

January 2, 2024

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 Gary Hadden in the Ontelaunee Township building, with Board Supervisor Josh Steingraber and Chuck Grebloski present.

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

Visitors- Daryl Faust, Shelly Freeman, Nathan Pletscher (Forino)

A motion was made by Chuck Grebloski and seconded by Josh Steingraber to approve the minutes from the December 7, 2023 meeting. Vote 3:0

FIRE DEPARTMENT – no report

POLICE DEPARTMENT – no report

BUSINESS FROM FLOOR - Nothing

TAX COLLECTION: A motion was made by Chuck Grebloski and seconded by Josh Steingraber to approve the Tax Collector report for December 2023. Vote 3:0

Real Estate Taxes -	\$ 465.55
Real Estate Interims -	\$ 0.00
Street Light Tax -	\$ 0.00

A motion was made by Josh Steingraber and seconded by Chuck Grebloski to approve a refund of township taxes in the amount of \$820.80 to 1025 Berkshire LP for the property at 24 Loose Lane. This would be for the period from March to December 2023 that was paid April 1, 2023. This refund is due to a reduced assessed value of \$243,200.00. Vote 3:0

A motion was made by Chuck Grebloski and seconded by Josh Steingraber to approve the transfer of \$37,662.34 from Street light Fund to General Fund effective December 29, 2023. Vote 3:0

December 2023 Public Works Daily Log

*December 1 Installed snow emergency signs on Sunglo in the Harvest subdivision. Cut down tree overhanging Willowcreek Rd. (storm damage). Lowe's run for lumber and building supplies. Patching ceiling penetration in meeting room. Installed mailbox for Police parking ticket drop-off. New dump body side boards on Trk#3. Attended township monthly meeting.

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*December 2 Trk#6 to Highland for service. Staining Trk#3 side boards. Drained weed killer and fertilizer from towable poly tank trailers. Photographed and documented failed chip seal job @ intersection of Ashley Way and Redners Way. Signed in for Federal Surplus account. Road sign post inventory. Oil burner reset after fuel oil delivery. Drained sediment from water heater in custodial closet. Received backup hydraulic spinner motor for under-gate salt spreaders.

*December 5 Attended Schlouch preconstruction meeting regarding Ontelaunee Drive. Changed leaking hydraulic fittings on Trk# 3. Removed erosion blanket @ Rec. A after establishment of lawn restoration due to excavation for electric line install. Distributed notices to residents on Pillar Lane before road construction. Returned zero turn mowers to main garage from Rec. areas and cleaned. Podium to Leesport Auction for Epting tract meeting. Completed ceiling patch work in meeting room of twp. bldg.

*December 6 Trk#1 to Highland for state inspection and returned same day. Schultz Technology hardwired PW office for internet service. Triangle Communications installed radios in Trks# 2 and 3. Model number and serial number lookups for zero turn mowers to facilitate in-house service of same. Ordered parts for mower repair. Fixed flat tire on Kubota garden tractor (item slated for sale). Replaced drain cock on garage air compressor. Rewired garage door sensor for Door #4. Staked out parking area for snow removal.

*December 7 Travelled to Federal Surplus warehouse in Harrisburg for discounted employee lockers and workshop toolboxes. Returned said assets to township. Continued truck cleaning: windows, wax, wipers, etc. Patched loose board in salt shed. Boxed obsolete truck radios for disposal.

*December 8 Rearranged garage area to accommodate employee lockers. Cleaned used lockers and toolboxes and labelled. Installed water meter replacements in Willow Glen and Harvest. Personnel meeting with part-time snowplow driver new hire. Met with Detective Sergeant Wood regarding evidence area for Police Dept. Ordered chainsaw safety personal protective equipment for existing employees. (Lift Inc.) Picked up oil and antifreeze @ Advance Auto for mower preventive maintenance. Completed employee evaluations.

*December 9 Travelled to Tom Biers Pallet in Manheim for discounted surplus pallet jack and returned with same. Bob Fisher Chevrolet performed recall on Tk#2. Removed items stacked near Police evidence room fence for dispersal. Chainsaw safety equipment distributed and demonstrated. Removed old office counter used as work bench in shop area and replaced with heavy duty worktable. Removed speed limit sign damaged by auto crash @ Indian Manor Dr. and swept up car parts. Ordered stop sign replacements from Main Stream.

*December 12 Trucked millings from Berks Soil and Stone to Bowers Rd. and spread for road base repair. Attended a meeting with Maiden creek and Perry Township foremen regarding intermunicipal agreement. Responded to 281 Gernants Church Rd. for sewage blockage.

