

August 4, 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 Supervisor Josh Steingraber and Rudy Schmehl present.**

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

Visitors- Kenny Stoudt, Kelly Burdick, Chief Keiser, Robert, Yenser, Dorothy Yenser, Robert Adams, Ruth Adams, Cindy Weist, Woody Weist, K. Murphy, R. Murphy, Kenny Quell

A motion was made by Josh Steingraber and seconded by Rudy Schmehl to amend the agenda and add an item of discussion regarding water main. Vote 3:0

A motion was made by Josh Steingraber and seconded by Rudy Schmehl to approve the minutes from the meeting of July 7, 2022. Vote 2:0

Executive session – July 19 @ 4:30 p.m. – personnel  
Executive session – July 28 @ 3:45 p.m. – personnel

**POLICE DEPARTMENT** – June report was received

Chief Keiser stated that National Night out was a success. Mr. Schmehl thanked the Chief for a great event. The body and car cameras were received and should be operational late September/October.

Chief Keiser is looking into updating the evidence logging system.

**FIRE DEPARTMENT** – there were nine calls in the township. Mr. Quell stated that they are looking at purchasing a new truck and selling two trucks.

**BUSINESS FROM FLOOR** - nothing at this time.

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

Real Estate Taxes -	\$11,101.53
Real Estate Interims -	\$ 457.63
Street Light Tax -	\$ 279.00

A motion was made by Rudy Schmehl and seconded by Josh Steingraber to refund \$8.34 for 2022 taxes to Tracylynn McGarvey and Terry Ann Wisniewski for the property located at 5220 Pottsville Pike due to a reduction in assessed value. The property tax had been paid during the discount period. Vote 3:0

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A motion was made by Gary Hadden and seconded by Rudy Schmehl to refund a total of \$193.19 for 2022 taxes to CHIPT Reading Ontelaunee LLC for the properties located at 5307 Pottsville Pike (\$47.63), 5309 Pottsville Pike (\$94.66) and 5315 Pottsville Pike (\$50.90) due to a reduction in assessed value. The property tax had been paid during the discount period. Vote 3:0

A motion was made by Josh Steingraber and seconded by Rudy Schmehl to refund a total of \$3,454.63 for 2021 and 2022 taxes to R & F Reading LLC for the property located at 629 Snyder Road (2021 - \$1,230.79) (2022 - \$2,223.84) due to a reduction in assessed value. The property tax had been paid during the discount period. Vote 3:0

## ROADMASTERS REPORT JULY 2022

### FUEL USED

Chevy Pick up – 53.575 gal unleaded  
Tiger – 132.202 gal diesel  
Gas cans – 25.827 unleaded gas  
Gas cans – 5.278 gal diesel  
Kubota Loader – 15.027 gal diesel

### HOURS WORKED

218.75 total hours  
29.25 hours Rec A and B  
12 hours for Twp. Building

### WORK PREFORMED

Mowed at Township building  
Mowed Rec A & B  
Mowed along Roads and intersections  
Check roads for trees down and signs  
Sprayed signs along roads  
Sprayed ballfield at Rec B and drug field  
Sprayed at twp. Building and Rec A  
Removed branches from Birch hill Road  
Equipment maintenance on Tiger;/ blades and skid  
Stephenson replaced hose leaks on Tiger  
Emptied trash at Rec A & B  
Electric was hooked up at Rec A  
Mapped 5 outfalls for MS4  
Flat tire on GMC utility – replaced at Kantners  
M2 #4 back from Berman  
Barricaded sinkhole on Orchard Lane  
Check bees nest on light pole on N. Calais  
Removed tree on Canal Street  
Wash Chevy pick up and Tiger

### SIGNS

Replaced Bowers and Snyder road sign

### PURCHASES & EXPENSES

Kuzans (invoices July)	438.44
Lift (Anti-freeze, 2.5 gal def)	48.29
County Plumbing and Electric (wire pavilion)	1,268.73

Grainger (60 gal trash bags)	135.40
Telco (61 & Snyder)	292.50
Kantners (replace tire)	342.00
William Orr (guard rail end)	215.00
Berman (repairs to M2 #4)	2,239.61
Rusco Hydraulics (hose for Tiger)	529.19
<b>Total</b>	<b>\$5,509.16</b>

Kenneth Stoudt, Roadmaster

Mr. Stoudt stated that the no parking signs have been erected on Koch Road.

## **Engineers Report July 2022**

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

#### **1. McIntosh Farms II**

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

#### **2. Reitnouer Land Development Plan**

A revised final plan was received. The submission is being reviewed for conformance to the Final Plan Conditional approval granted by the Board of Supervisors at their August 6, 2020 meeting.

Comments regarding the electrical generator submittal for the pump station was forwarded to the developer's consultant.

#### **3. Crow Holdings Land Development**

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

The revised plan received for the building shift to the west is being reviewed.

Installation of the new pipe for the force main relocation is scheduled to begin on August 8<sup>th</sup>. The tie-in of the new sanitary sewer force main is scheduled for August 18<sup>th</sup>. Relocation of RAWA's water main will occur following relocation of the sanitary sewer force main. OTWS personnel have been inquiring about a schedule for the RAWA relocation to provide adequate notification to OTWS customers.

