

October 5, 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 Chairman Josh Steingraber in the Ontelaunee Township building, with Board Supervisor Gary Hadden present. Rudy Schmehl was on vacation and was not in attendance.**

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

Visitors- Daryl Faust, John Messing (Allentown Pike), Zac Arnold (7 Development Group), Chief Jim Keiser

A motion was made by Gary Hadden and seconded by Josh Steingraber to approve the minutes from the September 7, 2023 meeting. Vote 2:0

These items were inadvertently missed at the September 7, 2023 meeting even though they had been approved to be added to the agenda.

Via email and need to be ratified:

A motion was made by Rudy Schmehl and seconded by Gary Hadden to approve the invoice for Summit Valley Outdoor Solutions in the amount of \$49,061.32 for the third week of work on the repair of the sewer main on N. Calais Street. Vote 3:0

A motion was made by Rudy Schmehl and seconded by Gary Hadden to pay Kelly Burdick the remaining PTO time of 92 hours paid in two pay periods. Vote 3:0

These motions are now ratified by the Board of Supervisors.

#### **POLICE DEPARTMENT – August Report**

Chief Keiser reviewed the August report and then informed the Supervisors that they had made an arrest in the hit and run fatality that occurred in Maiden creek Township.

The Police Department will hold a Trick or Treat night in the parking lot on October 22 from 6 to 8 p.m.

Discussion was held regarding a complaint received from a resident on Ida Red Drive. Speed bumps and speed tables were discussed. The Police Department will put up the speed timing device to see what the speeds are and when they are occurring.

**FIRE DEPARTMENT – September report was submitted**

**BUSINESS FROM FLOOR** - Mr. Messing wanted to thank the board for their understanding and allowing him until 12/31/23 to remove the items from his property on Allentown Pike that were listed in the NOV.

**TAX COLLECTION:** A motion was made by Gary Hadden and seconded by Josh Steingraber to approve the Tax Collector report for September 2023. Vote 2:0

Real Estate Taxes -	\$ 1,296.42
Real Estate Interims -	\$ 5,543.48
Street Light Tax -	\$ 0.00

**September 2023 Public Works Daily Log**

September 1 Removed right front wheel and plugged flat tire on Reading Area Water Authority Trk# 210 left disabled on the township building parking lot. Mowed and string trimmed lift stations. Mowed and string trimmed the Parks Department areas. Mowed and string trimmed the township building grounds. Mowed Bewley Lane and Hannibal Lane. Completed the August Public Works Reports.

September 4 Labor Day- Holiday

September 5 Responded to an emergency PA One Call @ 204 Ida Red Drive. Weekly hydrant flushing routine. Collected Park trash. Changed engine oil and oil filter on Trk #1 for routine service. Continued placing weed barrier and river rock around the perimeter of the township administration building. Started rewiring Trk #3 tailgate with new plugs after cutting the corroded components from the vehicle. Attended the monthly township work session meeting.

September 6 Marked sanitary sewer main @ 24 Loose Lane for PA One Call ticket. Added weed barrier and river rock @ the Northern Berks Police Office perimeter landscaped areas. Conducted another in-person interview with an additional seasonal snowplow operator. Greased backhoe. Removed Trk #3 tailgate and drilled out the broken socket bolts and replaced them with new hardware. Ran new ground wire and tested light functions.

September 7 Unloaded palletized water meter pits from an Exeter Supply delivery truck and stored. Cross-trained with Harmony software to data log water meter readings. Mowed and string trimmed the Willow Glen playground and the Ontelaunee Fields. Mowed and string trimmed the township building. Added weed barrier and river rock to the exterior corner of the township garage. Attended the monthly Board of Supervisors meeting.

September 8 Replaced water-stained ceiling tiles in the township meeting room. Notified newly hired seasonal snowplow operators to start the pre-employment process. Contacted our Berman Freightliner sales representative regarding the current timeline of new pricing availability. Purchased additional weed barrier @ Berks Soil & Stone to finish the perimeter of the township administration building with the stockpiled river rock.

September 11 Payroll. Weekly hydrant flushing routine. Received water meter pit partial backorder shipment from LB Water. Marked PA One Call ticket @ 28 and 29 Oswego Lane. Collected the Park trash. Cut fallen tree limbs on the shoulder of Gernant's Church Rd. Installed (2) new construction water meters on Sunglo in the McIntosh Farms subdivision. Unwrapped and stored the received water distribution components. Observed the known water leak areas of the township meeting room ceiling during the afternoon deluge of rain and replaced the ceiling tiles accordingly.

