

February 2, 2023

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 Josh Steingraber in the Ontelaunee Township building, with Board Supervisor Gary Hadden and Rudy Schmehl present.**

Additional Meeting Attendees: Christopher Hartman, Solicitor  
Bill McMullen, Engineer  
Kim Y. Berger, Secretary

Visitors- Kenny Stoudt, Lisa Unrath, Tom Unrath, Merlin Miller, Lance Adam, Keith Shuman, Ken Quell, Jeff Hogg, Rodney Younker, Chief Jim Keiser, Kelly Burdick and Daryl Faust

A motion was made by Gary Hadden and seconded by Rudy Schmehl to approve the minutes from the January 3 Reorganization meeting and the January 3 regular meeting. Vote 3:0

An executive session was held this evening at 6 p.m. for potential litigation.

**POLICE DEPARTMENT** – Chief Keiser reviewed the December report. In 2022 the police responded to 7,646 calls. The Police Department received a grant for \$116,000 which will cover the cost of the body cameras and car cameras. The Chief is work on a policy for hiring. We hope to hire by the spring and also complete a promotion.

**FIRE DEPARTMENT** – the December and January report was submitted. Chief Quell stated the department is working on new computer software. The department has ordered a rescue engine however, it takes approximately 30 months to build. This engine will replace the 1997 vehicle. The Chicken Bar-b-que will be held Super Bowl Sunday, February 12.

### **BUSINESS FROM FLOOR**

Merlin Miller, the property owner of 430 and 434 Indian Manor is interested in removing the house and using it as a commercial business. Mr. Miller stated the property is zoned residential, however, his taxes list it as commercial. The property has been rented since 2014 when he bought the property from LSR. Solicitor Hartman stated that if it has been consistently used for residential it cannot be used as a commercial property at this time. Solicitor Hartman stated that he could go before the Zoning Hearing Board and ask that he have the right to use the property for commercial use.

Applications are available at the township office. There is a fee that would also have to be paid.

**TAX COLLECTION:** A motion was made by Gary Hadden and seconded by Josh Steingraber to approve the Tax Collector report for January 2023. Vote 3:0

|                        |             |
|------------------------|-------------|
| Real Estate Taxes -    | \$ 6,237.91 |
| Real Estate Interims - | \$12,939.12 |
| Street Light Tax -     | \$ 99.00    |

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## **January 2023 Public Works Report**

January 3 Marked and cleared PA One Calls from weekend. Cleaned up debris from accident on W. Huller Lane. Checked auto flusher on Ida Red Drive. Inspected garage roof leak around exhaust louver. Changed out vehicle insurance cards and recorded mileage for new year report. Replaced ceiling tiles in public works team room. Discarded unusable surplus ceiling tiles and carpet in storage. Inventoried usable traffic control devices. Attended reorganization and regular township meetings.

January 4 Demonstrated Hach DR300 colorimeter with public works team and began utilizing in conjunction with established weekly hydrant flushing routine for disinfectant residual. Demonstrated response to PA One Call system and marking procedure for cross-training purposes. Responded to 282 Gernants Church Rd. for high water pressure concern. Bypassed valve pit @ lift station #7 for temporary fix.

January 5 Replaced 6" roll seal @ Lift Station #7 with rebuilt unit to reduce potable water pressure to 65psi on Gernants Church and Indian Manor with Hemmig's Plumbing and confined space safety equipment. Flushed hydrant on Wingco and activated auto flusher on Margaret St. Removed V-box salt spreader on Trk#6 utility body to carry equipment. Ordered repair parts for spare roll seal by Cla-Val. Emptied trash @ recreation areas.

January 6 Returned Miller welder to garage after service @ Reading Bearing and Drive. Installed homemade tool holders on Trk #6. Made attempt to locate relocated sanitary force main @ 5291 Pottsville Pike (CHI property) for electrical construction. Requested additional information through PA One Call system. Welded new grab hooks on Kubota tractor six foot bucket. Tightened fuel shut-off on Police Dept. 4000W portable generator and successfully test ran.

January 9 Responded to PA One Calls. Weekly hydrant flushing routine. Cleaned catch basin on Margaret St. @ dead end. Opened crushed drain pipe on Indian Manor. Installed water meters for new construction in McIntosh subdivision. Concrete bags and hardware @ Lowe's for catch basin patch. Cold patch from stockpile @ Maiden creek Twp.

January 10 Repaired catch basin @ Margaret St. with concrete patch and cold patch. Raised hydrant valve box on W. Huller Lane and coldpatched. Disassembled same hydrant for repair and painting. Complete disassembly utilized as a training tool for American Darling brand. Opened doghouse on Adams Rd. for MJ Reider water sample technician. Collected (17) lawn tractor tires along Willow Creek Rd. in the wetland area.