#### **4. McGrew Dealership (Bobcat)**

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

#### **5. Harvest Subdivision**

The agenda contains recommended motions for adoption of roads and street lights in the development.

**6. Willow Glen Subdivision**

The agenda contains recommended motions for adoption of roads and street lights in the development as well as confirmation of a drainage easement for the TASA project.

**7. Epting Tract Subdivision**

There was no Planning Commission meeting in July. A revised preliminary/final plan was received and reviewed for the project and will be first reviewed by the Ontelaunee Township Planning Commission at their meeting to be held August 18, 2022.

**8. Berks 222 - Brassler**

An inquiry was made to the developer regarding a number of on-site ponds holding water. The developer responded that they are investigating the situation.

The following subdivision/land development plans remain active (*Items #9 through #12*); however, there is no activity since our last report.

**9. St. Luke's Land Development**

*A sketch plan was received and reviewed by ARRO for the project located at the corner of SR 0061 and Cherry Street. The sketch plan was reviewed by the Ontelaunee Township Planning Commission at their meeting held June 16, 2022.*

**10. 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. ARRO has recently received inquiries regarding the status of the plans and agreements pertaining to the project.*

**11. McIntosh Farms – 16 Lots on Adams Road**

*A recommendation to execute the Met-Ed agreements pertaining to six Met-Ed poles mounted street lights along Adams Road (shown on this development and The Harvest) is listed on the agenda.*

**12. 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.*

**13. General Engineering**

- a. We are currently compiling information for submittal to Berks County regarding the actual project cost versus the 25% maximum grant allocation of ARP Funds. The Township received a \$492,750.00 grant from Berks County for the upgrading of pump stations and replacement of the existing pump station #7 force main. The bids and

proprietary equipment installations estimates were much lower than the estimates; therefore, the Berks County allocation for the project exceeds 25% of the project costs. The revised grant allocation will be based on 25% of the actual project construction cost, currently estimated between \$700K & \$730K, resulting in a grant award range of \$175K to \$182.5K.

- b. ARRO prepared bid documents for the 2022 road project for Indian Manor Drive, Hafer Drive, Cherry Street, Peach Street and Redner's Way. The bids are due to be received by the Township on August 4<sup>th</sup> and opened at the August 4<sup>th</sup> Supervisors meeting at 7 p.m.
- c. There was a TASA kickoff meeting for the BMP improvements on Ontelaunee Drive and Willow Glen on July 15<sup>th</sup> at 10:00 a.m. There are motions regarding a wetlands evaluation and land appraisals for the project on the agenda.
- d. Stormwater management submissions were received and reviewed and inquiries regarding stormwater management requirements were fielded by ARRO personnel.

**14. Water System Engineering & Reporting**

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

**15. Sanitary Sewer System Engineering**

- a. A Notice to Proceed (NTP) and contract binder was issued to Blooming Glen Contractors for the PS #7 Force Main and PS Upgrade and Modernization Project. A copy of the NTP and contract binder was forwarded to the Township under separate cover.

The revised WQM Part II permit for the project was forwarded to PADEP and returned with technical deficiencies noted. The revised application is anticipated to be resubmitted on Friday, August 5<sup>th</sup> to PADEP.

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

**16. 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 responded to and cleared a pump failure alarm at PS #1 on July 8th.

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The following bids were opened for the 2022 Road Work project.

Martin Paving –	\$122,627.00
Asphalt Maintenance Solutions -	\$157,104.40

A motion was made by Gary Haden and seconded by Rudy Schmehl to award the bid to Martin Paving who is the lowest responsible bidder. Vote 3:0

A motion was made by Josh Steingraber and seconded by Rudy Schmehl to authorize Arro to conduct a Wetlands Evaluation at the Willow Glen TASA project site. Vote 3:0

A motion was made by Josh Steingraber and seconded by Rudy Schmehl to authorize Arro to engage a PennDOT approved appraisal firm to conduct appraisals necessary for the TASA project. Vote 3:0

A motion was made by Rudy Schmehl and seconded by Josh Steingraber to authorize the remaining escrow funds in the amount of \$14,035.33 be returned to the Berks 222 project. Vote 3:0

**WATER DEPT.:** July Report submitted

Mr. Hadden explained that there was an issue with the Ashley booster pump on Sunday July 31 and that is why there was a boil water advisory which has since been lifted.

**MS4:** Presentation from ARRO regarding MS4.

**SOLICITOR :**

A Public Hearing was held starting at 7:40 p.m. regarding the zoning map change listed below.

Solicitor Magovern explained the ordinance map change.

During the public hearing, residents asked what the difference was between R-1 and A-1; if the rest of the properties were to remain R-1; if there were any tax benefits etc.

The hearing was close at 7:47 p.m.

