

November 3, 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: Beth Kohl, Solicitor
 Bill McMullen, Engineer
 Kim Y. Berger, Secretary

Visitors- Ken Stoudt, Ken Quell, Chief Jim Keiser, Kelly Burdick and Daryl Faust

A motion was made by Josh Steingraber and seconded by Rudy Schmehl to approve the minutes from the meeting of October 6, 2022. Vote 3:0

A motion was made by Josh Steingraber and seconded by Rudy Schmehl to amend the agenda to discuss a repair to the wall at the police entrance of the building. Vote 3:0

POLICE DEPARTMENT –Chief Keiser reviewed the September report. Chief Keiser stated that the cameras went live on October 31, 2022. The DA’s Office has agreed to pay \$20,855 for the first year usage of the cameras. Chief Keiser also stated that the new Explorer should be here in March of 2023 and the F150 pick up in August 2023.

FIRE DEPARTMENT – October report.

Mr. Hadden stated that the supervisors want to continue to support the fire company with the budget. The Township in the past has contributed to the Temple Fire Company, now the Muhlenberg Fire and Rescue. Since this fire company has merged they have more funds, a fire tax etc. 2023 will be the last year that the township would be contributing to Muhlenberg Fire and Rescue and in turn that amount of contribution will be given to the Leesport Fire Company.

BUSINESS FROM FLOOR - None

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

Real Estate Taxes -	\$ 5,281.86
Real Estate Interims -	\$19,189.69
Street Light Tax -	\$ 0.00

PUBLIC WORKS REPORT – OCTOBER 2022 (OCT. 18-OCT. 31)

Oct. 18 – Met with Ken Stoudt to review trucks and township roads

Oct. 19 – Met with Ken Stoudt to review keys for traffic lights; pick up Kubota at Lift, collect pickup truck at Highland; take GMC Utility to Highland – reviewed other items

- Oct. 20 – installed screened topsoil; seed and erosion blanket on electric service trench at the Pavilion area
- Oct. 21 – Rec A & B – emptied trash; mowed; wash truck #1
- Oct. 24 – Orientation for new hire; supervisor chairman; scrap steel to Pollock; JD brush mower training with Maiden creek; move furniture; podium to Leesport Auction; Received meter pits from Exeter supply and stored; Phone appointment with Plasterer, quote for backhoe
- Oct. 25 – guardrail to Pollock; unusable cold patch to Berks Soil and Stone; Truck #4 added hydraulic oil; stock piled 24.47 tons of salt; install and test plows; meeting with Tony Folino (Pennaco)
- Oct. 26 – stock piled 24.71 tons of salt; received water meter pits from L/B Water; free seized tailgate salt spreaders on Trucks #4 and 7; Installed spinners on Trucks #4 and 7; Received delineators from Miller Municipal; received bulk oil delivery from Advanced Auto parts; inventoried fluorescent interior office lighting.
- Oct. 27 – stored extra meeting room chairs; Miller welder taken to Reading Electric for repair; Phone conference with Perry Twp. Roadmaster; Interview with full-time employee prospect; 3 hrs. install water meters; train new hire on water meter installs; trimmed ornamental grass @ township building
- Oct. 28 – refreshed mulch bed at township building entrance ; removed weeds, prune, trim and remove old weed barrier; turn over existing mulch; haul yard waste to Berks Soil and stone; jump JD Zero Turn mower to collect parking lot leaves; In-person meeting with Stoney Creek Rentals (Wade); Phone quote from Levan Machine (Frank Blatt) for Truck #1 toolboxes. Wex fuel card – PIN #'s; garage door transmitter batteries; received DEF bulk drum delivery
- Oct. 31 – time cards and timesheets; set up new time clock; test garage heating units; replace thermostat batteries; public works office – no heat; oil burner on lock out; Comfort Pro to repair; Freightliner QCP plows test and order wear parts, shoes, bolts etc. Press wash vinyl fence and garage area; contact Stephens Equipment for Tiger training; phone quote for traffic control devices (Miller Municipal); chainsaw quote (Reading Tractor)

Diesel consumption – 41.489

Expenses:

Miller Municipal (Signs)	\$1,752.50
American Rock Salt (144.79 tons)	\$9,884.81
Advanced Auto Parts (Hydraulic oil)	\$ 330.75
Reading Tractor (Kubota Loader)	\$1,015.63
Highland Auto (Repair #6)	\$ 382.95
Highland Auto (Repair #5)	\$ 273.67
Highland Auto (Repair #1)	\$ 45.19
Highland Auto (Repair #7)	\$ 1,135.28
Stoney Creek Rentals (sawzall)	\$ 165.00
Total	\$14,985.78

Daryl Faust, PW Foreman

Engineers Report October 2022

Subdivisions and Land Development Projects

1. McIntosh Farms II

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

The agenda contains a proposed motion for acceptance of the Phase II Improvement Agreement.

2. Reitnouer Land Development Plan

A revised final plan was received and comments provided to the developer's consultant.

A list of required information and documents based on the conditional approval was prepared and forwarded to the developer.

ARRO is providing on-site for RPR services for NPDES permitted earthmoving/improvement installation.

3. Crow Holdings Land Development (CHI)

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

The recently relocated sanitary sewer force main failed (separation at a bend). CHI and their contractors and consultants have formulated and will be implementing a remedy in the location of the failure.

A Traffic Impact Study (TIS) Scoping form submission notification was received today for the project from PennDOT's website. This document informs PennDOT of the pending preparation and scope of a TIS for the project.

4. McGrew Dealership (Bobcat)

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

5. Epting Tract Subdivision

The Board of Supervisors accepted an extension for plan review to November 3, 2022 at their September 1st meeting. A proposed motion accepting an extension for plan action by the Supervisors until February 2, 2023 is listed on the agenda.

A public meeting regarding soil remediation was held October 24th at 7:00 p.m.

We are in receipt of additional flow information from the developer. The information indicates a per unit gallon per day flow less than one EDU as defined by Ontelaunee Township regulations. Ontelaunee Township's connection document indicates one EDU per apartment unit. In conversation with Attorney Magovern she believes the Ontelaunee Township EDU calculation at one EDU per apartment unit is valid and enforceable.

Upon consensus of the Board of Supervisors we will forward an e-mail/correspondence to the developer requiring one EDU per apartment unit, regardless of their flow documents provided.

6. St. Luke's Land Development

Preliminary/Final Plan conditional approval was granted by the Supervisors at their meeting held October 6, 2022. Condition is addressing comments contained in ARRO's review correspondence dated September 14, 2022.

Attorney Magovern has prepared a sewer capacity agreement for the project for our review. Upon finalizing the document, we will forward it to the developer's consultant.

The following subdivision/land development plans remain active (*Items #7 through #10*); however, there is no activity since our last report.

7. *Willow Creek Farms (Gaspari Tract)*

It is anticipated that representatives of the development will be at the Supervisors meeting to discuss sanitary sewer allocation and procedures with the Board of Supervisors.

8. *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.

9. *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.

10. *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.

11. **General Engineering**

- a. Martin Paving, Inc. has completed all of the work for the 2022 Road Improvement Project. An inquiry was made to the contractor regarding oil bleeds at the intersection of Ashley Way and Redners Way. The contractor indicated this is common at intersections and should resolve over time following wearing and curing of the asphalt materials.

Documents were forwarded to the PennDOT Municipal Services Representative for project closeout.

- b. TASA Project (MS4 PRP Implementation)

1. A wetlands evaluation was conducted for the Willow Creek portion of the project. No wetlands were noted in the project area.

2. As reported last month, revised sets of permanent and temporary easement plans for both locations have been forwarded to the PennDOT Right-of Way negotiation unit for review and comments. PennDOT remains to be willing to conduct the necessary appraisals for the project.
- c. ARRO reviewed the placement of pipe and an inlet at 273R Gernants Church Road for the installation of a driveway. Attorney Magovern's office provided a draft agreement for our review. Upon review and finalizing the agreement it will be forwarded to the homeowner for execution.
- d. A description for the extents of the snow emergency routes proposed by Ordinance #2022-8 was provided to Attorney Magovern's office.
- e. Stormwater management submissions were received and reviewed and inquiries regarding stormwater management requirements were fielded by ARRO personnel.