*December 13 Installed water meters In McInTosh newly constructed homes on Ida Red Dr. Reinstalled spinners on Trk#4 and #7. Inspected Willowcreek Rd. UGI temporary patch. Met with Chris Buck of Main Stream Industries regarding sign and other material savings. Replaced stop signs at intersection of Bowers Rd. and Slater Rd. Met with Roy Smoker of Triangle Communications regarding handheld radio parts or possible replacement. Started servicing of Exmark zero turn mowers.

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*December 14 Readied trucks for road salting event. Patched W. Huller Lane at Koch intersection (state road) old utility cut. Ordered parts to repair damaged fire hydrant on W. Huller Lane (Royal Green) after field investigation. Cleared storm drains and broken delineators along the same road. Stockpiled cold patch and stone @ Maidencreek Twp. garage. Continued zero turn mower preventive maintenance.

*December 15 Winter weather road salting. Plowed slush from Kindt Corner Rd. Cleared township building sidewalks. Adjusted tailgate operating rod on Trk#3. Responded to Kindt Corner Rd. accident scene after hours.

*December 16 Replaced Freightliner wiper blades with winter equivalents. Fueled all vehicles and loader post storm. Post-action briefing following first snow storm of the season. Emptied trucks. Post-trip inspections of vehicles. Sharpened lawn mower blades in-house. Arranged for Allgyer Enterprises of Womelsdorf to be a water/sewer distribution and collection system repair subcontractor.

*December 19 Replaced damaged no parking sign on Ashley Way. Replaced carburetor on wheeled generator. Replaced spinner motor and paddle on salt spreader V-box of Trk#5. Contacted Pioneer Pole Buildings and Keystone Concrete Products for quote of new salt storage structure. Emptied trash @ Willow Glen recreation areas.

*December 20 Received sign post order. Discarded obsolete traffic signal parts. Drained and replaced fuel in steam pressure washer. Met with Chris Hemmig for overview of water distribution system. Sorted Kupferle automatic flusher components in storage. Responded to #7 lift station wet well clog.

*December 21 LB Water (Chris Wilson) conducted a training session on premises with newly purchased line and cable locator, metal detector, and hydrant flushing diffuser. Located and hand dug buried valve box for hydrant @ Royal Green. Located water main on W. Huller Lane. Swept up debris from auto crash @ intersection of Belleman's Church and Rt. 61. Researched parts for Kupferle automatic flushing stations.

*December 22 Applied rock salt to roadways during daytime snowstorm. Shoveled township building sidewalks.

*December 23 Responded to down tree on Ontelaunee Drive – cut and cleared roadway. Cut and cleared Wileys Rd. of storm damaged tree limbs. Cut and cleared down tree on Gernants Church Rd. Responded to Ida Red Drive to close street due to Met-Ed cable pulling equipment in the roadway. Spot salting icy intersections.

*December 24 Responded to power outage of traffic signal @ Pottsville Pike and Belleman's Church Rd. Set-up suitcase generator and pigtail for temporary utility. Later refueled. Folding stop signs in place.

*December 26 Dispatched by police to accident scene on W. Huller Lane.

*December 27 Spot checked for icy areas due to poor drainage. Coiled Met-Ed cable pulling ropes stretched across Ida Red Drive by strong winds and removed cones and traffic bars. Removed tethered Honda generator from Belleman's Church and Pottsville Pike traffic signal. Refilled gas cans with

ethanol free gasoline. Called Crown Castle to secure wind damaged vinyl fence surrounding cellphone tower on township grounds. Dumped salt from trucks and cleaned same vehicles. Removed flattened “No Dumping “ sign from Willow Creek Rd. Attended work session meeting.

*December 28 Replaced Lift Station #4 modular heater. Rewired for single phase electric installation @ 208 volts with Kyle Kintner of Twiford Electric. Replaced emergency lighting backup batteries in township garage.

*December 29 Physical count of catch basins in Willow Glen subdivision for MS4 stormwater marking medallions. Checked thread type on hydrants used for weekly flushing. Marked PA One Calls prior to holiday. Emptied trash @ recreation areas. Stored drag harrow in shed @ athletic fields. Reviewed GIS information regarding township owned water distribution and sewage collection system. Started updating same information with physical inspections.