September 12 Attended a Pennsylvania Rural Water Association DEP credited course with the topic of water distribution and sewage collection system maintenance @ Kulpsville. Boom mowed with a

shadow vehicle on Bowers Rd. and Willow Creek Rd. Mowed and string trimmed the township building grounds. String trimmed signposts along boom mowed roads.

September 13 Attended a PennDOT LTAP training course with the topic of road pavement preservation utilizing micro-surfacing, ultra-thin friction course, and slurry seal techniques to implement in the township (10) year road plan as current conditions will allow. Continued boom mowing on Snyder Rd. and Slater Rd. String trimmed the Bowers Rd. bridge guide rail. Verified the remote water meter readings in the Ashley Furniture water service pit. Pressure washed the ExMark zero turn mowers.

September 14 Marked PA One Call tickets @ 156 Nantucket Drive, @210 Ida Red Drive, and 35 Danbury Court. Fueled John Deere 6130R and serviced Tiger mower deck. Boom mowed Wiley's Rd. and Ontelaunee Drive. Replaced sewer vent cap @ 269 Kindt Corner Rd. damaged by motor vehicle accident. Provided road measurements to the township engineer for an opinion of probable construction costs on Gernant's Church Rd. resurfacing. Mowed and string trimmed the Willow Glen Park and the Ontelaunee Fields.

September 15 Investigated bee infestation concerns @ the recreation areas. Physical inventory of the snowplow cutting edges and hardware. Stephenson Equipment replaced the cartridge to repair the faulty solenoid on the Tiger rotary mower deck shield control.

September 18 Weekly hydrant flushing routine. Collected Park trash. Boom mowed Leesport Boro Well #5 acreage, Leesport Boro N. Canal St., and Leesport Boro Chestnut St. shoulders as per contract. Contacted Stork's Plows and E.M. Kutz for price quotations for carbide plow cutting edges. Installed (4) new construction water meters on Sunglo Drive in the McIntosh Farms II subdivision. Mowed the North Pointe Business Park perimeter. Contacted the Stephenson Equipment service manager to resolve the same issue with the Tiger boom mower deck shield.

September 19 Mowed and string trimmed the township building grounds. Mowed and string trimmed the Bewley Lane retention pond. String trimmed the lift stations. Physical inventory of the incandescent lighting fixtures still in use @ the township administration building. Boom mowed Grape St. and Schuylkill Ave. in the Borough of Leesport as per contract. Received the pricing for a 2025 Freightliner M2 medium duty chassis from Berman Truck Group and reviewed. Contacted Reading Bobcat for a skid loader price quotation to be used as a capital purchase budget figure.

September 20 Boom mowed the railroad right-of-way on Willow Creek Rd. to locate the source of the stormwater runoff encroaching the township road. Graded a shallow swale in the shoulder to direct the surface water. Cut a fallen tree in the right-of-way of the township-owned portion of Ontelaunee Drive and removed the brush and limbs after the landowner refused the wood. Spread stockpiled millings on Bowers Rd. Interviewed an additional candidate for a seasonal snowplow operator position. Received the pricing for a medium duty dump body upfit for a new M2 from E.M. Kutz and reviewed.

September 21 Spread stockpiled millings on Bowers Rd. and Canal St. Responded to a low water volume concern @ 6 Bisbee Drive. Removed a roadkill from Peach St. Inspected the reapplication of chip seal by Martin Road Oil @ the intersection of Ashley Way and Redners Way to temporarily resolve the oil bleed through issue. Photo documented 15 Orchard Lane for a UGI Utilities road opening permit.

September 22 Collected the Park trash. Groomed the ballfield @ Ontelaunee Fields and finished installing hardware cloth around the utility shed to prevent varmint intrusions. Cleaned the Pavilion @ the Willow Glen Playground. Measured walking path for possible paving.

September 25 Payroll. Weekly hydrant flushing routine. Investigated drainage concern @ 21 Grube Lane and placed 1.75 tons of R-4 riprap around the catch basin. Recorded streetlight outage @ 25 N. Calais Drive. Recorded water meter final reading on Sunglo Drive. Responded to a low water volume concern @ 424 Indian Manor Drive. Marked 37 Edinboro Lane for a PA One Call ticket. Contacted Chemung Supply for a snowplow edge price quotation. Contacted Highland Truck Repair to schedule

(4) vehicle state inspections in the month of October. Installed salt spreaders on Trk #3, Trk #4, and Trk #7. Removed rotary broom and installed snowblower on the Kubota F3680.