January 11 Attended Berks County Public Works Association quarterly meeting with educational training provided by Stihl on chainsaw safety. Dropped off scrap tires @ Richmond Twp. building for disposal. Picked up discarded futon along Peach St. Responded to pending PA One Calls.

January 12 Cleaned leaves and other debris from swale on Indian Manor. Picked up four trash bags of litter including auto parts in drainage swale @ Belleman's Church and Pottsville Pike intersection. Cut section of damaged pipe. Dumped six tons of rip-rap @ dead end hydrant on Indian Manor and flushed drain pipe with water from same to flow stormwater. Dumped leaf debris and brush @ Berks Soil And Stone.

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January 13 Removed tailgate salt spreader from Trk#3 for use with towable wood chipper. Spread soil removed from drainage swales around township building to disperse. Made PA One Call for No Parking sign on Willow Creek Rd. Met with LB Water for American Darling hydrant parts and Cla-Val parts. Pressure washed trucks. Marked and cleared PA One calls on Sunglo Drive.

January 16 Payroll. Weekly hydrant flushing routine. Deer Country provided support to fix hydraulic leak on John Deere 6130R tractor with Brute brush mower including parts ordering. Overview of machine maintenance and operation. Obtained two quotes for Kubota front tire replacement. Replaced auto flusher controller on Margaret St.

January 17 Cut and chipped deadfall tree branches on Willow Creek Rd. Opened doghouse on Adams Rd. for water testing by MJ Reider. Opened drainage swale on Willow Creek Rd. Attended meeting with Berks County Conservation District regarding Bowers Rd. improvements.

January 18 Spread four yards of millings on Bowers Rd and removed deadfall tree limbs along same. Chipped deadfall along Snyder Rd. at Leesport Ave. intersection. Kantner Tire installed new front tires on Kubota M5 tractor.

January 19 Found additional hydraulic oil leaks on John Deere Tiger. Ordered parts for same. Reassembled power pruner telescoping chainsaw (broken stop). Drove in sign post on Willow Creek Rd. for "No Parking." Welded wood chipper belt guard and replaced torn belts.

January 20 Cut and reinstalled flattened 'Stop' sign post @ intersection of Willow Creek Rd. and Verdun Dr. after truck accident. Marked 273 Gernants Church for water and sewer tap-ins utilizing 1973 Leesport Municipal Authority "as built" drawings. Conducted water distribution system wide search for fire hydrants under specific recall and updated information in township records. Documented 19 Willow Creek Rd. asphalt repair post UGI gas leak.

January 23 Weekly hydrant flushing routine. Annual vehicle mileage report and monthly expenditure report. Emptied trash receptacles @ recreation areas. Picked up 1 inch hydraulic fittings @ Mercer Machine for Brute mower. Replaced tailgate pins on Trk#3. Prepped and painted fuel tank on Trk#6. Drilled and tapped stainless hopper to secure wire mesh deck on salt spreader for Trk#5.

January 24 Closed Willow Creek Rd. from Nantucket to S. Calais for tree trimming. Set up appropriate signage and detour. Notified police and township office of action. Rented towable 35' lift from Stoney Creek Rentals and returned same day. Dumped wood chips @ Berks Soil and Stone.

January 25 Loaded trucks with salt and installed plows. Concreted loose storm sewer manhole at township office parking lot. Plowed slush from township roadways and township building parking lot. Shoveled sidewalks.

January 26 Cleaned salt from trucks. Prepped Trk#3 and painted fuel tank. Replaced cutting edge on Meyer 10 foot plow on Trk#5. Cut overhanging branches on Willow Creek Rd. between Leesport Ave. and Nantucket Drive intersections with Maidencreek Twp.'s Stihl pole saw. Trimmed hemlock hedge on Indian Manor and Belleman's Church with borrowed long handle hedge trimmer. Wood chips to Berks Soil and Stone.

January 27 Streetlight outage report done with physical inspection. Cleared current PA One Calls. Phone conference with Landis Deck project manager regarding relocated force main on CHI property. Emptied trash @recreation areas and tightened spring toys @ playground. Backfilled storm drain manhole at township building. Bachman's Roofing repaired leaking twp. garage roof ventilation penetrations.

January 30 Payroll. Weekly hydrant flushing routine. Began storm drain marking in Willow Glen subdivision with concrete grinding wheels to depress marking medallions into "C" tops of catch basins.