December 2023 Public Works Expenditures

A & W Mower Repair- 2018 Ex Mark zero-turn Kohler engine overhaul- \$1163.07
Beacon Industrial Supply- Champion air compressor- \$4260.00
Berks County Solid Waste Authority- light bulb disposal (141 lbs.)- \$211.50
Colonial Electric Supply- (3) single pole sensor switches- \$107.58
Colonial Electric Supply- (20) 17-watt LED bulbs- \$242.00
Colonial Electric Supply- (100) 15-watt LED bulbs- \$1070.00
Colonial Electric Supply- (5) 27-watt LED bulbs- \$333.55
Colonial Electric Supply- (1) single pole sensor switch and (19) lamp support clips- \$102.17
Colonial Electric Supply- (21) lamp support clips- \$73.29
E.M. Kutz- Sabre carbide snowplow edges as per quote- \$5971.28
Exeter Supply- (19) Master Meter register shrouds- \$437.00
Grainger- hard hat labels (American flag)- \$18.53
Grainger- (8) 150-watt LED bulbs and (8) photocontrols- \$1726.40
Kuzan’s True Value- 1 1/2” hole saw- \$11.99
Kuzan’s True Value- (36) driveway markers- \$49.99
Kuzan’s True Value- 2-inch galvanized pipe nipple- \$20.79
Reading Foundry & Supply- Sloan flushometer repair parts- \$237.43
Stephenson Equipment- Tiger 50’ rotary mower field service- \$2662.47
Stoney Creek Rentals- traffic flagging leggings and winter hard hat liner- \$31.96
Stoney Creek Rentals- 35-foot towable manlift rental- \$188.10
Stoney Creek Rentals- 35-foot towable manlift (1/2 day)- \$148.50
Stoney Creek Rentals- electric submersible pump rental- \$41.58
USA Blue Book- Hach DR300 (chlorine) colorimeter- \$670.90
USA Blue Book- (4) Hi Viz hard hats- \$174.12

Total Outgo = \$19,954.20

Fuel consumption:

Unleaded regular gasoline= 32.33 gallons

Diesel= 68.66 gallons

John Deere 6130R Diesel= 29.39 gallons

Ethanol free gasoline= 15.11 gallons

Engineers Report December 2023

Subdivisions and Land Development Projects

1. McIntosh Farms II

ARRO provides on-site RPR services for improvement installation (sidewalks) as needed.

Proposed motions regarding the release of escrow funds for Phases I and II are listed on the agenda.

2. St. Luke's Land Development

Notice was received from Berks Conservation District that an NPDES permit was approved for the project.

Agreements were finalized and forwarded to the developer's consultant.

Revised plans meeting the conditions of approval have not been received to date.

3. 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.

Notice of acceptance of the 90-day review period to March 21, 2024 was forwarded to the developer via e-mail.

4. Epting Tract Subdivision

Notice of acceptance of the 90-day review period to March 7, 2024 was forwarded to the developer via e-mail.

5. Reitnouer Land Development Plan

ARRO received inquiries regarding the status of agreements for the project. An updated construction cost estimate will be necessary. Attorney Magovern's office and ARRO will coordinate revisions to the agreements for resubmission to the developer.

The following subdivision/land development plans remain active (*Item #6 through #8*); however, there has been no activity since our last report.

6. Brasler Development (East Huller Lane)

Stormwater basin modification documents submitted to Berks County Conservation were received for the project. No schedule has been defined for the modifications.

7. Crow Holdings Land Development (CHI)

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

8. **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.

9. **General Engineering**

a. TASA Project (MS4 PRP Implementation)

1. *The URMS (Utility) site of PennDOT was accessed and information is being uploaded.*
2. *Construction plans have been provided to PennDOT for a constructability review.*
3. The PennDOT environmental unit provided clearance for the project. The Township can approach the landowners regarding acquisition of easements.

b. Following Telco's vacuum excavation regarding the broken loop detector at the intersection of SR 0061 and Ashley Way the PennDOT contractor and PennDOT were notified that the broken loop detector was a result of PennDOT contracted work. No response was received from either party about corrections to the loop detector.

c. Bowers Road Project - The third submission comments were received from PennDOT. We are working with Attorney Magovern's office regarding legal descriptions and exhibits of the proposed right-of-way acquisition and abandonment. Attorney Magovern can then prepare the necessary documents for the dedication and abandonment actions of the Supervisors and parcel owner.

d. Maidencreek Township will formally discuss/approve enjoining the road improvements proposed on Bewley Lane at their regular meeting to be held the week of January 8th. Leesport Borough will formally discuss enjoining the road improvements proposed on Gernants Church Road at their meeting the evening of January 2nd. Documents will be revised and submitted to PennDOT for final approval and bid opening at the Supervisors March meeting or if desired, a special meeting date to be determined.

