

February 10, 2022

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 Rudy Schmehl and Josh Steingraber present.

Additional Meeting Attendees: William McMullen, Engineer
Beth Kohl, Solicitor
Kim Y. Berger, Secretary

Visitors- Gene Stork, Kenny Stoudt, Sarah Phillips, David Folino, Tony Folino, Forrest Blatt, Harry Leininger, Jean Stoudt, Deanne Burkhardt, Mitch Burkhardt, William Klein, Jane Lauer, Randy Lauer, Kelly Burdick

A motion was made by Josh Steingraber and seconded by Rudy Schmehl to approve the minutes from the reorganization meeting of January 3, 2022. Vote 3:0

A motion was made by Josh Steingraber and seconded by Rudy Schmehl to approve the minutes from the regular meeting of January 3, 2022. Vote 3:0

An executive session was held on January 14, 2022 to discuss personnel.

POLICE DEPARTMENT – December and January reports were submitted

FIRE DEPARTMENT – No report submitted

BUSINESS FROM FLOOR –

A presentation was held to honor two past Supervisors.

A plaque was presented to William Klein, supervisor from 2006 until 2021 for his service to Ontelaunee Township. Mr. Klein was thanked for his role as supervisor and for his dedication to the position. Everyone wishes Mr. Klein well.

A plaque was also presented to Kenneth Stoudt, supervisor from 1992 to 2021 for his service to Ontelaunee Township. Mr. Stoudt was thanked for his role as supervisor and chairman for many years and his dedication to the position. Mr. Stoudt continues as the Roadmaster for the Township.

Sarah Phillips representing Leesport Cemetery was present to ask the Township for an exemption from connecting to public sewer. They would like to use holding tanks for their proposed building.

It was stated that if the building had facilities they had to connect to the sewer and could not have holding tanks. Ms. Phillips asked about porta potties. This would be a decision by the SEO.

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Tony Folino of Berks Soil and Stone was present to request a waiver of Land development for his property on Belleman's Church Road. He is proposing to remove the existing portable office building and replace it with a 28 x 34 foot building. This building will have restrooms inside as well as office space. Stormwater facilities appear to be adequate.

A motion was made by Rudy Schmehl and seconded by Josh Steingraber to grant a waiver of Land Development for Mr. Folino's property on Belleman's Church Road. Vote 3:0

TAX COLLECTION: A motion was made by Josh Steingraber and seconded by Rudy Schmehl to approve the Tax Collector report for January 2022. Vote 3:0

Real Estate Taxes -	\$ 0.00
Real Estate Interims -	\$ 3,320.53
Street Light Tax -	\$ 0.00

A motion was made by Rudy Schmehl and seconded by Josh Steingraber to take action to approve a reimbursement check in the amount of \$66.48 to the property owners of 106 Sunglo for an interim tax bill for the 2021 year, dated January 1, 2022. Vote 3:0

The property owner's mortgage company paid this bill which the tax collector accepted and processed in error. Since the funds were turned over to the township, the township must reimburse the property owner for their share of the tax bill.

ROADMASTERS REPORT JANUARY 2022

FUEL USED

Chevy pick up – 31.27 gal unleaded gas
Ford – 27.76 gal diesel
#4M2 – 67.11 gal diesel
#7M2 – 73.19 gal diesel
GMC dump – 8.72 gal. diesel
GMC Utility = 19.0 gal diesel
Chevy dump – 27.18 gal diesel

HOURS WORKED

255.75 total hours
111 hours plowing/salting

WORK PREFORMED

Plowed and salted roads: Jan. 6, 7, 8, 9, 16, 17, 20, 21, 23, 29 and 30
Checked mileage and replaced insurance cards in all vehicles
Equipment maintenance on all plows, trucks spreaders
#4 Utility at Kutz for VBox pump and clutch repairs
#4 Utility at Kutz for plow replacement
Ford at Highland for Engine Lite
Chevy pick up at Highland for strobe lites and inspection
#4 Freightliner towed to Berkman – no start
Attended meeting at Berks Soil and Stone on Runoff
Received new truck from Fisher and Kutz

Washed and cleaned up spreaders and plows and trucks
Helped Nate change lights in garage to LED
Clear snow at office and parking lot.