January 31 Clear cut Willow Glen playground bank along Willow Creek Rd. Chipped brush. Wood chips to Berks Soil and Stone. Opened doghouse @ Adams Rd. and ran auto flusher manually for MJ Reider lab water testing.

Supervisor Schmehl stated that the report was very well written. Mr. Schmehl also congratulated Daryl Faust and Israel Santiago on becoming full-time employees after successfully completing their probationary period.

## **Engineers Report January 2023**

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

#### **1. McIntosh Farms (16 Lots on Adams Road)**

The developer and their consultant were advised of the need to provide revised as-built plans, install a street light at the intersection of Rome Drive and Adams Road, install two lights between Gernants Church Road and Sunglo Drive, complete pavement markings and provide an 18-month Maintenance Bond prior to release of the remaining project escrow.

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

ARRO is providing on-site RPR services for improvement installation. The developer is installing concrete curb, realigned Ontelaunee Drive, placing base asphalt paving on Ontelaunee Drive and installing NPDES permitted stormwater facilities, weather permitting.

#### **3. Crow Holdings Land Development (CHI)**

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

Comments were provided to their consultant and PennDOT for the TIS scoping form.

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

ARRO is providing periodic on-site RPR services for improvement installation. The developer is addressing Berks County Conservation District comments.

#### **5. Epting Tract Subdivision**

A recommendation regarding acknowledging the developers grant of the municipal review period to April 19, 2023 is on the meeting agenda.

A public meeting was held jointly with the Borough of Leesport to review the Traffic Impact Study.

Review comments for the Sewage Facility Planning Module and Water Service will serve were provided to the developer and/or their consultant.

A revised preliminary plan was received and was reviewed at the Ontelaunee Township Planning Commission meeting held January 19, 2023.

**6. Brasler Development (East Huller Lane)**

Representatives of the Brasler parcel responded to ARRO's inquiry regarding the status of the ponds along East Huller Lane not draining and freezing stormwater on East Huller Lane. The developer provided ARRO, and copied the Township, a corrective active plan (CAP) for the ponds as approved by the Berks Conservation District. The CAP will be implemented upon favorable weather conditions. They are monitoring the stormwater icing on East Huller Lane.

**7. Willow Creek Farms (Gaspari Tract)**

ARRO provided Attorney McGovern's office comments regarding the revisions to an agreement between Maiden creek Township Authority and Ontelaunee Township regarding the Gaspari Tract connection location and methodology for the sanitary sewer for the project.

**8. Berman Freight Land Development Plan**

The Township has been advised that the project will not proceed; therefore, actions regarding release of the project escrows are listed on the meeting agenda.

The following subdivision/land development plans remain active (*Items #9 through #11*); however, there is no activity since our last report.

**9. McIntosh Farms II**

*ARRO is providing periodic on-site for RPR services for sidewalk installations.*

**10. 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. A "will-serve" correspondence and the final Sewer Capacity Agreement was forwarded to the developer's consultant.*

**11. 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.

**12. General Engineering**

- a. TASA Project (MS4 PRP Implementation)
  - 1. A PennDOT approved appraiser, Douglas Haring, was engaged to conduct the required audits for the project. A site review is being conducted by Mr. Haring on February 7<sup>th</sup> with the appraisals being completed thirty days from the site review.
  - 2. Concerns regarding the schedule were discussed and pursuant to the consultant they agreed the normal two-year schedule was reduced to less than a year for this project. The consultant indicated that there is “wiggle room” and goal for August 2023 should be all clearances (Environmental, Utility, ROW). I contacted the consultant and they cannot provide anything in writing regarding the project schedule being acceptable beyond August 2023.
- b. The following Road Opening Permit applications were received.
  - i. Comcast Cable – Ida Red Drive for the installation of a power supply cabinet. Escrow and permit fees have not been received to date.
  - ii. UGI – 19 Willow Creek Road for the repair of a main leak. Escrow and permit fees have been received and the permit was issued. The work was completed January 20, 2023.
  - iii. William Geroni – 273R Gernants Church Road for the installation of sewer and water service lines. We will calculate the fees (application and escrow) and forward a request to the applicant. The contractor installed these improvements without the permit being issued; however, an ARRO representative did witness the backfilling. The applicant will also be informed that cold patch is not an acceptable temporary paving.
  - iv. UGI – 273R Gernants Church Road for the installation of a service lateral. We will calculate the fees (application and escrow) and forward a request to the applicant.
- c. Preparation of the MS4 renewal application has commenced. The current permit, issued October 1, 2018, expires on September 30, 2023.
- d. ARRO revised the 1996 Comprehensive Plan Future Land Use Map to reflect revisions to agriculture from residential south of Ida Red Drive (Adams parcels) were provided to Attorney Magovern’s office. The revised map was provided to the Township under separate cover.
- e. The meeting agenda contains recommendations regarding realigning the intersection of Bowers Road and SR 0073 and a potential funding source for a portion of the project.

