

May 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 p.m. by Vice-Chairman Josh Steingraber in the Ontelaunee Township building, with Board Supervisor Chuck Grebloski present. Gary Hadden was absent.

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

Visitors- Kenneth Quell, Chief Jim Keiser, Sonia Quintero, Paul Snyder

A motion was made by Chuck Grebloski and seconded by Josh Steingraber to approve the minutes from the April 4, 2024 regular meeting. Vote 2:0

FIRE DEPARTMENT – April report – Chief Quell invited the Board to the Fire Company Board of Directors meeting which is held on the 3rd Monday of each month at 7:30 p.m. in the social quarters. They would like to discuss a 5 year plan and see what is happening in the fire service.

POLICE DEPARTMENT – March written report was submitted. Chief Keiser stated that the call volume from 2023 to 2024 has increased. A portion of that could be vehicle stops that are now being logged with Berks DES.

BUSINESS FROM FLOOR

Karina Castillo, Snyder Road resident, had sent in a complaint letter regarding speeding on Snyder Road. Her two dogs were killed by a speeding driver who did not stop after the incident. Ms. Castillo is requesting signs that state “Children at Play”. The supervisors agreed that the signs could be placed and to have the Public Works Foreman meet with the resident and determine a good spot for the signs to be placed.

Sonia Quintero, Quintas Las Cabanas, was present to request a special event permit for May 25 for a car show. It will be a smaller type of event, not more than 500 people. A motion was made by Chuck Grebloski and seconded by Josh Steingraber to approve the special event permit. Vote 2:0

Paul Snyder was present to discuss a property on Birch Hill Road that he owns. There is a trailer that will be removed and he wants to build a home. He has been speaking with Jeff Hogg, Zoning Officer of Kraft Municipal Group. He was expecting Jeff to be present to discuss the matter. There was a brief discussion with the solicitor. After speaking with Jeff on the phone, he will be sending out information to the board and solicitor regarding the issue.

TAX COLLECTION: A motion was made by Josh Steingraber and seconded by Chuck Grebloski to approve the Tax Collector report for April 2024. Vote 2:0

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Real Estate Taxes -	\$387,360.57
Real Estate Interims -	\$ 767.79
Street Light Tax -	\$ 3,616.20

A motion was made by Chuck Grebloski and seconded by Josh Steingraber to exonerate the street light bill in the amount of \$90.00 for 82 Nantucket, Wayne Dietrich. All other taxes had been exonerated previously, however, when the bill was printed it included the street light bill which was in error. The exoneration is due to veteran status. Vote 2:0

April 2024 Public Works Daily Log

April 1- Weekly hydrant flushing routine. Completed end-of-month public works reports. Cleared all current PA One Call tickets. Completed annual MS4 training with the topics of spill prevention and control (GH-10) and outdoor storage of materials (GH-21).

April 2- Cleared all current PA One Call tickets. Checked and serviced all mowers and weedwhackers are operational for parks and public works building. Checked with Maidencreek about status for Friday's course. Checked fluids on all vehicles and washed all vehicles.

April 3- Cleared all current PA One Call tickets. Completed a water service inspection at 109 W. Huller LN. Called our part time sessional parks mower (Greg Kubacki) to confirm that he is still available for mowing the parks. Greg Kubacki will be starting April 10 for the mowing of the parks. Completed putting lobbies glass shelf into lobby. Checked all flood prone areas and down trees areas. Picked up two propane cylinders (14.1oz) needed for shop. A call came in about a down tree on Slater Road completed. Closed road due to rain on Snyder Rd from Bewley to Bowers.

April 4- Cleared current PA One Calls tickets, remarked lines on roads that marks were fading. Checked all roads that are flooded areas, closed off Wileys Rd and left Snyder Rd from Bewley to Bowers closed until water reseeds. Removed debris up off roads in Ontelaunee, located and picked up tires from one end of Bowers Rd bridge. Called railroad informing them of down tree on the railroad track. Picked up three emergency lights from Colonial Electric that were needed in township building and installed. Picked up Tap Connectors from Kuzan's.

April 5- Cleared current PA One Call tickets. Exchanged all fuel cards with their new replacement. Distributed current shut off notices for water and sewer. Checked and pulled road closed signs from flood prone areas. Cleared debris of intersection of Bowers Rd and Snyder Rd. Checked an issue on 937 Shoemakersville Rd that was called in, reached out to PennDOT about it. Had a demonstration training provided by Infrastructure at Maidencreek Township. Filled vehicle up with fuel. Completed my weekly report.