SIGNS

Replaced stop sign – Berkley & Tube Drive
Replaced stop ahead on Willow Creek Road

PURCHASES & EXPENSES

Kuzans (invoices for January)	229.42
Lift (spray gun, hydraulic oil)	148.30
Kutz (headlamp bulb, replace pump& clutch on utility)	1,835.31
Highland Auto (strobe lights on pick up / inspection/Ford engine light)	240.20
Overhead Door (repair sensor on Door #2)	235.00
V & M Towing (Tow #4 to Berman)	315.00
Lowe's (spray gun)	74.18
Berman Freightliner (#4 no start repairs)	1,014.92

Total **\$4,092.33**

Kenneth Stoudt
Roadmaster

A motion was made by Josh Steingraber and seconded by Rudy Schmehl to amend the agenda to add to the agenda the acceptance of a the resignation of a road crew member. Vote 3:0

A motion was made by Josh Steingraber and seconded by Rudy Schmehl to accept the resignation of David Kieffer as a road crew laborer due to health reasons. Vote 3:0

Engineers Report January 2022

Subdivisions and Land Development Projects

1. Epting Tract Subdivision

A preliminary plan submission was received and reviewed for the Ontelaunee Township Planning Commission meeting held December 16, 2021. At the request of the developer's consultant the plan was removed from the December 16, 2021 Ontelaunee Township Planning Commission meeting agenda. A plan review extension request for the project was received from the developer's consultant and is listed on the meeting agenda.

2. McIntosh Farms II

ARRO is reviewing submittals and providing on-site for RPR services for improvement installation.

The report of concrete curb testing was forwarded to the Township under separate cover. The report indicates the concrete curb meets or exceeds the required compressive strength. The developer has requested that the Board of Supervisors confirm this information is satisfactory for the curb to remain as placed.

The developer is requesting concurrence for a resolution regarding meter pit placement. The developer indicated meter pits would be placed outside of the right-of-way. The Ontelaunee Township Rules and Regulations does not prohibit this; however, this results in Township property being placed on private property. Once again, the Rules and Regulations briefly indicates access to the meter pit must be granted by the property owner but in discussions with Attorney Magovern and township staff the access should be defined within a document that can be discovered during parcel transfers. The Attorney for the developer has provided a sample document for review.

The current re-write of the Rules and Regulations will address this item as well a number of additional items brought to our attention as a result of this inquiry.

An escrow release request for the project is listed on the meeting agenda.

3. McIntosh Farms – 16 Lots on Adams Road

A request was made by the developer for full escrow release. We provided our recommendation to the Board of Supervisors under separate cover. An escrow release recommendation for the project is listed on the meeting agenda.

4. 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.

Based on the PADEP approval of the projects Sewage Facilities Planning Module it is the desire of Reitnouer to own and operate the proposed pump station and also the 3" force main. Attorney Magovern's office prepared and forwarded a proposed agreement to developer's representative. The agreement acknowledges the developer's ownership, operation and maintenance requirements for the pump station; however, the force main owner will be the Township due the HOP applicant being the Township and the Township being the grantee of the existing easement used for the force main. The 3" force main operation and maintenance will be the responsibility of the developer.

The developer's consultant is in communications with PADEP regarding the Sewage Facilities Planning Module approval conditions pertaining to facility ownership and permitting requirements.

Communications between ARRO representatives, RAWA representatives and Attorney Magovern are ongoing regarding Water Capacity Agreements and tapping fees for the project.

5. Crow Holdings Land Development

A revised final conditions review letter was prepared and submitted to the applicant and their consultant on November 19, 2021.

Executed Improvement and Stormwater Management agreements were received for the project along with the required improvement escrow.

Communications continue regarding the proposed relocation of the Ontelaunee Township sanitary sewer force main and the RAWA water main by the developer.

