

April 4, 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 p.m. by Chairman Gary Hadden in the Ontelaunee Township building, with Board Supervisor Chuck Grebloski present. Josh Steingraber was absent.**

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

Visitors- Kenneth Quell, Chief Jim Keiser, Vernon and Kathleen Crammer, Zac Arnold, Heather Hanna, Martha Guzman, Sonia Quintero

A motion was made by Chuck Grebloski and seconded by Gary Hadden to approve the minutes from the March 7, 2024 regular meeting and the March 21, 2024 special meeting. Vote 2:0

An executive session was held on April 2, 2024 and April 4, 2024 for personnel issues.

**FIRE DEPARTMENT** – no report

**POLICE DEPARTMENT** – February written report was submitted – Chief Keiser stated that the planning of the 2024 National Night Out has started for the first Tuesday of August at the Reading Fairgrounds. The last police vehicle is being up fitted. The PD will be removing three vehicles from the fleet.

**BUSINESS FROM FLOOR** – Martha Guzman of 814 Shoemakersville Road, was present representing her parents. Her parents had erected a fence in the front of their property. They did apply for a fence permit and did receive it, however when the fence was placed, it was placed too close to the ROW in the front of the home. Ms. Guzman had met with Kraft Municipal Group to discuss the infraction. They were instructed to talk to the supervisors to see if they would approve an agreement to leave the fence where it is. A motion was made by Gary Hadden and seconded by Chuck Grebloski to authorize the solicitor to draft a hold harmless agreement and email it to Martha Guzman for review and approval. Vote 2:0

**TAX COLLECTION:** A motion was made by Chuck Grebloski and seconded by Gary Hadden to approve the Tax Collector report for March 2024. Vote 2:0

Real Estate Taxes -	\$28,031.98
Real Estate Interims -	\$ 920.89
Street Light Tax -	\$ 529.20

**Public Works Report**

A motion was made by Gary Hadden and seconded by Chuck Grebloski to approve the annual weed spraying by J.C. Ehrlich for eight locations with a total of \$4,893.00. There is a small increase from last year's spraying. Vote 2:0

## **Engineers Report March 2024**

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

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

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

The Township and ARRO reviewed and approved the developer's proposed methodology for the areas of product segregation on the off-site section of Ida Red Drive.

Attorney Magovern's office is developing an agreement for Phase III of the project as well as the incorporation of all outstanding projects (16-Lot) and Phases (I & II).

#### **2. Willow Creek Farms (Gaspari Tract)**

The developer was advised of the Supervisors acceptance of the extension to the 90-day action period that occurred at the March Supervisors meeting.

ARRO reviewed the ordinances required for rezoning a portion of land from R-2 to C and revisions to the C zoning district. The Ontelaunee Township Planning Commission recommendation for the ordinances are listed on the agenda.

#### **3. Epting Tract Subdivision**

A revised plan was received and reviewed by ARRO. At the developer's request, the revised plan will be first reviewed by the Ontelaunee Township Planning Commission at their meeting to be held April 18, 2024.

The developer was advised of the Supervisors acceptance of the extension to the 90-day action period that occurred at the March Supervisors meeting.

A joint meeting was held with the developer and Ontelaunee Township, Leesport Borough Council and Leesport Borough Authority regarding the sewage facilities planning module, sewer allocation for the project and other items of concern.

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

Preliminary SR 0073 and Ontelaunee Drive plans were provided by the developer's consultant. ARRO's traffic engineer will review the plans in relation to the Traffic Impact Study. We will note the need to widen Ontelaunee Drive between the previous improvements and SR 0073 improvements.

#### **5. Reitnauer Land Development Plan (No activity since last report.)**

*Revised plans were received and were reviewed for meeting the conditions of approval. Comments on the revised plan were forwarded to the developer's consultant and Township under separate cover.*

6. Brasler Development (East Huller Lane) – No activity since last report.

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

7. **General Engineering**

a. TASA Project (MS4 PRP Implementation)

ARRO prepared correspondence to the landowners regarding the acquisition of easements. The correspondence was reviewed by the PennDOT ROW unit and will now be forwarded to the landowners.

b. Bowers Road Project - The right-of-way acquisition from the City of Reading is listed on the agenda. Upon recording the deed of dedication, we will submit a copy to PennDOT as required for the HOP issuance.

An extension request for the Dirt and Gravel/Low Volume Road Funds from BCD was requested. The Township was informed (verbally) that the project was extended for one year (to June 2025).

c. A Notice to Proceed was issued to the Contractor (H & K Group) on March 19<sup>th</sup> for the 2024 Road Project. To date, a project pre-construction meeting date or project start date have not been established.

d. ARRO requested that Township staff locate and provide site plans/as built plans for 18 properties within the Township. These are locations where one or more utility features require additional information due to inaccessibility, required maintenance (such as inlet cleaning), or to confirm subsurface feature attribute information. All collected data to date is loaded onto the Township's ArcGIS Online account.

