

January 4, 2021

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 Gary Hadden, in the Ontelaunee Township building, with Board Supervisors William Klein present. Mr. Stoudt was unable to attend due to a medical issue.

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

Visitors- Kelly Burdick

A motion was made by William Klein and seconded by Gary Hadden to approve the minutes from the regular meeting of December 3, 2020. Vote 2:0

An Executive session was held on December 15, 2020 at 3:30 p.m. to discuss potential litigation.

An Executive session was held on November 24, 2020 at 2 p.m. to discuss potential litigation.

POLICE DEPARTMENT – November report

FIRE DEPARTMENT – No report

BUSINESS FROM FLOOR – None

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

Real Estate Taxes -	\$ 7,564.45
Real Estate Interims -	\$ 1,422.61
Street Light Tax -	\$ 0.00

Vote 2:0

ROADMASTERS REPORT NOVEMBER & DECEMBER 2020

FUEL USED

GMC Pick up –15.36 gal diesel
Tiger –63.698 gal diesel
GMC dump - 26.83 gal diesel
GMC utility – 17.32 gal diesel
M2 #7 – 21.9 gal diesel
Ford – 47.69 gal diesel

HOURS WORKED

130.25 total hours

WORK PREFORMED

Information was provided to the Township for closeout of the escrow fund for the PennDOT HOP issued to Ontelaunee Township for the sewer extension.

4. **McIntosh II**

ARRO is currently conducting a sanitary sewer and water service review. The review correspondence will be forwarded to the Township under separate cover.

5. **Reitnouer Land Development Plan**

Revised final plans were received and reviewed for compliance to the conditions of approval. The Sewage Facilities Planning Module and design (pump station and force main) for acceptance of the improvements by the Township was reviewed by ARRO personnel.

The final conditions review correspondence was forwarded to the Township under separate cover.

6. **McIntosh Subdivision – 16 Lots**

ARRO personnel are conducting site visits as necessary regarding improvement installations (sub-grade and sub-base 2A stone placement).

7. **Willow Glen Subdivision**

Improvement inspection reports are attached.

8. **Harvest Subdivision**

An improvement inspection report is attached.

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

ARRO personnel have been in communications with the developer's builder and excavator regarding submittal review and connection to existing sanitary sewer facilities.

10. **Allan Myers Land Development**

E-mails and conversation regarding follow-up to the PennDOT HOP's issued for the project (water and sewer connections on Leesport Avenue in the name of Ontelaunee Township) was forwarded to the developer and their consultant. An extension is required for the sanitary sewer opening and revision for the water opening is required. The developer was provided access to both applications for submission of the documents under the e-permitting system.

The following subdivision/land development plans remain active (*Items #11 through #17*); however, there is no activity since our last report.

11. **Reading-Berks Storage LLC (19 Willow Creek Land Development Plan)**

ARRO will conduct periodic improvement installation observations as necessary.

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

ARRO personnel inquired to the developer’s contractor regarding site improvements and the installation of a driveway pipe.

13. *Berman Freight Land Development Plan*

A discussion was held with representative of Berman Freightliner and the Township on Wednesday, July 8, 2020 to discuss the calculation of EDU’s for the facility. Following research by the Township staff the Sewer Capacity Agreement was revised by Attorney Magovern’s office and forwarded to Berman Freightliner.

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

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

15. *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.

16. *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.

17. *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.

18. **General Engineering**

- a. The 2021 Liquid Fuel paving work and pipe replacements/abandonment work proposed for Gernants Church Road between Loose Lane and Cedar Mill Run is tentatively scheduled for bid opening at the Supervisors February 2021 meeting.

We will advertise the project for bid upon approval of the project by PennDOT for the use of Liquid Fuel Funds.

19. Road Opening Ordinance

The following are Road Opening Permit activities for the above referenced period.

- a. UGI – for 19A Willow Creek Road: Application and plans received for the excavation in an improved roadway/shoulder for the installation of gas service to 19A Willow Creek Road. An escrow and application calculation were prepared and the fees received from the applicant. Permit #105420.10 was issued December 22, 2020.