Note: The improvements to SR 0073 and Ontelaunee Drive as a result of the Reitnouer project and Crow Holdings project are proposed to be designed, permitted and constructed by the Reitnouer project and guaranteed via their Improvements Agreement and escrow submission. To date the Township does not have an estimate breaking out these specific improvements or a signed Improvement Agreement from either of the projects. A cross agreement between Reitnouer and the Crow Holding project owners for Crow Holding reimbursement to Reitnouer for these improvements has been discussed. No evidence of this cross agreement has been received by the Township.

6. McGrew Dealership (Bobcat)

Attorney Magovern's office refreshed the agreement documents required for the project and forwarded them to the developer's consultant and legal counsel. Developer executed final plans have been received by the Township. We recommend obtaining the signatures of the Planning Commission and Supervisors on the plans but not dating or releasing them for recording until all items required by the conditional approval (executed agreements and associates fees) are received.

A pre-construction meeting for the project was held with the Berks Conservation District, developer's consultant, site excavator, owner representative and ARRO personnel on January 19, 2022.

7. Harvest Subdivision

ARRO informed the developer of items to be address/corrected prior to the Township considering an offer of dedication of the improvements.

The developer has indicated their desire to meet with Township representatives regarding corrective actions.

8. Willow Glen Subdivision

ARRO informed the developer of items to be address/corrected prior to the Township considering an offer of dedication of the improvements.

The developer has indicated their desire to meet with Township representatives regarding corrective actions.

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

An escrow release request for the project is listed on the meeting agenda.

10. Brassler Parcel (Berks 222) Land Development Plan

A project bond status inquiry was received from the developers bonding agent. A response to the inquiry was provided.

The following subdivision/land development plans remain active (*Items #11 through #16*); however, there is no activity since our last report.

11. *Apple Ridge Subdivision*

A sketch plan submission was received and reviewed for the Ontelaunee Township Planning Commission meeting held December 16, 2021. The developer's consultant was not in attendance at the meeting. The Planning Commission discussed concerns and impacts of the development with the influx of people and the effect on schools and roads. No action was taken on the plan by the Planning Commission at their meeting.

12. *Braeburn Estates Subdivision*

A sketch plan submission was received and reviewed for the Ontelaunee Township Planning Commission meeting held December 16, 2021. The developer's consultant was not in attendance at the meeting. The Planning Commission discussed concerns and impacts of the development with the influx of people and the effect on schools and roads. No action was taken on the plan by the Planning Commission at their meeting.

13. *Gaspari Tract*

Inquiries regarding the potential development of the tract for single family units was received. A meeting with the developer was held on September 10, 2021 to discuss project and sanitary sewer. Developer has purchased EDU's from previous agreements however project may require additional capacity EDU's for more units. Developer is researching additional sewer service.

14. *Berman Freight Land Development Plan*

A discussion was held with a representative of Berman Freightliner (Paul Zydyk) regarding the potential of paving the locations originally presented to be stone. We advised the representative to provide calculations regarding any changes to impervious coverage calculations and stormwater flows.

15. *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.

16. *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.

17. **General Engineering**

- a. Paving in the vicinity of Park Road was reviewed. It appears there will be no impact to Park Road or stormwater facilities as a result of the paving.

- b. ARRO prepared a letter of no interest for the 150 Birch Street development in Perry Township due to no development occurring/impacting Ontelaunee Township.
- c. A Road Opening Permit was received and issued to RAWA for a 6" water service to their facility located at 108 Berkley Road. Please note that the permit granted permission to restore the existing concrete surface with bituminous material. This permission for the use of bituminous materials was due to the restoration done by the Township in previous years being bituminous materials.
- d. A small stormwater management permit plan review was provided for the Schuylkill Valley School District for a new access driveway between the middle school, and high school. The plan was previously discussed at previous BOS meetings to determine if land development would be required, however no building has been proposed and just the access road that will be gated and used for internal use.
- e. A small stormwater management permit plan review was provided for 124 Apple Lane for a new paved driveway and parking area.
- f. A small stormwater management permit plan review was provided for 108 Gernants Church Road for a new paved driveway and parking area expansion

18. Water System Engineering & Reporting

- a. Water meter readings were reviewed and data entered into the PADEP portal.
- b. ARRO is preparing revisions and additions to the water system portion of the Ontelaunee Township Rules and Regulations, both text and standard details.