September 26 Responded to an emergency PA One Call ticket @ 86 Tube Drive. Installed the leaf bagger system on the John Deere EZ Trak mower. Replaced the gear oil in the Trk #3, Trk #4, Trk #7 Swenson salt spreader auger gearboxes and greased. Final water meter reading @ 31 N. Calais Drive. Replaced Trk #3 Swenson hydraulic hose and associated iron piping and painted. Boom mowed Gernant's Church Rd., Ontelaunee Drive, and Ida Red Drive.

September 27 Met with a Bachman's Roofing estimator for repair/replacement of the administration building meeting room roof. Participated in Stork's Plows Open House event with a service technician providing instruction on a snowplow safety and maintenance check list. Recorded a final water meter reading @ 238 Sunglo Drive. Finished boom mowing Ontelaunee Drive and Kerns Rd.

September 28 Reviewed Stork's Plows available replacement parts notice. Mowed and string trimmed the Willow Glen Park and the Ontelaunee Fields. Boom mowed Shoemakersville Rd. and Snyder Rd. Removed "stuck" trailer pintle and ball mount from rusted 2" receiver on Trk #3 and painted after needle scaling.

September 29 Monthly water meter reading. Met with an Arro GIS analyst to discuss the progress with the township infrastructure mapping via field verification. Boom mowed on S. Canal St. in the Leesport Borough as per contract. Cleared all current PA One Calls via the web. Replaced the gear oil in the (2) hydraulic V-box salt spreaders and lubricated their drag chains.

Water/Sewer Data:

PA One Call tickets including (2) emergency notifications= 34

New construction water meter installs= 6

### **September 2023 Public Works Expenditures**

Advance Auto Parts- floor jack- \$229.99

Borough of Hamburg- street sweeping as per contract- \$1325.00

Berks Soil & Stone- ½ yard of screened topsoil- \$16.00

B&S Auto Body- Trk #1 repair- \$1019.00

Exeter Supply- (30) water meter pits plus (60) compression couplings- \$31,301.70

Exeter Supply- (10) curb box repair lids- \$285.40

Grainger- insect repellent- \$27.68

Kline's Services- lift station pumping (#4, #6, #7, #8)- \$4480.41

Kuzan's True Value- driveway cleaner- \$13.99

Kuzan's True Value- bow rake and (500) count box of weed barrier anchor pins- \$97.98

Kuzan's True Value- trailer ball mount, hitch pin, and truck backup alarm- \$73.25

Kuzan's True Value- pliers, pipe cutter, cleanout wrench, and cargo bar- \$198.95

Kuzan's True Value- (6) pack of 2-cycle engine oil- \$9.29

Kuzan's True Value- 80W90 Gear Lube and motor oil- \$54.96

Kuzan's True Value- vinyl letters, alkaline battery, storage tote tray- \$36.97

LB Water Service- balance of 5/18/23 meter pit order- \$1927.28

Lacal- (14) aftermarket shoulder bolts for the Tiger 50" rotary mower- \$300.58

New Enterprise Stone & Lime- 1.75 tons of R-4 riprap- \$28.55

Summit Valley Outdoor Solutions- N. Calais sewer main repair (week 3)- \$49,061.32

Summit Valley Outdoor Solutions- N. Calais sewer main repair (week 4)- \$29,165.88

Total Outgo= \$119,654.18

Fuel Consumption:

Unleaded regular gasoline= 52.62 gallons  
Ethanol free gasoline= 51.35 gallons  
Diesel= 94.62 gallons  
John Deere 6130R Diesel= 79.06 gallons  
John Deere 320P Backhoe= 33.14 gallons

Mr. Faust thanked Kim Berger for keeping everything running smoothly for the last two months.