12. Water System Engineering & Reporting

- a. ARRO is continuing revisions and additions to the water system portion of the Ontelaunee Township Rules and Regulations, both text and standard details. It is anticipated that the revisions will be presented in early 2023 for review and potential adoption by the Board of Supervisors.

13. Sanitary Sewer System Engineering

- a. PS #7 Force Main and PS Upgrade and Modernization Project

Communications continue between the contractor, Blooming Glen Contractors, and ARRO personnel via submittal exchanges occurring for project materials/equipment.
- b. A request for the purchase of a replacement for pump station 8, tank 1, pump 2 is listed on the agenda.
- c. ARRO is continuing revisions and additions to the sanitary sewer system portion of the Ontelaunee Township Rules and Regulations, both text and standard details. It is anticipated that the revisions will be presented in early 2023 for review and potential adoption by the Board of Supervisors.

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 assisted Kline's Septic Service for jetting the sewer collection line leading to PS #6. This was a result of an observation of the flow to the wet well following cleaning of the wet well by Kline's septic service.
- c. The discharge line for PS #8 was discovered to be broken. Chris Hemmig conducted a repair to the discharge line. During his repairs he implemented a number of additional

configurations to valving to accommodate future repairs to the tanks. Repair kits have been ordered to repair the gaskets on the inlet lines of the tanks. This is necessary due to the observation of excessive infiltration around the existing gaskets.

- d. ARRO responded to a blocked intake at PS #7. Kline's Septic Service was contacted to pump the wet well in order to observe the intake. A flattened soda can was cause of the blockage.

A motion was made by Josh Steingraber and seconded by Rudy Schmehl to approve a 90 day extension to the developer of the Epting Tract until February 2, 2023. Vote 3:0

A motion was made by Rudy Schmehl and seconded by Josh Steingraber authorize the purchase of a pump to replace pump #2 at Pump Station 8 at an approximate cost of \$3,000. Vote 3:0

WATER DEPT.: October Report submitted - Water meters are now starting to be installed by the Public Works Dept. The hydrant flushing and PA One Calls will be turned over to the public works in the future.

MS4: Nothing to report

SOLICITOR :

Discussion was held regarding CHI and Reitnouer road improvements along Ontelaunee Drive. Solicitor Kohl has been in contact with the attorneys for the CHI development to make them aware of how important it is to get the road improvements started. Solicitor Kohl will keep the supervisors apprised of developments.

A motion was made by Josh Steingraber and seconded by Rudy Schmehl to adopt Ordinance #2022-8

AN ORDINANCE OF THE TOWNSHIP OF ONTELAUNEE, BERKS COUNTY, PENNSYLVANIA, AMENDING THE CODE OF ORDINANCES OF THE TOWNSHIP OF ONTELAUNEE, CHAPTER 16 ENTITLED "MOTOR VEHICLES AND TRAFFIC", ARTICLE V ENTITLED "SNOW EMERGENCY PARKING REGULATIONS", SECTION 503 ENTITLED "SNOW EMERGENCIES" TO ADD SUNGLO DRIVE, ADAMS ROAD AND A PORTION OF IDA RED DRIVE AS A DESIGNATED SNOW EMERGENCY ROUTE

Vote 3:0

A motion was made by Rudy Schmehl and seconded by Josh Steingraber to adopt Ordinance #2022-9

AMENDING THE CODE OF ORDINANCES OF THE TOWNSHIP OF ONTELAUNEE, CHAPTER 16, "MOTOR VEHICLES AND TRAFFIC" ARTICLE III, "GENERAL PARKING REGULATIONS", TO ADD A NEW SECTION 302 TO BE ENTITLED "FURTHER PARKING PROHIBITED" TO PROVIDE FURTHER PARKING RESTRICTIONS, TO ADD A NEW SECTION 303 TO BE ENTITLED "UNHITCHED TRAILERS" TO PROHIBIT UNHITCHED TRAILERS ON TOWNSHIP ROADS, AND TO AMEND THE PENALTIES FOR VIOLATIONS, AND AMENDING CHAPTER