19. Sanitary Sewer System Engineering

- a. Pump Station Upgrade Project: The Part II Permit Application was submitted to PA DEP in January 2022. To date, we have not received any comments from the Department. PA DEP has 90 days to review the Part II Permit Applications. Bids for the project can be opened in March, but ARRO would have to do so without the Part II permit in hand. The start date for the project would be contingent on timing associated with the receipt of the Part II permit. Once the bids are opened, ARRO will review the bids, prepare a bid tabulation, and provide a recommendation of award to the Township for action at their April meeting.
- b. ARRO and Township staff are coordinating industrial discharge permitting, form revisions and site visits in association with the 2022 IU Permitting cycle.
- c. A site visit was conducted by ARRO personnel at the Storks Plow facility (formerly Ozzy's) on Pottsville Pike. Based on the site visit recommendations for an agreement for the owner to release 3 EDU's to the Township was prepared by Attorney Magovern's office and forwarded to the owner for execution.
- d. ARRO requested design documents pertaining to the LBA blower project for cursory review on behalf of Ontelaunee Township. We will review and provide comments to the LBA assessment of charge documents previously provided to the Township by LBA.

- e. ARRO is preparing revisions and additions to the sanitary sewer system portion of the Ontelaunee Township Rules and Regulations, both text and standard details.

20. Sanitary Sewer Operations

- a. Services/activities were conducted as identified under the Routine Operations scope of services outline in the Professional Services Agreement between Ontelaunee Township and ARRO.
- b. ARRO personnel coordinated pumping the Township wet well as well as the wet well at PS #7.
- c. The PS #7 drainage area was reviewed for potential inflow entry points (manholes, opened cleanouts, vents, etc.). No points of entry for inflow were discovered.
- d. PS #4 and PS #7 were cleaned.
- e. ARRO personnel replaced the emergency engine battery at PS #7.
- f. A blockage responded to at 74 Nantucket Road was determined to be the responsibility of the property owner.
- g. A high wet well alarm was monitored and cleared by ARRO personnel at PS #2.
- h. ARRO personnel assisted with the pump replacement located in the Township grinder pump station. Both of the pumps were replaced and rewired with a new junction panel.

In regards to McIntosh Farms II Phase I, the concrete curb testing that was performed exceeds the required compressive strength, therefore, a motion was made by Gary Hadden and seconded by Josh Steingraber to allow the curb to remain as placed. Vote 3:0

A motion was made by Josh Steingraber and seconded by Rudy Schmehl to approve Forino's escrow release request #4 for McIntosh Farms (16 Lots) reducing their LOC #540002777 from \$277,599.15 to \$37,834.50 upon submission of a revised request from the developer. Vote 3:0 Forino had originally asked for full release, however at this time the township is only authorizing a portion. Vote 3:0

A motion was made by Josh Steingraber and seconded by Rudy Schmehl to approve Reading Berks Storage escrow release request #7 reducing their LOC #540002831 from \$529,687.49 to \$42,282.29, a reduction of \$487,405.20. Vote 3:0

A motion was made by Gary Hadden and seconded by Rudy Schmehl to approve Forino's escrow release request #1 for McIntosh Farms II Phase I reducing their LOC #540003135 from \$1,167,763.28 to \$520,149.37. A reduction of \$647,613.91. Vote 3:0

A motion was made by Rudy Schmehl and seconded by Josh Steingraber to approve a 90 day time extension until June 2, 2022 for the Epting Tract preliminary plan. Vote 3:0

February 10, 2022

A motion was made by Josh Steingraber and seconded by Rudy Schmehl to approve final conditional plan approval for the McGrew Development. Vote 3:0

The township was awarded funding in the amount of \$233,704.90 from PA Dot for stormwater improvements.

A motion was made by Josh Steingraber and seconded by Gary Hadden to authorize the engineer and Township office staff to assist Leesport Borough Authority with information so that LBA may apply for the ARPA funds that the County is granting. Vote 2:0 Rudy Schmehl abstained.