A motion was made by Gary Hadden and seconded by Josh Steingraber to hire Brian Wenrich of Fleetwood as a part-time snow plow driver at the rate of \$21.00 per hour. Vote 2:0

After discussion regarding the list of 2024 Road projects presented it was decided to have Gernants' Church Road from Loose Lane to Indian Manor resurfaced as well as the township portion of Bewley Lane. A motion was made by Gary Hadden and seconded by Josh Steingraber authorizing Mr. McMullen to create a bid package. Vote 2:0

A motion was made Gary Hadden and seconded by Josh Steingraber to purchase edges and blades for the trucks per the quotes of E. M. Kutz - \$5,971.28 and Storks Plows - \$1,100.00 that are needed for winter. Vote 2:0

A motion was made by Gary Hadden and seconded by Josh Steingraber to order a 2025 M2-106 Freightliner truck from Berman Freightliner at a cost of \$99,774.00 and have the chassis purchased from E. M. Kutz at a cost of \$81,058.00. Vote 2:0

Discussion regarding expenditures – this item was tabled

A motion was made by Gary Hadden and seconded by Josh Steingraber to approve a quote of \$8,100 from Telco to outfit two signals (73 and Ontelaunee Drive) and (61 and Ashely) with the parts needed to make it generator ready. There was some question regarding having all the intersections uniform. Mr. Faust was asked to check the signal at 61 and Snyder. Vote 2:0

## **Engineers Report September 2023**

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

1. **McIntosh Farms II**

Additional documents for Adams Road were provided by Attorney Magovern's office and forwarded to Charles Paris via e-mail.

2. **Crow Holdings Land Development (CHI)**

The conditions of escrow release were provided to the developer's Attorney via e-mail.

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

ARRO performed a final conditions review of the re-submitted material and will be submitting updated comments to the developer's consultant in a revised review correspondence dated October 6<sup>th</sup>.

Estimates and plans necessary for the preparation of the Improvement Agreement, Stormwater Management Agreement and Traffic Impact fees were forwarded to Attorney Magovern's office on October 5<sup>th</sup>.

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

Attorney Magovern's office forwarded correspondence to the developer regarding water runoff from the site and ponds not dewatering. An update regarding the repairs completed and to be completed was provided via e-mail from the developer's representative.

**5. Epting Tract Subdivision**

The developer has made a formal submission of a Sewage Facilities Planning Module for the project. ARRO will review the document and provide comments under separate cover.

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

A preliminary plan submission was reviewed and tabled by the Ontelaunee Township Planning Commission at their meeting held on September 21, 2023.

The following subdivision/land development plans remain active (*Item #7*); however, there has been no activity since our last report.

**7. Reitnouer Land Development Plan**

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

**8. General Engineering**

a. TASA Project (MS4 PRP Implementation)

1. URMS (Utility) site of PennDOT was accessed and information is being uploaded.
2. PennDOT is completing environmental documents and when they are completed they will submit them to the PennDOT environmental unit for approval/clearance.
3. Ontelaunee Township appears to now have ECMS access for the project.

b. ARRO staff reviewed and communicated with the road foreman regarding a blocked pipe located along Willow Creek Road (in proximity to Willow Creek Storage).

c. The meeting scheduled with contractors for the SR 0061 paving and curb ramps to resolve the loop detectors not functioning was cancelled.

- d. Bowers Road Project - ARRO prepared a review and response to the PennDOT 2<sup>nd</sup> review of the HOP application and will resubmit the package. E & S plan and narrative revisions are being prepared for submission to the Berks Conservation District (BCD) to address the items in their technical deficiencies review correspondence received on September 6<sup>th</sup>.
- e. A discussion of the potential three areas of paving (Bewley Lane, Gernants Church Road and Rec Area B Parking) was discussed with Road Foreman Faust. We provided an estimate of probable construction costs for these projects under separate cover.  
  
Blooming Glen Contractors was contacted regarding project credit to the PS and Force Main Project should the final bituminous restoration be removed from their contract. They confirmed removal of the final pavement restoration would result in a project credit of \$22,166.00.
- f. ARRO personnel continued with the field mapping effort for the GIS project. ARRO will continue data collection into October, with primary mapping efforts completed by the end of the month. ARRO met with Township staff to review the mapping project status including features collected, as well as attributes documented for each feature during the week of 12/25.
- g. ARRO personnel are continuing the review of reported stormwater issues in the vicinity of 505 Snyder Road and the Elite Fuels parcel. ARRO intends to conduct additional site visits with the complainant and adjoining property owners.
- h. ARRO personnel contacted Sheetz to initiate a discussion regarding their inquiry about their responsibility to maintain the stormwater swale along Ashley Way. Maintenance of all stormwater facilities for parcels developed as part of the North Point Business Park are those of parties other than the Township.  
  