e. ARRO and the Township staff are scheduled to meet at the Township office on 1/10/24 at 8 am. ARRO will work with Township staff to finalize Phase 2 (PA One Call Integration with GIS) and Phase 3 (Automated Data Backup Service). ARRO will recommend the next steps in order to fill in data gaps/update attribute information for collected data. Additional feature edits and attribute updates are to be proposed by ARRO and potentially to be completed under the On-Call GIS Services Phase of the project (Phase IV). ARRO will provide the Township with a cost estimate to complete these efforts for the Township's consideration.

f. Sheetz conducted driveway pipe cleaning and provided a report of the project under separate cover.

Sheetz inquired as to their request that the Township inform upstream property owners (specifically but not limited to Berman Freightliner) of their mutual responsibility to maintain the facilities.

- g. ARRO attended the public hearing of PADEP for the major permit modification (capacity increase) of Berks Transfer. The hearing was held at the Township building on December 13th at 9:00 a.m.
- h. An agenda item is included regarding discussions for parking on Adams Road and Ida Red Drive. ARRO's summary of the SALDO and on-site review was provided under separate cover.

10. Water System Engineering & Reporting

- a. ARRO staff attended the meeting with Township staff and PADEP staff on December 19th at 9:30 a.m. regarding the water system inspection and documents.

We will prepare and/or assist the Township as requested with the documents and plans requested by PADEP as listed in their post-meeting e-mail.

- Certification of the Uninterrupted System Service Plan (USSP) Form
- Annual evaluation of the water system
- Operation & Maintenance Plan
- CMP, LCR, DDBP, DRR, and Nitrification Plans for current responsible officials
- Asset Management plan

The Township was asked to update requested monitoring plans, Certify the USSP plan, and provide an Operational Maintenance Log system to DEP, say within 45-60 days, or February 20, 2024.

- b. ARRO is coordinating meter certification required by RAWA for Cambridge Lee and CHI.
- c. Input for the rate study was provided to/discussed with Kim.

11. Sanitary Sewer System Engineering

- a. We have not been in contact with Bill Murray of RAWA as of the date of this correspondence regarding coordinated efforts for temporary repair and permanent repairs of the sewer forced main and water main exposed in Willow Creek.
- b. PS #7 Force Main and PS Upgrade and Modernization Project

Except for the generators, the project is complete.

A motion for approval of Blooming Glen Contractors Application for Payment #4 in the amount of \$6,072.07 is on the agenda for approval.

- c. Cambridge Lee responded to the Notice of Violation regarding discharge parameter exceedance and provided additional testing indicating no exceedance for discharge parameters.
- d. Input for the rate study was provided to/discussed with Kim.

12. 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.

A motion was made by Gary Hadden and seconded by Chuck Grebloski to approve Payment Application #4 in the amount of \$6,072.07 to Blooming Glen Contractors for the sewer pump station upgrades. Vote 3:0

A motion was made by Gary Hadden and seconded by Chuck Grebloski to approve the request #3 for the release of escrow funds for work completed in McIntosh Farms II Phase 1 from the letter of credit in the amount of \$133,374.69. Vote 3:0

A motion was made by Chuck Grebloski and seconded by Gary Hadden to approve the request #2 for the release of escrow funds for work completed in McIntosh Farms II Phase II from the letter of credit in the amount of \$216,617.57. Vote 3:0

Discussion was held regarding parking on Adams and parking on Ida Red. Adams Road does not meet the SALDO requirements to permit parking on one side of the road. Adams Road will remain a no parking zone on both sides of the roadway. Ida Red was discussed and the recorded plan states the road to be no parking. If Ida Red would be considered to allow parking, it would have to be on one side and be limited to the section of Ida Red Drive within the McIntosh II, Phase II area of the development.

MS4: Nothing to report

SOLICITOR :

Discussion was held regarding the request from Forino to erect and energize the street lights in the McIntosh II, Phase II development.

A motion was made by Chuck Grebloski and seconded by Josh Steingraber to have the solicitor draft an agreement to permit the street lights to be erected in the McIntosh II, Phase II development and have them energized with the understanding that the street light tax, ownership and maintenance will be the responsibility of Forino Company. Vote 3:0

Discussion was held regarding LBA inter-municipal agreement. Mr. Hadden stated that the last minutes from LBA had some verbiage in it regarding Bern Township and their request that LBA obtain a release of Bern from Ontelaunee related to the existence of the current intermunicipal agreement. Solicitor Magovern stated that LBA is working with Bern to try and revise the agreement.