8. **Water System Engineering & Reporting**

a. ARRO and Township staff worked on the preparation and submission of the 2023 Chapter 110 reports to PADEP.

9. **Sanitary Sewer System Engineering**

a. The revision to the emergency repair permit is being prepared and anticipated to be submitted to PADEP the week of April 8<sup>th</sup>.

Attorney Magovern and the RAWA solicitor will formulate an agreement memorializing the sharing of repair cost for review and execution by both parties.

b. PS #7 Force Main and PS Upgrade and Modernization Project

The generators are at the contractors facility. However, an agenda item is included to extend the completion of the project an additional 91 days to July 26<sup>th</sup> from the current April 26<sup>th</sup>.

April 4, 2024

A recommendation for payment of Application for Payment #5 to the contractor is listed on the agenda.

We are exploring the potential addition of a generator at PS #8 to be included, via a Change Order, in the project scope.

- c. Sample results and exceedance notifications Cambridge Lee were reviewed by ARRO and Township staff.
- d. ARRO prepared and submitted the annual tributary Chapter 94 reports to the Maidencreek Township Authority and the Leesport Borough Authority.

**10. 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 personnel performed the following additional services.
  - 1. Site visits for PS #6 Phase failures March 8<sup>th</sup> and 9<sup>th</sup>.

A motion was made by Gary Hadden and seconded by Chuck Grebloski to approve Bewley Lane's road project be paid out of Liquid Fuels Funds and Gernant's Church Road project be paid out of the sewer fund. Vote 2:0

A motion was made by Gary Hadden and seconded by Chuck Grebloski to approve the Wastewater Collection System Operations and Maintenances Services agreement (sewer) with Arro Water Services for the monthly fee of \$4,450. This is a monthly increase of \$130. Vote 2:0

A motion was made by Gary Hadden and seconded by Chuck Grebloski to approve Change Order #6 for the PS upgrades for a time extension until June 28, 2024 for delivery of the generators for the pump stations. Vote 2:0

A motion was made by Gary Hadden and seconded by Chuck Grebloski to approve Blooming Glen Contractors Application for Payment #5 in the amount of \$125,757.81 for the PS Upgrade and Modernization Project. Vote 2:0

**MS4:** 5 outfalls have been inspected – annual training for the Public Works Department will be completed in April

**SOLICITOR :**

A motion was made by Chuck Grebloski and seconded by Gary Hadden to approve Resolution #2024-5 authorizing the termination of water service for utility accounts that are delinquent for a period of more than six months or exceed \$300 Vote 2:0

A motion was made by Gary Hadden and seconded by Chuck Grebloski to authorize the solicitor to draft a resolution regarding meters greater than 1” being the responsibility of the owner to purchase. Vote 2:0

A motion was made by Gary Hadden and seconded by Chuck Grebloski to approve Resolution #2024-6 accepting the Deed of Dedication of the City of Reading of a portion of its property to be utilized as a realigned portion of Bowers Road and right of ways known as particularly bounded and described in said Deed of Dedication. Vote 2:0

**CODE ENFORCEMENT** – no report submitted

**EMA COORDINATOR** – nothing to report

**POLICE COMMISSION** – Mr. Grebloski stated that there will be three vehicles decommissioned from the fleet of NBRPD. Maiden creek Township is interest in one of the vehicles for their public works department. A motion was made by Chuck Grebloski and seconded by Gary Hadden to sell one of the SUV’s to Maiden creek Township for \$1. Vote 2:0

**PLANNING COMMISSION** – Per the Planning Commission recommendation: A motion was made by Gary Hadden and seconded by Chuck Grebloski to send the request for rezoning of the property ID #68540012969215 from R2 (Medium Density Residential) to C (General Commercial) to the BCPC for review. Vote 2:0

Per the Planning Commission recommendation: A motion was made by Gary Hadden and seconded by Chuck Grebloski to send a request for a zoning amendment to Section 407.4 – uses permitted by condition to the BCPC for review. Vote 2:0

**EXPENDITURES**

A motion was made by Chuck Grebloski and seconded by Gary Hadden to approve expenditures for the month of March in the amount of \$259,550.85. Vote 2:0

General	\$180,341.59
Water	\$ 39,436.89
Sewer	\$ 39,772.37

**PAID BILLS LIST - MARCH 2024**

21st Century Media - Philly Cluster	568.54
Advanced Auto Parts	398.38
Albright College, Center for Excellence	150.00
ARRO Consulting, Inc.	30,479.13
ARRO Water Services	4,320.00
Berks Co. Solid Waste Authority	250.00
Capital Blue Cross	3,373.43
Colonial Electric Supply Company	592.60
Comfort Pro, Inc	1,224.82