16, "MOTOR VEHICLES AND TRAFFIC" ARTICLE V, "SNOW EMERGENCY PARKING REGULATIONS", SECTION 506, "PENALTIES" IN ITS ENTIRETY

Vote 3:0

A motion was made by Josh Steingraber and seconded by Rudy Schmehl to adopt Resolution #2022-16 – implementing act 57 of 2022 property tax penalty waiver provisions. Vote 3:0

A motion was made by Rudy Schmehl and seconded by Josh Steingraber to approve and execute the McIntosh II Phase II improvements agreement in the amount of \$867,025.27. Vote 3:0

CODE ENFORCEMENT – October report submitted

EMA COORDINATOR – nothing to report

POLICE COMMISSION – Mr. Steingraber stated that the 2023 budget has been adopted. Chief Keiser was asked about the parking tickets. Chief Keiser stated that he was just waiting for the ordinances to be approved and the tickets are ready to go. The township had an unused black mailbox and that will be installed at the entrance to the PD for people dropping off ticket payments.

PLANNING COMMISSION –

Seven development attended the Planning Commission meeting to discuss the possibility of purchasing 5652 Allentown Pike, a 29 acre farm to place a self-storage building as well as a possible emergency access to Route 222 for the Gaspari tract project.

EXPENDITURES

A motion was made by Josh Steingraber and seconded by Rudy Schmehl to approve expenditures for the month of October in the amount of \$592,050.53. Vote 3:0

General	\$137,493.71
Water	\$154,889.12
Sewer	\$299,667.70

OCTOBER LIST OF BILLS

21st Century Media - Philly Cluster	240.06
American Rock Salt Company, LLC	9,884.81
ARRO Consulting, Inc.	29,539.49
Bachman's Roofing	4,060.00
Black Diamond Tint	1,357.00
Borough of Leesport	5,497.47
Cardmember Service	514.90
Clint Himmelberger	194.25
COUNTY PLUMBING & ELECTRIC	316.21
DCED	117.00

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Delaware Valley Regional Finance	131,299.20
DSG Distributors	1,596.00
Envirep Inc	1,106.16
Environmental Systems Research Institute	400.00
Exeter Supply Co, Inc	12,600.68
Gary S. Hadden	47.64
Hartman Valeriano Magovern & Lutz P.C.	8,429.50
Hemmigs Plumbing	4,170.00
Highland Auto & Truck Repair	3,066.18
Irish Creek Excavating Inc	130.25
J.P.Mascaro & Sons	883.15
JB Environmental Services LLC	97.50
Josh Steingraber	64.69
KANTNERS TIRE SERVICE, INC.	49.00
Keystone Graphix	54.00
KIM BERGER	64.69
Kline's Services	3,331.31
Kraft Code Services LLC	3,086.38
KUZANS HARDWARE	237.62
LB Water Service, Inc.	1,945.26
Liberty Environmental	230.63
LIFT, Inc.	1,033.61
M.J. Reider Associates Inc	679.80
Master Meter Inc.	1,200.00
MET ED	1,107.59
Met Ed	5,167.20
Miller Municipal Supply LLC	1,752.50
Occupational Health Centers	304.00
PennDOT	24.00
PSATS UC GROUP TRUST	83.23
Reading Area Water Authority	27,319.26
Reading Office Maintenance	170.00
Rieck's Printing	43.00
Rudy Schmehl	64.69
Rutters	64.25
Schultz Technology Solutions	1,382.00
SOS Business Machines	358.19
Staples	343.91
T. M. Bailey Services, LLC	100.00
TELCO, INC.	567.00
Truist Governmental Finance	16,647.00
W. B. Mason Co. Inc.	157.24
Wex Bank	672.27

Wilmington Trust Company	256,198.76
Xenophone Yang	52,000.00
Grand Total	704,633.73

OLD BUSINESS: Nothing to report

NEW BUSINESS:

A motion was made by Rudy Schmehl and seconded by Josh Steingraber to approve the quote from Dietrich Stonemasonry, Inc. of Kempton in the amount of \$2,175.00 to repair the masonry cap on top of the stone wall at the police entrance of the township building. Vote 3:0