CODE ENFORCEMENT – November Report

EMA COORDINATOR – Nothing to report

POLICE COMMISSION – the NBRPD has a police contract but it has not been executed at this time.

PLANNING COMMISSION – The meeting was cancelled

EXPENDITURES

A motion was made by Chuck Grebloski and seconded by Josh Steingraber to approve expenditures for the month of December in the amount of \$234,973.48 Vote 3:0

General	\$137,870.14
Water	\$ 34,689.03
Sewer	\$ 62,414.31

BILLS PAID - DECEMBER 2023

21st Century Media - Philly Cluster	445.04
A & W Mower Repair	1,163.07
Advanced Auto Parts	101.07
ARRO Consulting, Inc.	22,628.52
Berks Co. Solid Waste Authority	211.50
Blooming Glen Contractors Inc.	43,831.02
Colonial Electric Supply Company	1,583.24
Delaware Valley Regional Finance Authori	2,037.60
E.M.KUTZ, INC.	5,971.28
Elan Financial Services	213.63
Elite Fuel Service, LLC	2,643.34
Envirep Inc	7,817.92
Exeter Supply Co, Inc	437.00
Gary E. Phillips	40.00
Grainger	1,744.93
Hartman Valeriano Magovern & Lutz P.C.	5,291.00
J.P.Mascaro & Sons	997.52
JB Environmental Services LLC	105.00
Keystone Graphix	64.00
Kraft Municipal Group Inc.	3,958.97
KUZANS HARDWARE	81.67

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LB Water Service, Inc.	1,944.00
Long, Barrell & Co., LTD.	440.75
M.J. Reider Associates Inc	229.90
Met Ed	6,145.92
Nationwide	400.00
Nester's Sanitation Inc.	195.00
NORTHERN BERKS REGIONAL POLICE DEPT.	85,107.04
PermAward	56.18
Pitney Bowes	1,166.37
ProAsys	260.00
PSATS	1,365.00
Reading Area Water Authority	28,411.05
Reading Foundry & Supply Co. LLC	237.43
Reading Office Maintenance	190.00
Rhoads Energy Corporation	648.73
Rieck's Printing	86.00
Schultz Technology Solutions	151.00
SOS Business Machines	112.00
Stacey Rose	140.00
Stephenson Equipment Inc.	2,662.47
Stoney Creek Rentals	410.14
TELCO, INC.	2,202.50
USA BLUEBOOK	670.90
W. B. Mason Co. Inc.	167.34
WB Mason	111.18
William C. Adams Trust	95.26
GRAND TOTAL	234,973.48
GENERAL	137,870.14
WATER	34,689.03
SEWER	62,414.31

OLD BUSINESS

Discussion was held regarding the Maiden creek Township Authority and the problem they had with the July flooding at the Willow Creek Road plant. It was completely flooded. They will be building a higher berm as well as replacing the equipment. This all comes at a cost. Pat Donovan from Maiden creek Township Authority has been contacted to find out what the figure is to fix the problem. This figure will be needed to give to PFM who is working on a rate study for the Township water and sewer.

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NEW BUSINESS:

A motion was made by Gary Hadden and seconded by Chuck Grebloski to adopt Resolution 2024-3 amending the employee handbook. Vote 3:0

A motion was made by Chuck Grebloski and seconded by Josh Steingraber to increase the full-time crew members, Israel Santiago and Matthew Manley hourly rate by 4% per hour for 2024. This is approximately a \$1.02 increase. Vote 3:0

A motion was made by Gary Hadden and seconded by Chuck Grebloski to increase the Public Works Foreman, Daryl Faust hourly rate by \$2.00 per hour for 2024. Vote 3:0

A motion was made by Gary Hadden and seconded by Josh Steingraber to create a salaried position for Kim Berger, Secretary/Treasurer for 2024. This salary will include township board meetings. Vote 3:0

UPCOMING MEETINGS/INFO:

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

January 18 – 7 p.m. – Planning Commission

January 30 – 7 a.m. - worksession

February 1– 7 p.m. – Supervisors meeting

ADJOURNMENT

A motion was made by Chuck Grebloski and seconded by Josh Steingraber to adjourn the monthly meeting at 8:07 p.m. Vote 3:0

Respectfully

Kim Y. Berger
Secretary