the Planning Commission and Board of Supervisors. The developer has been notified that the plans are available to be picked up at the township building for recording.

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

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

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

7. **Willow Glen Subdivision**

Improvement inspection reports are attached.

8. **Harvest Subdivision**

An improvement inspection report is attached.

ARRO reviewed the revised escrow estimate that was received from the Developer via Attorney Magovern's office and confirmed the information contained on the revised escrow estimate.

We recommend the Harvest Subdivision Escrow (LOC #540001853) be reduced to \$490,488.63 from the current value of \$595,301.83. Correspondence regarding the recommendation will be forwarded to the Township under separate cover.

The following subdivision/land development plans remain active (*Items #9 through #14*); however, there is no activity since our last report.

9. **Berman Freight Land Development Plan**

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

*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.*

*ARRO contacted a representative of Berman Freightliner regarding the revised Phased cost estimates provided by their consultant. The representative indicated that they will review the phased estimates. Due to the minimal difference between the Phase I estimate and original total project estimate they will contact our office regarding proceeding with the original Improvement Agreement of reverting to a Phased Improvement agreement. To date we have not received any communications from Berman Freightliner regarding their desired scenario.*

10. **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.*

11. 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.*

12. 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.*

13. 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.*

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.*

15. General Engineering

- a. ARRO has revise documents to receive bids for improvements to Gernants Church Road. The project scope remains as outlined by the 2019 project documents. The request for bids will not be solicited through PennBid and the project will eliminate the need to be a PennDOT pre-qualified contractor or subcontractor. At the discretion of the Supervisors the bids can be received for the March or April Supervisors meeting.

**16. 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.

**17. Water System Engineering & Reporting**

- a. Flow data was entered into the Greenport site (PADEP Reporting site).

**18. Sanitary Sewer System Engineering**

- a. ARRO is compiling data for submission of a tributary Chapter 94 Report to both the Leesport Borough Authority (LBA) and the Maiden Creek Township Authority (MTA).
- b. 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.
- c. Facilities were sampled in January (including Quacker Packers) as part of the Ontelaunee Township industrial user program. A requested by LBA, Rutter's has been scheduled for testing in early February. The remaining facilities are being scheduled for sampling with MJ Reider.
- d. ARRO personnel are reviewing tapping/discharge location options for the proposed Reitnour facility at the intersection of SR 0073 & SR 0061.
- e. Comments were provided to Attorney Magovern's office regarding revisions to the Inter-municipal Agreement (IMA) with the Leesport Borough Authority. The revised and restated draft IMA was forwarded to LBA via Attorney Magovern's office on January 15, 2020.
- f. 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.

**19. 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. Pump station #1, #3 and #6 generators annual service was conducted by Emergency Systems Service Co. on January 3, 2020.

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- c. Kline's Services, LLC has provided a contract quote to install the new pump at Pump station #8. It is in the amount of \$1,275.00. A copy of this quote has been provided under separate cover. Kline's Services will be contracted upon your approval of the contract.

A motion was made by Gary Hadden and seconded by William Klein to authorize an escrow release for the Harvest Development in the amount of \$88,720.20. This release would be for LOC #540001853, release #2. The escrow would be reduced from \$579,208.83 to \$490,488.63. Vote 3:0

A motion was made by Kenneth Stoudt and seconded by Gary Hadden to accept the request for a 90 day extension for the Flex Membrane Land Development review. Vote 3:0

A motion was made by Gary Hadden and seconded by William Klein to approve the proposal from Kline's Services, to install a pump at Pump Station #8 Vote 3:0

**WATER DEPT.:** January report submitted

**MS4:** Secretary Berger reported that the MS4 Steering Committee has developed informative magnets to hand out to the residents of the township. Mrs. Berger will be obtaining 200 of the magnets as a hand out at events such as National Night Out.

**SOLICITOR :**

Discussion was held regarding re-financing the 2017 sewer debt.

A motion was made by Gary Hadden and seconded by William Klein to authorize PFM Financial Advisors to commence start the refinancing process. Vote 3:0

A motion was made by Gary Hadden and seconded by William Klein to appoint Peter Edelman of Stevens and Lee as bond counsel and to authorize Peter Edelman to draft an ordinance regarding the financing. Vote 3:0

After discussion a motion was made by Gary Hadden and seconded by William Klein to approve the 2<sup>nd</sup> Amendment of the Sewer Capacity agreement with Greater Berks Development Fund. Vote 3:0

**CODE ENFORCEMENT** – Report submitted

**EMA COORDINATOR** – No report

**POLICE COMMISSION** –

Mr. Hadden reported that the police had a very successful traffic detail whereby approximately 27 commercial vehicles were cited for violations.

