

July 1, 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 Kenneth Stoudt, in the Ontelaunee Township building, with Board Supervisor Gary Hadden present. William Klein was unable to attend due to a medical issue.**

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

Visitors- Lisa Unrath (Ontelaunee Twp.), Michael Holcombe (Ontelaunee Twp), Chief Jim Keiser (NBRPD), Dave Phillips (Irish Creek Excavators), Matt Fessler (HMVL)

A motion was made by Gary Hadden and seconded by Kenneth Stoudt to approve the minutes from the regular meeting of June 3, 2021. Vote 2:0

**POLICE DEPARTMENT** – May report was submitted

**FIRE DEPARTMENT** – No report

**BUSINESS FROM FLOOR** –

Dave Phillips, Irish Creek Excavators was present to discuss his client, Leesport Cemetery and to ask for a waiver from the formal Land Development process for a building that he will be installing at the cemetery. Mr. Phillips stated that this building would be used for files and storage, there will be a table present to lay out the plans, a bathroom, and a kitchen. The building will be connected to water from Leesport and sewer from the Township. The parking lot will be stone with an area for 4 vehicles. The question was asked if it would be handicap accessible. Mr. Phillips said that there will be a ramp and the bathroom will be handicap accessible. There was then discussion about a parking space for handicap. The space would need to be macadam. Discussion was also held regarding the office space. Mr. Phillips stated that there would not be office space, but a table where the public can look at the land to purchase plots.

After further discussion a motion was made by Gary Hadden and seconded by Kenneth Stoudt to waive formal land development for the Leesport Cemetery building plan, however there are certain conditions that must be met. Solicitor Magovern was asked to formulate an agreement with the following conditions: the owner must address stormwater issues, must be handicap accessible, that there will not be a formal office erected in the facility at any time and they must connect to public water and sewer.

**TAX COLLECTION:** A motion was made by Gary Hadden and seconded by Kenneth Stoudt to approve the Tax Collector report for June 2021 as follows: Vote 2:0

Real Estate Taxes -	\$ 11,798.74
Real Estate Interims -	\$ 4.68
Street Light Tax -	\$ 0.00

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A motion was made by Kenneth Stoudt and seconded by Gary Hadden to approve the following exoneration:

4 Adams	Forino	\$191.57
Incorrect appraisal amount		

Vote 2:0

### ROADMASTERS REPORT JUNE 2021

#### FUEL USED

Chevy Pick up - 50.41 gal unleaded  
Cans – 20.91 gal unleaded gas  
Tiger – 133.83 gal diesel  
Blue Ford – 22.78 unleaded gas

#### HOURS WORKED

239 total hours  
24.50 hours - Rec A & B  
12 hours – Twp. Building

#### WORK PREFORMED

Mowed at Township Building  
Mowed at Rec A & B  
Mowed State Roads per our contract  
Mowed sewer pump stations  
Mowed along roads and intersections  
Took blades to Stichter  
Sprayed along roads  
Sprayed #6 Pump station  
Emptied trash at Rec A & B  
Kubota to Lift for Belt repairs  
Equipment Maintenance  
Clean up leave in front of police station  
Washed trucks and loader

#### PURCHASES & EXPENSES

Kuzans (invoices for June)	18.48
Lowes (cold patch; shelf unit; round up)	263.49
Grainger (trash bags)	135.40
Deer Country (service JD Tiger)	603.79
Highland (service & inspect #4 M-2)	507.41
Lift (replace belt on 1560 mower)	136.30
EM Kutz (install plow & lights on pick up)	2,893.61
Tractor Supply (battery for sprayer)	47.69

<b>Total</b>	<b>\$4,606.17</b>
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Roadmaster	Kenneth Stoudt
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## **ENGINEER REPORT FOR JUNE 2021**

### **Subdivisions and Land Development Projects**

1. **McIntosh Farms II**

The Ontelaunee Township Board of Supervisors conditionally approved the final plan. To date no submissions have been received to address the conditions of plan approval.

2. **McGrew Dealership (Bobcat)**

A revised final plan has been received and will be reviewed regarding compliance to conditions of final plan approval.

3. **Reitnouer Land Development Plan**

Communications regarding project agreements (Improvement, SWM, and Water Capacity) are or have been prepared and or discussed with the developer's representative.

A revised plan addressing the conditions of final plan approval have not been received.

4. **Crow Holdings Land Development**

Communications regarding the Area Wide TIS and associated improvement costs and project agreements (Improvement, SWM, and Water Capacity) are or have been prepared and or discussed with the developer's representative.

An additional waiver request has been received from the developer and is listed on the meeting agenda for the Supervisors consideration.

A revised plan addressing the conditions of final plan approval have not been received. The developer is working to address the PADEP Sewage Facilities Planning Module comment pertaining the PHMC review.

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

ARRO is conducting conduct periodic improvement installation observations as necessary.

We recommend the Supervisors approve escrow release #5 in the amount of \$29,912.30 conditioned on a site review by ARRO staff.