April 6- Saturday

April 7- Sunday

April 8- Completed and handed in time slips. Checked for trash at Rec A&B. Groomed ball field at Rec B. Started the Spring Hydrant Flushing for the season. Checked and cleared any PA One Calls. Went out and remark fading PA One Call marks. Received 55-gallon drum of window washer fluid from Auto Zone. Received my township credit card. Picked up debris off the road and checked Bowers Rd for potholes due to washing out by rain.

April 9- Check and clear PA One Calls tickets. Continued spring hydrant flushing for the season. Started the Boom mowing season with Wiley's Rd. Fixed door that enters garage, bolts came loose.

April 10- Checked and cleared PA One Calls tickets and retouched marks that got washed away.

Continuing and completed the spring hydrant flushing. Check Berkley Road for a call of some debris on the side of the road. Mowed Park Rec A & B (Greg Kubacki).

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April 11- Checked and cleared PA One Calls. Cleared the debris of soil and stone off Berkley Rd. Attended our Berks County Public Works Association Meeting at Oley. Part timer Andrew mowed the Public Works building. Removed broken speed limit sign on Ontelaunee Drive. Received mounting ball for joystick on the boom mower.

April 12- Checked and cleared PA One Calls. Attended LTAP training at Ag Center. Tried to install water meters for new homes on Sunglo but couldn't be done due to water being turned off on block. Picked up paint for secretary's office wall from Kuzan's.

April 13- Saturday

April 14- Sunday

April 15- Checked and cleared PA One Calls. Completed our weekly hydrant flushing. Checked/emptied park's trash and groomed baseball field. Installed water meters on Sunglo. Checked a call that came from 29 Hannibal Lane about a wasp's nest on a utility box. Boomed mowed Bowers Rd and Slater Rd. Filled up boom mower after use.

April 16- Checked and cleared PA One Calls. Continuing Boom Mowing the township and got Snyder Rd, Berkley Rd, and township's portion of Leesport Ave done. Responded to a call that came in for low water pressure on 414 Indian Manor Drive. By the time we showed up the water pressure was back to normal. Gregg H. came in to mow Park Rec A & B.

April 17- Checked and cleared PA One Calls. Continued boom mowing the township, got Willow Creek Rd, and East Huller Lane completed.

April 18- Checked and cleared PA One Calls. Continued boom mowing township, Loose Lane, IDA Red Drive, and Kindt Corner from Ontelaunee Drive to Route 61.

April 19- Checked and Cleared PA One Calls. Removed roadkill that was on the side of the road. Continued boom mowing township, Shoemakersville Rd.

April 20- Checked and Cleared PA One Calls. Brenntag meter project.

April 21- Sunday

April 22- Checked and cleared PA One Calls. Attended meeting with Arrow. Mowed township building. Completed our weekly hydrant flushing. Groomed ballfield and removed trash from parks. Mowed Bewley lane retention pond. Cut and weed sprayed pump station.

April 23- Holiday

April 24- Checked and cleared Pa One Calls. Brian Brownville came in to replace the broken water pressure tank for the township building. Scarped broken water tank. Part timer (Gregg H.) mowed both Rec A & B Parks. Boarded up broken window on Rec B parks shed. Picked up back order of lights from Colonial Electric. Ordered two weedwhacker heads at Kubota. Part timer (Andrew T.) mowed north point area. Installed lights that were back ordered in township building. Could not install it in Kim's room due to the office being locked. Installed two delineators on Snyder Rd. Cold patched a chunk of road that was peeling near intersection of Snyder and Bower Rd.

April 25- Checked and cleared PA One Calls. Continued boom mowing the township, Ontelaunee Drive and the rest of Kindt Corner Rd.

April 26- Checked and cleared PA One Calls. Continued boom mowing township, Ohlinger Rd, Gernants Church Rd, Cider Mill, Kerns Rd, and Orchard Rd. Check out a call about a stop sign. Checked and cleaned Rec A park for this weekend's usage.

April 27- Saturday

April 28- Sunday

April 29- Check and cleared PA One Calls. Continued with the weekly hydrant flushing. Checked parks for trash and emptied trash cans. Groomed baseball field. Mowed township building grounds. Purchased weed killer from Tractor Supplies for maintaining weeds around street signpost. Searched for window replacement for Rec B's shed.

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April 30- Checked and cleared PA One Calls. Attended workshop meeting. Registered for PA Rural Water Operator Certification. Completed our monthly water meter billing run. Checked vehicles fluids and filled if needed.