20. Water System Engineering & Reporting

- a. Water billing and meter reports were reviewed and discussed with engineering, Township staff and the water system operator. The water system operator isolated a fire hydrant on Huller Lane that is thought to be a source of water loss and the next water data sets will be reviewed to confirm.
- b. Meter and purchased water records were reviewed for inclusion in Greenport Reporting.
- c. The water permit transfer form and associated fee was forwarded to PADEP by the Township staff as requested by PADEP.

21. Sanitary Sewer System Engineering

- a. A review for additional GBDF EDU's and transfer of existing EDU's was conducted and discussed (via e-mail exchange).
- b. The public sanitary sewer service area was updated and provided to the Berks County PC pursuant to their request.
- c. ARRO continues incorporating revision to the draft Ontelaunee Pump Station Modernization and Upgrade Report prepared and provided to the Board of Supervisors at their November 2020 meeting for review. The total probable cost of identified short term and long-term upgrades and modernization items was approximately \$1,500,000.00.

PennVest applications for such a project would be due May 5, 2021 for a PennVest meeting date to be determined. Loan interest rates are 1.107% for the first five years and 1.861% for years six through 20 (maximum term, however there are exceptions).

A \$1,500,000.00 loan for 15 years would have a yearly payment obligation of \$113,200.00 (\$9,450.00 monthly) with a 20-year loan yearly payment obligation of \$88,300.00 (\$7,360.00 monthly).

- d. ARRO commenced preliminary design and calculations for PS #7 to accommodate existing sanitary sewer flows and potential additional flows. Pump start up information reveals that the pumps upon start up did not pump, assumed due to force main quality, the GPD as anticipated. The scope of work is included in the report referenced in item 17.a. above.
- e. Wastewater sampling data was reviewed. Additional sampling has and will be scheduled with MJ Reider for the industrial facilities as needed. ARRO personnel visited a number of Ontelaunee Township businesses to discuss recent testing in excess of the discharge parameters.
- f. The Leesport Farmers Market manhole discharging to the Ontelaunee Township sewer system is being reviewed (infiltration and waste strength) due to LBA's information regarding their sampling results. ARRO is proposing some dye testing of the farmers market to confirm sewer flow from the facility through Ontelaunee Township's system.
- g. ARRO is compiling a running list of revisions and will provide updates for the Rules & Regulations 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 engineering and operations personnel identified replacement parts and a discount period for replacement parts for PS #1, #2, #3 and #6. Authorization was received from the Township and the parts have been ordered through the vendor (Envirep).
- c. The bar screen at PS #7 experienced above normal accumulation as well as a discoloration of the influent was noted.
- d. The following alarm responses occurred during the period.
 - 1. High-water alarm at PS #2 on 12/3/2020
 - 2. Communications Fault PS #6 on 12/18/2020

A motion was made by Gary Hadden and seconded by William Klein to authorize Arro Consulting to advertise for the 2021 paving work and pipe replacements/abandonment work proposed for Gernant's Church Road between Loose Lane and Cider Mill Run that is tentatively scheduled for bid opening at the Supervisors February 2021 meeting. Vote 2:0

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A motion was made by Gary Hadden and seconded by William Klein to ratify the approval of the quotes for replacement parts for Pump Stations #1, 2, 3 and 6 in the amount of \$12,669.26 from Envirep. This was approved at the end of the year to take advantage of a large discount. Vote 2:0.

Discussion was held regarding the pump station modernization and upgrades. Secretary Berger was asked to set up a meeting with Penn Vest to discuss the application which would be due May 5, 2021. The probable cost for upgrades and modernization is approximately \$1,500,000.00.