Discussion was held regarding the 2020 police budget. It appears the commission may give approval of plan C which includes an increase of approximately 9%.

**PLANNING COMMISSION** –

A motion was made by Kenneth Stoudt and seconded by Gary Hadden to accept a McIntosh plan change on lot 16, it will not have the retention pond. The retention pond is to remain with the residual lot and be the responsibility of Forino. Vote 3:0

A motion was made by Kenneth Stoudt and seconded by William Klein to have the additional items be added to the McIntosh plan: Vote 3:0

An additional light be added to an existing pole at the corner of Gernant's Church road and Adams road.

Adams Road not to be dedicated in accordance with the SALDO.

That construction vehicles are not to be left on Adams Road during construction of the 16 lots. The road is the only way in or out of the development and will impact residents.

Square tube posts be used.

A motion was made by Kenneth Stoudt and seconded by William Klein to accept conditional final plan approval based on meeting the requirements of the Arro review letter of January 16, 2020 and of the above stated requirements approval. Vote 3:0

## **EXPENDITURES**

A motion was made by Gary Hadden and seconded by Willia Klein to approve expenditures for January in the amount of \$186,042.57 Vote 3:0

General expenditures - \$142,401.26  
Water Expenditures - \$ 31,446.55  
Sewer Expenditures - \$ 12,194.76

### **JANUARY BILLS PAID**

21st Century Media - Philly Cluster	171.74
Arlan R. Wessner, Inc.	880.00
ARRO Consulting, Inc.	10,548.86
B & G Glass Service	788.80
Batteries + Bulbs	100.75
Berks Court Reporting Service	210.00
Berks Hollow Energy	9,408.49
Borough of Leesport	4,066.71
Brenntag, Inc.	7,240.85
Comfort Pro, Inc	312.48
County of Berks 1	200.00
COUNTY PLUMBING & ELECTRIC	663.60
Cummins Power System, LLC	1,322.16



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Dallas Data Systems, Inc.	10,260.00
DCED	162.00
E.M.KUTZ, INC.	4,771.84
Elite Fuel Service, LLC	3,257.39
Harbor Freight	148.39
Hartman Valeriano Magovern & Lutz P.C.	3,284.50
Hemmigs Plumbing	4,590.00
Highland Auto & Truck Repair	1,447.19
J.P.Mascaro & Sons	682.50
JB Environmental Services LLC	355.00
KUZANS HARDWARE	50.78
Long, Barrell & Co., LTD.	440.96
Lowes Home Centers	132.46
M.J. Reider Associates Inc	620.00
MET ED	1,286.05
Met Ed	4,224.26
MET ED	1,160.29
Narvon Construction LLC	17,100.00
Nester's Sanitation Inc.	98.00
NORTHERN BERKS REGIONAL POLICE DEPT.	68,756.68
OmniSite	1,800.00
PSATS	480.00
Purchase Power	503.50
Reading Area Water Authority	22,357.05
Reading Office Maintenance	170.00
Ready Refresh	7.98
Rhoads Energy Corporation	149.12
SAM'S CLUB	126.22
SOS Business Machines	161.31
Target	9.96
TELCO, INC.	1,354.50
VERIZON	180.20
GRAND TOTAL	186,042.57
General	142,401.26
Water	31,446.55
Sewer	12,194.76

**OLD BUSINESS:**

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**NEW BUSINESS:**

The Township wishes to forgive the amounts due to the sewer fund from the water fund and in doing so any related due from the residual balance will be permanently removed from the accounting records. As a result, a motion was made by Kenneth Stoudt and seconded by William Klein to relieve the water fund of any and all amounts due to the sewer fund. Vote 3:0

A motion was made by Gary Hadden and seconded by William Klein to approve the quote from Telco for replacing the service wiring at Route 73 and Ontelaunee Drive. The estimated cost is \$7,500.00. Vote 3:0

A motion was made by Gary Hadden and seconded by William Klein to approve the service agreement with Proasys for the hot water boiler. This would be at a cost of \$940 for the year, billed quarterly. Vote 3:0

**UPCOMING MEETINGS/INFO:**

February 10 – 6:30 p.m. – NBRPD  
February 20 – 7 p.m. – Planning Commission  
March 5 – 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 8:00 p.m. Vote 3:0

An executive session was held directly after the meeting to discuss potential litigation.

Respectfully

Kim Y. Berger  
Secretary