A motion was made by Gary Hadden and seconded by Josh Steingraber to authorize the Solicitor to work with Forino's Solicitor to establish a generic blanket easement regarding meter pits. Vote 3:0

WATER DEPT.: January Report submitted

MS4: Received letter from DEP that our MS4 2021 annual report was received and is acceptable

SOLICITOR : Solicitor Kohl

A motion was made by Josh Steingraber and seconded by Rudy Schmehl to ratify the approval of the Chairman's signature on the Stormwater and Land Development Improvements agreements for CHIPT. Vote 3:0

A motion was made by Gary Hadden and seconded by Josh Steingraber to adopt Resolution #2022-3 naming Mary Jane Lauser as the deputy tax collector. Vote 3:0

A motion was made by Josh Steingraber and seconded by Rudy Schmehl to approve the agreement with Stork's Automotive returning to the Township three EDU's for the property at 5411 Pottsville Pike at no cost to the Township. Vote 3:0

A motion was made by Josh Steingraber and seconded by Rudy Schmehl to approve the Agreement Regarding Lease for the P3 Tower. The agreement confirms current compliance with the existing lease agreement, and updates legal descriptions of the lease area. Vote 3:0

A motion was made by Josh Steingraber and seconded by Rudy Schmehl to approve the agreement of lease for the P3 Tower. The lease will now be with Crown Castle. Vote 3:0

A motion was made by Gary Hadden and seconded by Rudy Schmehl to authorize the Solicitor to contact the City of Reading to obtain and execute a corrective deed for the township property at 35 Ontelaunee Drive. Vote 3:0

Discussion was held regarding the Water agreement with Calpine. The current agreement expires October 1, 2022 but is permitted to be renewed for five years. The increase would be based on CPI at the time the agreement is renewed.

A motion was made by Gary Hadden and seconded by Josh Steingraber to acknowledge the extension with the final amount to be determined prior to the expiration in October of 2022. Vote 3:0

CODE ENFORCEMENT – January report submitted

EMA COORDINATOR – Secretary Berger stated that there was a devastating fire at 1065 Heffner Lane on February 9, 2022. The property has been placarded and the township is awaiting insurance information to set up a fire escrow for this property.

POLICE COMMISSION – Mr. Hadden mentioned that Ronald Strause from Leesport is the Chairman of the Commission. Maidencreek will have to replace their alternate due to the resignation of Joe Farley.

PLANNING COMMISSION – No meeting was held in January

EXPENDITURES

A motion was made by Rudy Schmehl and seconded by Josh Steingraber to approve expenditures for the month of January in the amount of \$305,532.72. Vote 3:0

General	\$ 236,289.76
Developers A/C	\$ 10,795.61
Water	\$ 30,896.03
Sewer	\$ 27,551.32

JANUARY LIST OF BILLS

21st Century Media - Philly Cluster	70.71
Advanced Auto Parts	247.20
ARRO Consulting, Inc.	48,381.98
Awards and More	96.46
Borough of Leesport	2,751.03
Comfort Pro, Inc	648.37
COMMONWEALTH OF PA	500.00
COUNTY PLUMBING & ELECTRIC	1,871.50
DCED	166.50
Delaware Valley Regional Finance Authori	2,649.60
E.M.KUTZ, INC.	46,237.34
Elite Fuel Service, LLC	4,644.11
Exeter Supply Co, Inc	5,556.60
Hartman Valeriano Magovern & Lutz P.C.	6,801.50
Hemmigs Plumbing	6,495.00
Highland Auto & Truck Repair	240.20
J.P.Mascaro & Sons	803.60