Foreman Report April 2024

Fuel Used

- Gasoline- 65.894 gal- \$248.00
- Diesel- 191.394 gal- \$832.53
- Gasoline Cans- 16.16 gal - \$77.60
- Diesel Cans- 0.00 gal - \$0.00

Worked Performed

- PA One Calls
- Mowed Rec A & B
- Mowed Township Building
- Mowed Sewer Pump Stations
- Mowed Bewley retention pond
- Mowed North Point
- Equipment Maintenance and clean up in shop
- Empty trash at Rec A & B
- Removal of trees and branches from road after and during storm
- Received new fuel cards
- Replaced Emergency Lights in Township Building
- Spring Hydrant Flushing
- Weekly Hydrant Flushing
- Mowed Township with Boom Mower
- Removed debris that was called in
- Attended Berks County Public Works Association Meeting
- Installed Water Meters
- Attended LTAP Training
- Water Reading for billing
- Filled Potholes with Cold Patch/Millings
- Vehicle Maintenance
- Shut-Off Notices

Purchases & Expenses

- A.D Moyer Lumber - \$12.06
- Grainger - \$93.29
- Amazon – \$81.17
- Kuzan's- \$52.97
- Stephenson Equipment INC - \$69.93
- Advance Auto Parts- \$303.69
- Colonial Electric- \$343.60
- LB Water- \$60.00

- Tractor Supply-\$179.99
Total- \$1,113.01

Safety Training

- Outdoor Storage of Materials Spill Prevention and Control
CDL Air Brakes- Seven Step Check

Engineers Report April 2024

Subdivisions and Land Development Projects

1. Pottsville Properties Subdivision

As subdivision plan was received and will be reviewed by ARRO for the parcel (McGrew Dealership – Bobcat). The subdivision will be first reviewed by the Ontelaunee Township Planning Commission at their meeting to be held May 16, 2024.

2. McIntosh Farms II

Attorney Magovern’s office developed an agreement for Phase III of the project as well as the incorporation of all outstanding projects (16-Lot) and Phases (I & II). ARRO is currently reviewing the agreement and will provide comments to Attorney Magovern’s office. We will forward the agreement to the developer when it is in its final form.

3. Willow Creek Farms (Gaspari Tract)

ARRO provided an Exhibit to Attorney Magovern’s office regarding rezoning a portion of land from R-2 to C.

4. 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 May 16, 2024.

The developer was provided information regarding required upgrades to pump station #7 to service the proposed development.

5. Crow Holdings Land Development (CHI)

A submission was made for improvements to SR 0073 and Ontelaunee Drive to PennDOT. A meeting was held with the developer’s consultants to coordinate the improvements with existing Township facilities and the proposed TASA project improvements along Ontelaunee Drive. The developer’s representatives/consultants acknowledged the need to widen Ontelaunee Drive between the previous improvements and SR 0073 improvements.

Items are included on the agenda regarding signature of the MS 950 AA and the required PennDOT Traffic Signal Maintenance Agreement for the project.

6. Reitnouer Land Development Plan

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

7. 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.

8. **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 was forwarded to the landowners.

Additional information was requested by and forwarded to the Schuylkill Valley School District.

Attorney Magovern discussed the easements with Pat Donovan of MTA and requested that I contact him directly. I will reach out to Pat in the next couple of days.

b. Bowers Road Project – We received the recorded deed from the City of Reading via Attorney Magovern's office. We are currently preparing a resubmission to PennDOT for the Highway Occupancy Permit.

An extension request for the Dirt and Gravel/Low Volume Road Funds from BCD was requested and granted to June 2025.

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

d. ARRO updated the Township's sanitary sewer mapping within Willow Glen.

9. **Water System Engineering & Reporting**

a. A sampling schedule was provided to the Township staff.

b. The proposed resolution to the Ontelaunee Township Water System Rules and Regulations regarding meter ownership for meters over 1" is listed on the agenda.

10. **Water System Operations (ARRO Water Services)**

AWS personnel met with Township staff regarding water system operation procedures, the development of standard operating procedures and water system operator licensing.

11. **Sanitary Sewer System Engineering**

- a. The revision to the emergency repair permit for the exposed pipe in Willow Creek was forwarded to PADEP.

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 contractor's facility. Electrical conduit, generator pads and temporary propane connections were installed in advance of setting the generators. A date for setting the generators has not been provided by the contractor (Blooming Glenn Contractors).

A recommendation for payment of 50% of the Omni units to Envirep is listed on the agenda.

We are exploring the potential addition of a generator at PS #8, suction line replacement at PS #2 and 7 and motor replacement at PS #2, 4 and 7, via a Change Order, in the project scope.

- c. Sample results and exceedance notifications for Materion were reviewed by ARRO and Township staff. Materion has requested a one-time permission to pre-treat and then discharge water with trace titanium. The request was forwarded to Leesport Borough for their approval.
- d. An inquiry was received regarding available EDU's for the parcel at the intersection of Slater Road and Heffner Drive.