A motion was made by Gary Hadden and seconded by Rudy Schmehl to make the following contributions for 2023:

- Contribute \$22,000 to the Union Fire Company No. 1 of Leesport
- Contribute \$2,000 to the Muhlenberg Fire and Rescue
- Contribute \$4,000 to the Northern Berks EMS
- Contribute \$7,000 to the Schuylkill Valley Library

Vote 3:0

A motion was made by Gary Hadden and seconded by Josh Steingraber to contribute \$250.00 to Berks County Solid Waste Authority for the 2023 year. Vote 3:0

A motion was made by Josh Steingraber and seconded by Gary Hadden to contribute \$150.00 to Crime Alert Berks County for the 2023 year. Vote 3:0

A motion was made by Josh Steingraber and seconded by Rudy Schmehl to contribute \$200.00 to Center for Excellence in Local Government for the 2023 year. Vote 3:0

A motion was made by Gary Hadden and seconded by Josh Steingraber to give tentative approval of the 2023 general, water and sewer budget. Vote 3:0

A motion was made by Gary Hadden and seconded by Josh Steingraber to refund of fire escrow of \$52,000 to Xenophane Yang, 1065 Heffner Lane, Reading, PA. Vote 3:0

A motion was made by Rudy Schmehl and seconded by Gary Hadden to ratify the purchase a computer for the Public Works foreman from Schultz Technology at a cost of \$1,299.00. Vote 3:0

A motion was made by Gary Hadden and seconded by Josh Steingraber to hire Matt Manley, Leesport as a Public Works Laborer at the rate of \$25.00 per hour and to serve 120 day probationary period. Vote 3:0

The supervisors had previously approved the hiring of Richard Sensenig as a Public Works

Laborer, however he did not accept the position.

A motion was made by Gary Hadden and seconded by Josh Steingraber approve the removal of a 3 yard dumpster and replace it with a 6 yard dumpster for township building use. Vote 3:0

A motion was made by Rudy Schmehl and seconded by Josh Steingraber to increase the rate for part-time snow plow drivers to \$21/hr. effective immediately. Vote 3:0

A motion was made by Josh Steingraber and seconded by Rudy Schmehl authorizing the purchase of tool boxes for #1 Chevy truck from Levan Machin at a price of \$1,522.00 Vote 3:0

A motion was made by Josh Steingraber and seconded by Rudy Schmehl to purchase a cut-off saw and supplies from Lift in the amount of \$1,943.94. Vote 3:0

A motion was made by Gary Hadden and seconded by Josh Steingraber to purchase a Stihl chain saw with an 18" and a 25" bar from Lift at a cost of \$619.97. Vote 3:0

A motion was made by Gary Hadden and seconded by Josh Steingraber to authorize the Public Works Forman to sell various pieces of equipment that is not needed. These items will be placed on Municibid. The tractors and lawn mowers will be held until March to advertise. Vote 3:0

Discussion was held regarding the prospect of permitting a water transmission line being installed along Snyder Road for the purpose of allowing Maiden creek to convey water to Muhlenberg Township. Maiden creek officials stated that the design for this line could take 18 months.

The township does have an agreement with RAWA stating that the township cannot use another source of water.

The township could speak to RAWA and ask if the township would be permitted to have emergency connection in case something happens to RAWA water source.

If this line is permitted, Snyder Road would have to be restored shoulder to shoulder with new paving.

It would be prudent to have a meeting with RAWA before any decisions are made.

UPCOMING MEETINGS/INFO:

November 8 – ELECTION DAY – OFFICE CLOSED

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

November 17 – 7 p.m. – Planning Commission

December 1 – 7 p.m. – Supervisors meeting

ADJOURNMENT

An executive session was held from 8:20 p.m. to 9 p.m. to discuss personnel. No action was taken after the meeting.

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A motion was made by Josh Steingraber and seconded by Rudy Schmehl to adjourn the monthly meeting at 8:20 p.m. Vote 3:0

Respectfully

Kim Y. Berger
Secretary