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

ARRO personnel recently conducted a site review of the improvement installation and will be forwarding an inquiry to the developer and their consultant regarding water ponding on West Huller Lane. The inlet placed along West Huller Lane is not dewatering correctly and causing

the water ponding on the road. To date we have not received any suggestions/resolution from the developer or their consultant.

7. **Harvest Subdivision**

Final wearing course paving operations are being conducted in the development.

A review of the light poles was conducted and a report provided to the developer. A copy of the report was forwarded to the Township under separate cover.

8. **Willow Glen Subdivision**

Final wearing course paving was conducted on Calais Drive South, Edinboro Lane and Danbury Court.

A review of the light poles was conducted and a report provided to the developer. A copy of the report was forwarded to the Township under separate cover.

9. **Potts Minor Subdivision**

The Sewage Facilities Planning Module approval was received from PADEP. The PC and Supervisors can sign the fully executed plans to be provided by the owner. The plans can then be released to the owner for recording.

The following subdivision/land development plans remain active (*Items #10 through #15*); however, there is no activity since our last report.

10. **Allan Myers Land Development**

*PennDOT HOP information regarding the revised location for the water tap within Leesport Avenue was received from the developer. The developer was directed to contact the Township prior to conducting the water tap.*

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

*ARRO personnel conducted on-site observations for the connection of the facility to the existing low-pressure system located on Noll Pallet property.*

12. **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.*

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.*

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.*

16. **General Engineering**

- a. H & K commenced the pipe replacement portion of the 2021 Road Project the week of June 28<sup>th</sup>. No work is proposed the week of July 5<sup>th</sup>. Paving repairs will begin the week of July 12<sup>th</sup> with Seal Coat commencing the week of July 26<sup>th</sup>, all weather permitting.
- b. ARRO personnel requested the Calais Drive and Versailles Court boring for the light pole conduit be added to the schedule of L & N Zimmerman Excavating. According to L & N Zimmerman Excavation work is anticipated for August 2021. When the work schedule is narrowed down, we will coordinate digging the launching and receiving pits and to meet with the Township electrician, and excavator and L & N regarding the methodology and final cost for the project.
- c. Contacts have been made to PennDOT District 5-0 representatives (4/26 & 6/2) regarding the procedure they would like to occur for the submission of the Area Wide TIS.

Receipt of the document was acknowledged by PennDOT on June 3<sup>rd</sup> and they requested additional documents referenced in the Area Wide TIS. The additional documents were obtained from Bogia Engineering and forwarded PennDOT.

ARRO, with assistance/input from the Township staff, is preparing a grant application to the DCED Multimodal Fund Program for the roadway improvements identified in the Area Wide TIS. The applications are due July 31, 2021. A recommended motion regarding the application is listed on the agenda.

- d. Information was exchanged regarding a proposed structure to be located at the cemetery located on Kindt Corner Road. Originally described as a storage facility the submission for permitting (Zoning and UCC) depicted otherwise with a reception area, kitchen, restroom and storage area. The applicant's representative has since presented that the

reception area is for map/record storage and occasional review of the maps by potential lot purchasers. The restrooms and kitchen would be for ground maintenance personnel, whom are not there every day. The representative of the cemetery has requested a waiver of the requirement to submit a land development plan or favorable interpretation of the structure as an accessory structure, either approval with stipulations if necessary.

**17. Water System Engineering & Reporting**

- a. Water meter readings were reviewed.
- b. Chapter 110 reporting was completed through the PADEP Greenport site.
- c. The 2020 CCR was provided to the Township.

**18. Sanitary Sewer System Engineering**

- a. Based on approval of the Board of Supervisors at their May 6<sup>th</sup> meeting, ARRO has implemented the survey, design and permitting for the Pump Station Modernization and Upgrade project.
- b. Wastewater sampling data was reviewed. Additional sampling will be scheduled with MJ Reider for the industrial facilities as needed.
- c. A pre-treatment facility application and permit for Materion (225 Peach Street) was reviewed by ARRO and LBA. The final discharge permit has been issued to Materion (225 Peach Street – former Fleetwood Fixtures building).

A request for a 60-day extension by the Supervisors to the requirement to provide a PPC plan within 30-days of permit issuance is listed on the agenda.

- d. ARRO is compiling a running list of revisions and will provide updates for the Rules & Regulations to Attorney Magovern's office.

**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. Operations personnel responded to requests for manhole risers on Leesport Avenue in the vicinity of Osterling Drive.
- c. Pump station cleaning/housekeeping/organization commenced.
- d. The Muffin Monster replacement at PS #4 was completed June 4th.