- f. Stormwater management submissions were received and reviewed and inquiries regarding stormwater management requirements were fielded by ARRO personnel.

**13. Water System Engineering & Reporting**

- a. ARRO personnel responded to question from Ontelaunee Township personnel regarding Per-and Polyfluorinated Substances (PFAS) testing requirements for the water system testing and monitoring plans updated and approved by PADEP.
- b. 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.

**14. Sanitary Sewer System Engineering**

- a. PS #7 Force Main and PS Upgrade and Modernization Project  
No additional information to report.
- b. Tributary Chapter 94 reports for discharges to the Leesport Borough Authority and Maiden creek Township Authority facilities are being prepared for submission to the respective authorities.
- 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.

**15. 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.

A motion was made by Gary Hadden and seconded by Josh Steingraber to acknowledge a time extension to the developer of the Epting Tract until April 19, 2023. Vote 3:0

A motion was made by Josh Steingraber and seconded by Rudy Schmehl authorizing Arro to conduct a field survey, design, Penn DOT HOP, right of way acquisition, bidding and project oversight for the Dirt and Gravel Road Grant Program for the relocation of Bowers Road with the intersection with Route 73. Vote 3:0

**WATER DEPT.:** January report was submitted

**MS4:** Secretary Berger stated that the Steering Committee has reduced the 2023 contribution from \$700 to \$500. The new inter-municipal agreement will be forthcoming.

**SOLICITOR :**

A motion was made by Gary Hadden and seconded by Rudy Schmehl to adopt Ordinance #2023-1 prohibiting parking on Verdun Drive from the intersection with Nantucket south to the middle of 28 Verdun Drive. Vote 3:0

Discussion was held regarding the inter-municipal agreement with Perry and Maidencreek. Maidencreek is scheduled to discuss this at their next meeting. Perry Township is also scheduled to discuss this at their next meeting. This will be put on our agenda for the March meeting.

A motion was made by Gary Hadden and seconded by Josh Steingraber to authorize the solicitor's office to send the joint comprehensive plan resolution amendment to BCPC, school district and the adjacent municipalities. This resolution is amending the future land use map to change Adams parcels (south of Ida Red) from residential to agriculture. Vote 3:0

The Planning Commission took action at their January 19 meeting to recommend to the Supervisors to proceed with amending the joint comprehensive plan.

A motion was made by Gary Hadden and seconded by Josh Steingraber have Berkley Road posted as a 35 mph speed limit. If a speeding problem continues action may have to be taken to change the speed limit to 25 mph. Vote 3:0

A motion was made by Gary Hadden and seconded by Rudy Schmehl to receive proposals and to have the Chairman review and hire an independent consultant to prepare a joint traffic study with Leesport Borough for the area around the Epting Tract. Vote 3:0

**CODE ENFORCEMENT – December report**

Secretary Berger read the 2022 statistics regarding the Zoning and Code enforcement summary. 2022 was a very busy.

**EMA COORDINATOR – nothing to report**

**POLICE COMMISSION –** May/June Police contract negotiations will start. The NBRPD turned over \$88,000 to the township for the 2022 year.

**PLANNING COMMISSION – nothing to report**

**EXPENDITURES**

A motion was made by Gary Hadden and seconded by Rudy Schmehl to approve expenditures for the month of January in the amount of \$201,645.95. Vote 3:0

|         |              |
|---------|--------------|
| General | \$162,343.38 |
| Water   | \$ 19,130.71 |
| Sewer   | \$ 20,171.86 |