A Sheetz provided a recent stormwater inspection report regarding their parcel. The report was forwarded under separate cover.
- i. A copy of the PADEP submission to PADEP, as well as the traffic impact study conducted for the Berks Transfer application to PADEP for expansion of their facility, were received. We will provide a copy of the documents under separate cover.
- j. ARRO staff prepared and submitted the annual MS4 Report to PADEP.
- k. Stormwater management submissions were received and reviewed and inquiries regarding stormwater management requirements were fielded by ARRO personnel.

## 9. **Water System Engineering & Reporting**

- a. Water compliance reporting data has been uploaded to the PADEP website.
- b. An asbestos testing waiver was prepared and forwarded to PADEP. PADEP requires an application fee of \$100, but the waiver will only be applied to the next round of the required

testing. MJ Reider sampled the distribution system the week of September 25<sup>th</sup>. We anticipate receiving the results of these tests by October 6.

- c. ARRO will be inquiring to RAWA regarding water meter calibration requirements as presented by the correspondence received from RAWA.
- d. ARRO is reviewing the necessity of continuing the completion of water usage spreadsheets prepared by the previous water and sewer office staff.

**10. Sanitary Sewer System Engineering**

- a. The sanitary sewer main repair and restoration on North Calais Drive is complete. The final invoice for the project was received from the contractor, Summit Valley Outdoor Solutions, and recommended for payment.
- b. A timeline for the repairs to PS #8 has not been received from Blooming Glenn Contractors, Inc.
- c. ARRO staff are addressing PADEP comments for the issuance of an emergency repair permit for the two force mains exposed in Willow Creek. The revised emergency permit plans are anticipated to be submitted by October 13, 2023.
- d. PS #7 Force Main and PS Upgrade and Modernization Project  
  
Except for the generators, the project is complete. Generators are not anticipated to arrive until the end of November.
- e. Quotes pertaining to general maintenance items for PS #4 and #7 and generator maintenance are on the agenda.

**11. Sanitary Sewer Operations**

- a. Services/activities were conducted as identified under the Routine Operations scope of services outlined in the Professional Services Agreement between Ontelaunee Township and ARRO.
- b. Operations indicated the need to have the level bubbler checked and the stop float replaced at station 2 due to high level alarms being reported.

Blooming Glen Contractors was contacted regarding project credit to the PS and Force Main Project should the final bituminous restoration be removed from their contract. The removal of the final pavement restoration would result in a project credit of \$22,166.00. A motion was made by Gary Hadden and seconded by Josh Steingraber to take the credit for the restoration. Vote 2:0



A motion was made by Gary Hadden and seconded by Josh Steingraber to approve the quote received from Envirep for maintenance at pump station 4 & 7 in the amount of \$8,229.53. Vote 2:0

A motion was made by Josh Steingraber and seconded by Gary Hadden to approve the quote received from Curtis Power Solutions for the generator preventative maintenance agreement for pump stations 1, 3 and 6 in the amount of \$3,187.50. Vote 2:0

**MS4:** Annual report has been submitted to DEP (already reported in Arro's report)

**SOLICITOR :**

Discussion was held regarding the need to increase the amount of the facility fee (meter pit). Currently the meter pit costs are exceeding what we are charging the customers. A motion was made by Gary Hadden and seconded by Josh Steingraber authorizing the solicitor to draft a resolution amending the fee resolution for facilities fee to \$1,200.00 Vote 2:0

Discussion was held regarding Rt. 61 and Ashley Way and the problem with the traffic signals since PA DOT contracted to have Rt. 61 milled and paved. Solicitor Magovern stated that in order to find who is liable it will need to be excavated. The township's insurance carrier is on notice and the township has coverage for the sensors. That being said, there was discussion regarding obtaining detectors rather than loop sensors to avoid having the sensors in the ground. The Secretary was asked to contact Telco and schedule an excavation. PADOT, the contractor, the insurance company, township foreman and our engineer will be invited to attend. In addition, pictures will need to be taken to document the excavation. If it is found that PA DOT's contractor was at fault, our insurance company can then collect from their insurance company.