WATER DEPT.: December report submitted

MS4: Nothing to report

SOLICITOR : Solicitor Magovern

A motion was made by Gary Hadden and seconded by William Klein to adopt Resolution #2021-3 Repealing Resolution #2020-6 appointing Kim Berger as the Deputy Tax Collector. Vote 2:0

A motion was made by Gary Hadden and seconded by William Klein to adopt Resolution #2021-4 Establishing the Ontelaunee Police Department. Vote 2:0

Discussion was held regarding the Tax Collector's compensation.

CODE ENFORCEMENT – Report submitted

EMA COORDINATOR – Nothing to report

POLICE COMMISSION – January 11, 2021 is the next police commission meeting at 6 p.m.

PLANNING COMMISSION – The meeting was cancelled in December.

EXPENDITURES

A motion was made by William Klein and seconded by Gary Hadden to approve expenditures for December in the amount of \$222,221.37. Vote 2:0

General	\$127,511.94
Developers A/C	\$ 13,501.76
Water	\$ 40,135.96
Sewer	\$ 41,071.71

Arlan R. Wessner, Inc.	11,903.00
ARRO Consulting, Inc.	28,206.76
Berks Co. Treas. Tax Claim Bureau	3,144.31
Best Buy	84.79
Comcast 1	561.96
Comfort Pro, Inc	401.56

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Commonwealth of Pennsylvania	100.00
County of Berks	1,083.08
Delaware Valley Regional Finance Authori	5,884.80
Denny's Electric	112.50
E.M.KUTZ, INC.	382.24
Elite Fuel Service, LLC	2,355.45
Exeter Supply Co, Inc	22,487.93
H. A. Thomson Co.	663.00
Hartman Valeriano Magovern & Lutz P.C.	3,363.00
Hemmigs Plumbing	5,470.00
Highland Auto & Truck Repair	682.55
J.P.Mascaro & Sons	765.33
JB Environmental Services LLC	97.50
John Wendell Yoder	9,047.16
KUZANS HARDWARE	56.99
LB Water Service, Inc.	2,094.18
Leesport Borough Authority	801.37
M.J. Reider Associates Inc	1,770.00
Met Ed	4,111.16
MET ED	1,106.32
Nester's Sanitation Inc.	98.00
NORTHERN BERKS REGIONAL POLICE DEPT.	75,022.90
Omega Systems	640.00
Pitney Bowes	180.66
Potts Nurseries, LLC	2,950.00
ProAsys	235.00
PSATS	943.00
Reading Area Water Authority	27,069.66
Reading Office Maintenance	170.00
Ready Refresh	15.96
Rhoads Energy Corporation	79.62
Safety Net Sanctuary	2,000.00
SAM'S CLUB	642.85
Schultz Technology Solutions	631.49
Site Specific Design, Inc.	144.00
TELCO, INC.	4,440.66
UGI Utilities Inc.	15.49
VERIZON	84.58
W. B. Mason Co. Inc.	7.99
Wex Bank	96.68
Zoom Video Communications Inc.	15.89
Grand Total	222,221.37

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General	127,511.94
Water	40,135.96
Sewer	41,071.71
Developer	13,501.76

OLD BUSINESS:

NEW BUSINESS:

Discuss the possibility of refinancing the building loan for a savings estimated at \$100,000.00.

A motion was made by Gary Hadden and second by William Klein to have Jamie Schlesinger of PFM investigate refinancing the building loan for a savings estimated at \$100,000.00 Vote 2:0

A motion was made by William Klein and seconded by Gary Hadden to increase the hourly rate of the Roadmaster to \$20.25 per hour based on the authorization of the Auditors. Vote 2:0

UPCOMING MEETINGS/INFO:

January 11 – 6:00 p.m. – NBRPD
January 21 – 7 p.m. – Planning Commission
February 4 - 7 p.m. - Board of Supervisors meeting

An executive session was held from 7:40 p.m. to 8:10 p.m. to discuss personnel.

ADJOURNMENT

A motion was made by Gary Hadden and seconded by William Klein to adjourn the monthly meeting at 8:11 p.m. Vote 2:0

Respectfully

Kim Y. Berger
Secretary