April 4, 2024

County of Berks	21,515.01
CRAFCO, INC.	1,507.50
Crownstone Equipment	6.26
Delaware Valley Regional Finance Authori	2,037.60
Elan Financial Services	499.98
Elite Fuel Service, LLC	2,435.32
Envirep Inc	8,606.10
Exeter Supply Co, Inc	3,303.75
Grainger	403.02
H. A. Thomson Co.	9,411.00
Hartman Valeriano Magovern & Lutz P.C.	4,997.70
J.P.Mascaro & Sons	997.52
JB Environmental Services LLC	420.00
Kraft Municipal Group Inc.	4,170.74
KUZANS HARDWARE	55.64
Long, Barrell & Co., LTD.	4,649.73
M.J. Reider Associates Inc	1,149.45
Maidencreek Township Authority	16,242.00
Met Ed	6,609.71
Nationwide	2,975.09
Nester's Sanitation Inc.	195.00
New Enterprise Stone & Lime Co	209.58
NORTHERN BERKS REGIONAL POLICE DEPT.	85,042.63
PA Municipalities Pension Trust	250.00
Pitney Bowes	1,099.35
POSTMASTER	331.09
ProAsys	276.25
Reading Area Water Authority	31,750.49
READING EAGLE COMPANY	176.60
Reading Office Maintenance	220.00
Rhoads Energy Corporation	1,704.38
Rieck's Printing	2,495.00
Schultz Technology Solutions	392.89
Septic Solutions	681.50
Uline	307.45
VERIZON	42.22
W. B. Mason Co. Inc.	1,026.40
GRAND TOTAL	259,550.85
GENERAL	180,341.59
WATER	39,436.89
SEWER	39,772.37

April 4, 2024

**OLD BUSINESS:**

The winter maintenance agreement with PA DOT has not been received, however the township has received the amount that would be paid to the township for this agreement. The yearly amount would be \$15,600 or a total of \$78,000 for the term of five years. A motion was made by Gary Hadden and seconded by Chuck Grebloski to approve the new agreement when it is received. Vote 2:0

**NEW BUSINESS:**

Discussion regarding the ARPA funds, transfer from the ARPA fund to the general or sewer fund and have the supervisors designate what projects will be paid with the ARPA money. This topic is tabled until next meeting.

Discussion was held regarding a special event permit request for May 30-June 2 at Las Cabanas Quintas and a request for permission to have festivities proceed past the 11 p.m. noise ordinance regulation. A motion was made by Chuck Grebloski and seconded by Gary Hadden to approve the special permit request contingent upon providing adequate security as well as having certified EMS personnel on site for the duration of the event. The request to have the music play past 11 p.m. was denied for all days. The music that is played must conclude by 11 p.m. Vote 2:0

Discussion was held regarding the purchase of video equipment to video record the supervisors meeting and then post them online for the residents to view. This will not be a live stream. A motion was made by Gary Hadden and seconded by Chuck Grebloski to purchase the equipment at a cost of approximately \$1,200.00. Vote 2:0

Discussion was held regarding PA One calls that the township receives for projects near or around traffic signals. Other townships/boroughs were contacted and they mark the lines in house and do not contract that to a contractor. The secretary was asked to contact Signal Service Inc. to inquire about training our employees to mark the loop sensors.

Discussion was held regarding a request for use of the baseball fields (at Ontelaunee Fields) for a homerun derby on June 1 with rain date being June 2. The secretary stated that the event will have food trucks however, no alcohol will be served. They will provide a certificate of insurance. A motion was made by Gary Hadden and seconded by Chuck Grebloski to approve the request and waive any fees for the use of the field. Vote 2:0

Discussion was held regarding the Public Works Foreman position. A motion was made by Gary Hadden and seconded by Chuck Grebloski ratifying the termination of Daryl Faust effective April 2, 2024 and to pay Mr. Faust for his 64 hours of unused PTO time. Vote 2:0

A motion was made by Gary Hadden and seconded by Chuck Grebloski to appoint Israel Santiago as Public Works Foreman retroactive to April 2, 2024 and to increase his hourly rate by \$1.50. Mr. Santiago will serve a 90 day probationary period and after successful completion his hourly rate will be increased another .50 per hour. Vote 2:0

Discussion was held regarding a Water Operator license and the need to have a licensed operator to hang their license for the township. A motion was made by Gary Hadden and seconded by Chuck Grebloski

April 4, 2024

to appoint Arro consultants staff as the water operator at a cost of \$750 per month. Vote 2:0

**UPCOMING MEETINGS/INFO:**

April 8 - 6 p.m. – NBRPD Commission meeting

April 18 – 7 p.m. – Planning Commission

April 23 – OFFICE CLOSED

May 2– 7 p.m. Supervisors meeting

**ADJOURNMENT**

A motion was made by Gary Hadden and seconded by Chuck Grebloski to adjourn the monthly meeting at 8:20 p.m. Vote 2:0

Respectfully

Kim Y. Berger  
Secretary