**CODE ENFORCEMENT** – No report submitted

**EMA COORDINATOR** – Nothing to report

**POLICE COMMISSION** – contract negotiations continue

**PLANNING COMMISSION** –

Discussion was held regarding the PA Dot traffic scoping meeting for Gasperi tract. A motion was made by Gary Hadden and seconded by Josh Steingraber to authorize the township engineer to attend the scoping meeting with PA DOT as well as having a supervisor present at the scoping meeting. Mr. Arnold from Seven Development Group was asked to let the township know when the meeting will be held. Vote 2:0

**EXPENDITURES**

A motion was made by Gary Hadden and seconded by Josh Steingraber to approve expenditures for the month of September in the amount of \$382,635.04 Vote 2:0

General	\$164,586.20
Water	\$ 70,104.46

Sewer \$147,944.38

SEPTEMBER LIST OF BILLS

21st Century Media - Philly Cluster	228.60
Advanced Auto Parts	488.15
ARRO Consulting, Inc.	54,123.87
Berks Soil & Stone	239.00
Borough of Hamburg	d1,325.00
Capital Blue Cross	2,289.18
Checks For Less	84.95
Delaware Valley Regional Finance Authori	2,347.20
Elan Financial Services	538.56
Exeter Supply Co, Inc	31,587.10
Grainger	186.53
Hartman Valeriano Magovern & Lutz P.C.	6,262.80
J.P.Mascaro & Sons	997.52
JB Environmental Services LLC	105.00
Keystone Graphix	100.00
Kline's Services	4,480.41
Kraft Municipal Group Inc.	3,559.23
KUZANS HARDWARE	405.12
Lacal Equipment Inc.	300.58
LB Water Service, Inc.	4,630.61
Leesport Borough Authority	34,542.00
M.J. Reider Associates Inc	499.80
MET ED	1,172.83
Met Ed	5,769.81
Nationwide	400.00
Nester's Sanitation Inc.	195.00
New Enterprise Stone & Lime Co	28.55
NORTHERN BERKS REGIONAL POLICE DEPT.	85,107.04
Occupational Health Centers	309.00
PA Municipalities Pension Trust	250.00
PennDOT	24.00
Pitney Bowes	1,099.35
POSTMASTER	313.03
ProAsys	260.00
Reading Area Water Authority	29,940.57
Reading Office Maintenance	285.00
Rhoads Energy Corporation	1,335.12
Rieck's Printing	2,045.00
SAM'S CLUB	485.42
Schultz Technology Solutions	338.50

October 5, 2023

Summit Valley Outdoor Solutions	78,227.20
UNION FIRE CO. #1 OF LEESPORT RELIEF	24,938.97
VERIZON	42.09
W. B. Mason Co. Inc.	747.35
Grand Total	382,635.04
General	164,586.20
Water	70,104.46
Sewer	147,944.38

### **OLD BUSINESS**

Discussion regarding 5686 Allentown Pike, John Messing and the NOV's he was issued. The Township received a letter from Mr. Messing that he will remove all cars and trucks that are unlicensed and all garden tractors and high weeds. All things will be done by the end of the year 2023.

### **NEW BUSINESS:**

A motion was made by Gary Hadden and seconded by Josh Steingraber to renew the contract with Safety Net Sanctuary for 2024 at a cost of \$2,000.00. Vote 2:0

A motion was made by Gary Hadden and seconded by Josh Steingraber to hire Rachelle Freeman of Fleetwood as a full time employee in the position of water and sewer administrator effective November 13, 2023 at the rate of \$26.00/hr. and to serve a 120 day probationary period. After successful completion of the probationary period to have the hourly wage increased to \$27.00/hr. Vote 2:0

Discussion regarding updating the employee manual clarifying bereavement policy and PTO paid to employees upon resignation. This will be discussed at a worksession next month.

Discussion was held regarding the Township building parking lot lights. Mr. Steingraber stated that it was very dimly lit. Mr. Faust was asked to check into costs to upgrade the lights to a brighter LED bulb.

The township has received an estimate figure for the 2024 Liquid Fuels payment - \$105,788.16

Secretary Berger advised the supervisors that there were two commercial properties that were delinquent for a few months and were not listed on the delinquent report. She had contacted the owners and advised them and the property owners paid very quickly. This was a total of almost \$67,000.00

Discussion regarding PFM's proposal to complete a revenue projection study. Arro was asked to also give a quote on doing a rate study of water and sewer for the township.

### **UPCOMING MEETINGS/INFO:**

October 8 – 6 p.m. – NBRPD Commission meeting

October 5, 2023

October 19 – 7 p.m. – Planning Commission

October 21, 2023 – 8:30 a.m. to 12:30 p.m. – PAPER SHREDDING EVENT

October 31, 2023 – 6 p.m. to 9 p.m.

November 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 8:40 p.m. Vote 3:0

Respectfully

Kim Y. Berger  
Secretary