## JANUARY LIST OF BILLS

|  |           |
|--|-----------|
| Advanced Auto Parts                      | 193.49    |
| ARRO Consulting, Inc.                    | 20,993.37 |
| Berks County Conservation District       | 500.00    |
| Berks Soil & Stone                       | 88.00     |
| Borough of Leesport                      | 2,791.21  |
| Capital Blue Cross                       | 2,505.06  |
| Cardmember Service                       | 397.74    |
| Checks For Less                          | 85.28     |
| Comfort Pro, Inc                         | 132.23    |
| DaBrian Marketing                        | 828.00    |
| Deer Country Farm & Lawn Inc.            | 630.62    |
| Delaware Valley Regional Finance Authori | 2,347.20  |
| Elite Fuel Service, LLC                  | 3,010.93  |
| Geiger Family Limited Partnership        | 653.50    |
| Grainger                                 | 1,843.56  |
| Hartman Valeriano Magovern & Lutz P.C.   | 3,137.17  |
| Hemmigs Plumbing                         | 15,422.63 |
| J.P.Mascaro & Sons                       | 883.15    |
| JB Environmental Services LLC            | 97.50     |
| KANTNERS TIRE SERVICE, INC.              | 950.00    |
| Kline's Services                         | 1,972.25  |
| Kraft Code Services LLC                  | 25,476.93 |
| KUZANS HARDWARE                          | 22.76     |
| LB Water Service, Inc.                   | 1,277.63  |
| Leesport Borough Authority               | 3,368.05  |
| Liberty Environmental                    | 663.44    |
| LIFT, Inc.                               | 214.97    |
| Long, Barrell & Co., LTD.                | 8,908.10  |
| M.J. Reider Associates Inc               | 1,109.70  |
| Maidencreek Township                     | 361.95    |
| Mercer Machine & Hydraulics              | 478.59    |
| MET ED                                   | 1,618.29  |
| Met Ed                                   | 5,136.96  |
| MSII                                     | 156.00    |
| Nationwide                               | 200.00    |
| Nester's Sanitation Inc.                 | 129.00    |
| New Enterprise Stone & Lime Co           | 92.55     |
| NORTHERN BERKS REGIONAL POLICE DEPT.     | 85,107.04 |
| OmniSite                                 | 1,890.00  |
| PSATS UC GROUP TRUST                     | 575.62    |
| Reading Office Maintenance               | 190.00    |
| Rhoads Energy Corporation                | 492.68    |

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|                              |            |
|------------------------------|------------|
| Safety Net Sanctuary         | 2,000.00   |
| Schultz Technology Solutions | 617.67     |
| SOS Business Machines        | 513.31     |
| Stoney Creek Rentals         | 457.04     |
| TELCO, INC.                  | 624.00     |
| USA BLUEBOOK                 | 45.32      |
| VERIZON                      | 42.09      |
| WB Mason                     | 8.39       |
| Wex Bank                     | 404.98     |
| Grand Total                  | 201,645.95 |
| General                      | 162,343.38 |
| Water                        | 19,130.71  |
| Sewer                        | 20,171.86  |

#### **OLD BUSINESS:**

Mr. Kenny Stoudt was present representing the Leesport Gun Club. The Club had received a letter from the Township regarding a complaint from the nursery identifying bullets that are to be coming from the gun club. The letter asked that the club contact the complainant and try to resolve the situation. Mr. Stoudt stated that they have created bigger berms and the bullets may not be coming from the gun club. Mr. Stoudt stated that the gun club closes at 4:30 p.m. and as the daylight gets longer they allow the club to be open later but ultimately closing at 8 p.m. The supervisors stated that they appreciate the information and the letter was sent as a courtesy letting the gun club know that a complaint was received however, it is a civil matter between the residents and the club. The complainant was instructed to contact the police if they continue to have bullets coming on to their property.

#### **NEW BUSINESS:**

Acknowledge the pay rate for the supervisors working for the township set by the auditors on January 4, 2023. The rate is \$21.00/hr.

A motion was made by Gary Hadden and seconded by Josh Steingraber to refund the escrow balance of \$652.87 to Brett Potts. This home is complete. Vote 3:0

A motion was made by Gary Hadden and seconded by Rudy Schmehl to refund the escrow balance of \$1,607.48 to Berman Freightliner and the improvement escrow balance of \$127,660.45 as the project has been cancelled. Vote 3:0

A motion was made by Gary Hadden and seconded by Josh Steingraber to approve the purchase of pole pruner form Lift Inc. in the amount of \$615.99. Vote 3:0

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A motion was made by Gary Hadden and seconded by Josh Steingraber to approve the summer 2023 contract with Tri-Valley YMCA to run a summer program at the Willow Glen playground. In addition the township will contribute \$5,000 towards the program. Vote 3:0

A motion was made by Gary Hadden and seconded by Josh Steingraber to approve a policy that all documents that would be delivered for any Board be delivered to the township office and not be presented at a meeting. Vote 3:0

**UPCOMING MEETINGS/INFO:**

February 13 – 6 p.m. – NBRPD Commission meeting

February 16 – 7 p.m. – Planning Commission

March 2 – 7 p.m. – Supervisors meeting

**ADJOURNMENT**

A motion was made by Gary Hadden and seconded by Josh Steingraber to adjourn the monthly meeting at 8:25 p.m. Vote 3:0

Respectfully

Kim Y. Berger  
Secretary