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- e. A site review was conducted at the Leesport Farmers Market with the owners, LBA representatives and ARRO. A synopsis of the site review was provided to the Township under separate cover.
- f. ARRO personnel reprogrammed the bubbler settings at PS #4 to eliminate the High-Water Alarms during the weekly exercising of the emergency back up motor.
- g. The following alarms were responded to.
  - i. High water, PS #4 on 6/15
  - ii. High water, PS #6 on 6/22

A motion was made by Gary Hadden and seconded by Kenneth Stoudt to grant an additional waiver (waiver #17) for the project at 5291 Pottsville Pike, Crow Holdings. This waiver deals with Chapter 21 – Stormwater Management; Section 312.G, Article III. Vote 2:0

A motion was made by Gary Hadden and seconded by Kenneth Stoudt to approve the escrow release #5 requested for Reading Berks Storage in the amount of \$29,912.30 from the LOC #540002831, conditioned on a site review by ARRO staff. Vote 2:0

A motion was made by Kenneth Stoudt and seconded by Gary Hadden to grant a 60-day extension go August 30, 2021 to Materion for the submission of a PPC (Preparedness Prevention and Contingency) plan as required by their Pretreatment permit issued May 31, 2021. Vote 2:0

**WATER DEPT.:** June Report submitted

**MS4:** Nothing to report

**SOLICITOR :** Solicitor Magovern

A motion was made by Gary Hadden and seconded by Kenneth Stoudt to ratify the execution of the sewer easement agreement between the Township and Schneider Electric. Vote 2:0

A motion was made by Kenneth Stoudt and seconded by Gary Hadden to adopt Resolution #2021-10 requesting a 2021 Multimodal Transportation Fund Grant from the Commonwealth of PA, Department of Community & Economic Development. Vote 2:0

**CODE ENFORCEMENT** – Report submitted

**EMA COORDINATOR** – Secretary Berger stated that she attend a very informative meeting regarding large event planning.

**POLICE COMMISSION** – Mr. Hadden stated that the search for a replacement secretary is winding down and have narrowed it down to one applicant.

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**PLANNING COMMISSION – No business to report**

**EXPENDITURES**

A motion was made by Gary Hadden and seconded by Kenneth Stoudt to approve expenditures for the month of June in the amount of \$88,544.03. Vote 2:0

General	\$30,063.73
Developers A/C	\$ 8,314.46
Water	\$31,780.95
Sewer	\$18,384.89

**BILLS PAID - JUNE 2021**

21st Century Media - Philly Cluster	236.91
ARRO Consulting, Inc.	24,242.53
Comfort Pro, Inc	601.92
Deer Country Farm & Lawn Inc.	603.79
Delaware Valley Regional Finance Authority	2,942.40
E.M.KUTZ, INC.	2,893.61
Envirep Inc	410.00
General Recreation	1,667.00
Grainger	135.40
Hartman Valeriano Magovern & Lutz P.C.	3,899.00
Hemmigs Plumbing	4,155.00
Highland Auto & Truck Repair	507.41
J.P.Mascaro & Sons	803.60
JWC Environmental	2,044.84
Kraft Code Services LLC	3,084.55
KUZANS HARDWARE	68.45
Leesport Borough Authority	645.29
LIFT, Inc.	136.30
Long, Barrell & Co., LTD.	3,360.08
Lowes Home Centers	263.49
M.J. Reider Associates Inc	620.00
Met Ed	4,305.83
MET ED	2,083.73
My Organized Life	30.13
Nester's Sanitation Inc.	98.00
Pitney Bowes	180.66
ProAsys	240.00
Purchase Power	756.00
Reading Area Water Authority	23,767.54
Reading Office Maintenance	170.00
Ready Refresh	178.97
Rhoads Energy Corporation	432.13



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SAM'S CLUB	98.60
Sarah Gray	50.00
Schultz Technology Solutions	780.70
T. M. Bailey Services, LLC	170.00
Tractor Supply Co.	47.69
VERIZON	84.68
VRC (Vital Records Control)	200.00
W. B. Mason Co. Inc.	709.90
WB Mason	72.01
Wilmington Trust Company	750.00
Zoom Video Communications Inc.	15.89
	88,544.03

General	30,063.73
Developer's Escrow	8,314.46
Water	31,780.95
Sewer	18,384.89

**OLD BUSINESS:**

**NEW BUSINESS:**

A motion was made by Kenneth Stoudt and seconded by Gary Hadden to approve the Special Event permit for Las Cabanas Quintas to hold a Food truck Festival on August 14, 2021 contingent on receiving the certificate of insurance and a building permit approval for the stage. Vote 2:0

A motion was made by Kenneth Stoudt and seconded by Gary Hadden to approve the Special Event permit for Las Cabanas Quintas to hold a Rodeo on August 15, 2021 contingent on receiving the certificate insurance and a building permit approval for the stage. Vote 2:0

A motion was made by Gary Hadden and seconded by Kenneth Stoudt to place a ¼ page township ad in the Centennial Book that will be created by PSATS for the 100<sup>th</sup> Anniversary at a cost of \$100. Vote 2:0

A motion was made by Kenneth Stoudt and seconded by Gary Hadden to upgrade the Midland mobile radios with new Motorola mobile units with antennas and labor at a cost of \$1,800.00. Vote 2:0

**UPCOMING MEETINGS/INFO:**

- July 5 – OFFICE CLOSED
- July 12 – 6:00 p.m. – NBRPD
- July 15 – 7 p.m. – Planning Commission
- August 5- 7 p.m. - Board of Supervisors meeting

**ADJOURNMENT**

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A motion was made by Gary Hadden and seconded by Kenneth Stoudt to adjourn the monthly meeting at 7:43 p.m. Vote 2:0

Respectfully

Kim Y. Berger  
Secretary