A motion was made by Gary Hadden and seconded by Rudy Schmehl to approve Ordinance #2022-6 amending the Zoning Ordinance, Chapter 27 of the Code of Ordinances by amending the zoning map to change zoning classification for five parcels from R-1 or a combination of R-1 and A-1 and adding those parcels entirely to the A-1 Agriculture district. Vote 3:0

A motion was made by Gary Hadden and seconded by Josh Steingraber to approve Ordinance #2022-7 amending the attorney fee to \$300 for collection issues. Vote 3:0

A motion was made by Josh Steingraber and seconded by Rudy Schmehl to approve Resolution #2022-7 authorizing the Township Secretary to sign agreement for electronic access to Penn Dot Systems. Vote 3:0

A motion was made by Gary Hadden and seconded by Josh Steingraber to approve Resolution #2022-8 accepting dedication of the public roadways and streetlights within The Harvest development. Vote 3:0

A motion was made by Gary Hadden and seconded by Josh Steingraber to approve Resolution #2022-9 accepting dedication of the public roadways and streetlights within the Willow Glen development. Vote 3:0

A motion was made by Rudy Schmehl and seconded by Josh Steingraber to approve Resolution #2022-10 accepting a 20 foot stormwater easement in the Willow Glen Development. Vote 3:0

**CODE ENFORCEMENT** – July report submitted

**EMA COORDINATOR** – working on a Hazardous materials survey for the County

**POLICE COMMISSION** – Next meeting will be Monday, August 8, 2022.

**PLANNING COMMISSION** –meeting was cancelled

**EXPENDITURES**

A motion was made by Josh Steingraber and seconded by Rudy Schmehl to approve expenditures for the month of July in the amount of \$298,009.70 Vote 3:0

General	\$192,417.29
Water	\$ 35,013.62
Sewer	\$ 70,578.79

**LIST OF BILLS PAID - JULY 2022**

ARRO Consulting, Inc.	41,702.33
B & G Glass Service	235.00
Berks Soil & Stone	5,000.00
Borough of Leesport	2,915.33
Cardmember Service	740.69
Comfort Pro, Inc	1,833.76
Commonwealth of Pennsylvania	2,630.00
COUNTY PLUMBING & ELECTRIC	1,268.73
DCED	171.00
Delaware Valley Regional Finance Authority	2,649.60
Envirep Inc	175.00
Frederick K. Hatt, Attorney-at-Law	3,174.18
Grainger	142.09
Hartman Valeriano Magovern & Lutz P.C.	5,911.00
Hemmigs Plumbing	4,160.00
J.C.EHRLICH	4,814.16
J.P.Mascaro & Sons	883.15
KANTNERS TIRE SERVICE, INC.	342.00

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Kraft Code Services LLC	47,321.57
KUZANS HARDWARE	69.81
Leesport Borough Authority	56,483.33
LIFT, Inc.	834.06
M.J. Reider Associates Inc	1,379.60
Met Ed	4,797.41
MET ED	1,087.40
Nester's Sanitation Inc.	105.00
NORTHERN BERKS REGIONAL POLICE DEPT.	75,549.15
PA BCCO Corp Fee-DOS	12.00
Pitney Bowes	756.00
PSATS UC GROUP TRUST	104.18
Reading Area Water Authority	24,634.22
Reading Office Maintenance	190.00
Schultz Technology Solutions	83.00
SOS Business Machines	400.29
Stanley Access Tech LLC	2,235.54
T. M. Bailey Services, LLC	410.00
TELCO, INC.	859.50
Uline	79.15
VERIZON	42.19
W. B. Mason Co. Inc.	62.51
Wex Bank	1,550.77
Wm. Orr & Sons, Inc.	215.00
TOTAL	298,009.70
GENERAL	192,417.29
WATER	35,013.62
SEWER	70,578.79

**OLD BUSINESS:** Nothing to report

**NEW BUSINESS:**

The supervisors are creating a Public Works Department and an advertisement will be forthcoming to hire employees.

Mr. Stoudt questioned how many people the township would be hiring. Mr. Hadden stated that it would be two full time laborers and a working foreman.

Mr. Stoudt questioned what would happen to the part-time employees. Mr. Hadden stated that they would continue on as part-time help. He explained that we sub a lot of work out and with hiring full-time people we could do a lot of it in house.



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Mr. Yenser asked about pay scales and qualifications. It was explained that we want good people and the salaries are based on experience and qualifications.

Mr. Schmehl stated that we want to build on the great job that Kenny has done with the roads etc.

Discussion on window tinting for the township building; two areas, main entrance and meeting room.

A motion was made by Gary Hadden and seconded by Josh Steingraber to approve the proposal from Black Diamond Tint to tint windows in the main entrance and the meeting room at a cost of \$4,962.00.  
Vote 3:0

**UPCOMING MEETINGS/INFO:**

August 8– 6 p.m. – NBRPD Commission meeting  
August 18 – 7 p.m. – Planning Commission  
September 1 – 7 p.m. – Supervisors meeting

**ADJOURNMENT**

A motion was made by Gary Hadden and seconded by Rudy Schmehl to adjourn the monthly meeting at 8:10 p.m. Vote 3:0

Respectfully

Kim Y. Berger  
Secretary