JB Environmental Services LLC	97.50
Kraft Code Services LLC	61,878.17
KUZANS HARDWARE	348.42
Leesport Borough Authority	3,134.14
LIFT, Inc.	148.30
Long, Barrell & Co., LTD.	579.77
Lowe's Home Centers	74.18
M.J. Reider Associates Inc	2,030.00
Met Ed	4,499.14
Nester's Sanitation Inc.	98.00
NORTHERN BERKS REGIONAL POLICE DEPT.	75,549.15
OmniSite	1,800.00
Overhead Door Company of Reading	235.00
PSATS	2,028.00
PSATS UC GROUP TRUST	18.19
Reading Area Water Authority	20,432.68
Reading Office Maintenance	170.00
Ready Refresh	31.74
Rhoads Energy Corporation	525.85
Schultz Technology Solutions	317.67
Sharon Sweigert	200.00
Site Specific Design, Inc.	304.00
SOS Business Machines	336.96
Straub Roofing & Concrete Inc.	1,110.00
SupplyHouse.com	220.37
TELCO, INC.	702.00
Tom Masano	36.68
V & M Towing	315.00
VERIZON	84.48
W. B. Mason Co. Inc.	49.74
Zoom Video Communications Inc.	15.89
Grand total	305,532.72

OLD BUSINESS:

NEW BUSINESS:

A motion was made by Josh Steingraber and seconded by Rudy Schmehl to establish the following increases for employees:

Office staff - \$1.00 per hour
 Roadmaster - \$1.00 per hour
 Road crew - \$1.00 per hour

Vote 3:0

A motion was made by Rudy Schmehl and seconded by Josh Steingraber to pay the new rate for employees retroactive to January 3, 2022. Vote 3:0

Acknowledge pay rate for supervisors working for the township set by the Auditors on January 4, 2022. The rate is \$0.50 less than the rate of the Roadmaster.

A motion was made by Gary Hadden and seconded by Josh Steingraber to approve the distribution in the chart of accounts for employee's wages to align with the work they are performing. Secretary Treasurer will be paid 100% out of the general fund. Vote 3:0

A motion was made by Josh Steingraber and seconded by Rudy Schmehl to acknowledge the Berks County Conservancy property adjacent to Shellhammers on the north side (grass area) to be returned to its natural state of agricultural use by growing trees, shrubs, grasses and wildflowers for the purpose of recreation. The lease with the property owner of Shellhammer's has been terminated. The Conservancy is planning on erecting a fence and walking path. Since we do have two outfalls on this property we will receive MS4 credit for the additional plantings of trees, grasses and wildflowers. Vote 3:0

A motion was made by Gary Hadden and seconded by Josh Steingraber to approve the agreement with ProAsys for service the hot water boiler quarterly at a cost of \$247.50 per quarter or \$990 for the year. This is an increase of \$30 for the year. Vote 3:0

A motion was made by Gary Hadden and seconded by Rudy Schmehl to approve the quote from Elk Environmental to pump and clean the holding tank in the township garage at a cost of approximately \$4,650.00 Vote 3:0

A motion was made by Gary Hadden and seconded by Josh Steingraber to obtain costs for adding another camera for the garage area, two video monitors for the security system and options for outfitting the meeting room with a projector or other hardware as necessary. Vote 3:0

A motion was made by Josh Steingraber and seconded by Rudy Schmehl to grant permission for Berks Celtic Fest to hold a 5K run and a 1 mile fun run in June 2022 with the following conditions: the organizer must obtain traffic control with either Fire Police or Police Department coverage; the organizer must secure EMS coverage for the run event; the organizer must submit a certificate of insurance in the amount of \$1,000,000; the organizer must also fill out a special event permit application for the festival to be held at Quinta Las Cabanas Grove and have that approved prior to the Festival being held. Vote 3:0

There was a brief discussion regarding the proposal for LERTA on the CHI property.

Discussion was held regarding the possibility of creating a Public Works department. This may mean hiring full time workers. There will need to be research done on costs of employees, insurance, pensions etc. The township will begin exploring these options and there will be further discussion regarding this.

UPCOMING MEETINGS/INFO:

February 10, 2022

February 14 – 6 p.m. – NBRPD Commission meeting

February 17 – 7 p.m. – Planning Commission

March 3 – 7 p.m. – Supervisors meeting

ADJOURNMENT

A motion was made by Josh Steingraber and seconded by Rudy Schmehl to adjourn the monthly meeting at 9:07 p.m. Vote 3:0

Respectfully

Kim Y. Berger
Secretary