12. **Sanitary Sewer Operations (ARRO Water Services)**

- 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 Chuck Grebloski and seconded by Josh Steingraber to ratify Form M-950AA which allows Bowman Consulting Group to submit plans to PA DOT on the Township's behalf for the Ontelaunee Drive and Lake Shore Drive Roadway improvements. Vote 2:0

A motion was made by Chuck Grebloski and seconded by Josh Steingraber to approve Resolution #2024-8, the Traffic Signal Maintenance Agreement with PA DOT as well as authorize the approval of the PA DOT Traffic Signal Maintenance Agreement with the Commonwealth. Vote 2:0

A motion was made by Chuck Grebloski and seconded by Josh Steingraber to approve payment to Envirep for 50% of the Omni unit cost for the equipment that they had purchased and have been holding for almost a year due to the lead time of the generators. The amount would be \$16,557.50. Vote 2:0

MS4: Annual training for the Public Works Department has been completed

SOLICITOR :

A motion was made by Chuck Grebloski and seconded by Josh Steingraber to approve Resolution #2024-7 amending the water and sewer rules and regulations to state that the cost of maintenance and repair of meters greater than 1” are the responsibility of the owner of the property. Vote 2:0

CODE ENFORCEMENT – March report submitted

EMA COORDINATOR – nothing to report

POLICE COMMISSION – nothing to report

PLANNING COMMISSION – no meeting was held

EXPENDITURES

A motion was made by Chuck Grebloski and seconded by Josh Steingraber to approve expenditures for the month of April in the amount of \$551,921.56. Vote 2:0

General	\$366,565.03
Water	\$140,895.15
Sewer	\$ 44,461.38

BILLS PAID - APRIL

21st Century Media - Philly Cluster	417.11
A. D. Moyer Lumber	104.05
Advanced Auto Parts	173.28
Alarm Tech Suppression	846.00
ARRO Consulting, Inc.	15,157.36
ARRO Water Services	4,756.20
Berks County Conservation District	800.00
Blooming Glen Contractors Inc.	125,757.81
Borough of Leesport	2,519.62
Capital Blue Cross	2,256.31
Colonial Electric Supply Company	150.00
Comfort Pro, Inc	559.00
Commonwealth of Pennsylvania	4,000.00
Delaware Valley Regional Finance Authori	2,037.60
Envirep Inc	255.00
Exeter Supply Co, Inc	5,248.00
Forino Company	140.00
Grainger	261.59
Hartman Valeriano Magovern & Lutz P.C.	5,708.00
J.C.EHRLICH	4,648.00

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J.P.Mascaro & Sons	997.52
JB Environmental Services LLC	705.00
Kraft Municipal Group Inc.	55,394.01
KUZANS HARDWARE	137.48
Landis Bonfitto	3,607.95
LB Water Service, Inc.	333.70
M.J. Reider Associates Inc	674.75
Maidencreek Township	1,507.50
Met Ed	6,588.05
MET ED	1,926.48
Nationwide	487.32
Nester's Sanitation Inc.	195.00
NORTHERN BERKS REGIONAL POLICE DEPT.	85,042.63
PSATS UC GROUP TRUST	1,189.20
Reading Area Water Authority	27,859.65
Reading Office Maintenance	220.00
Ready Refresh	45.90
Rhoads Energy Corporation	785.29
Rieck's Printing	45.00
SAM'S MASTERCARD	176.90
Schultz Technology Solutions	636.65
Septic Solutions	327.50
SOS Business Machines	298.77
Stephenson Equipment Inc.	69.93
T. M. Bailey Services, LLC	335.68
TELCO, INC.	624.00
Truist Governmental Finance	185,345.00
VERIZON	42.52
W. B. Mason Co. Inc.	239.97
Weaver's Ace Hardware	287.28
GRAND TOTAL	551,921.56
GENERAL	366,565.03
WATER	44,461.38
SEWER	140,895.15

OLD BUSINESS:

A motion was made by Chuck Grebloski and seconded by Josh Steingraber to approve the change of date for the previously approved event permit for a Homerun Derby at Ontelaunee Fields. The previous date was June 1, 2024 with a rain date of June 2, 2024 and the new date is August 17, 2024 with a rain date of August 18, 2024. Vote 2:0

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NEW BUSINESS:

A motion was made by Josh Steingraber and seconded by Chuck Grebloski to approve a special event permit request for July 13 and July 14, 2024 for a Volleyball Tournament at Ontelaunee Fields, contingent upon the following: additional porta-potties, additional trash containers, and having certified EMS personnel on site for the duration of the event. All trash will need to be removed from the area each day at the conclusion of the event. Vote 2:0

A motion was made by Josh Steingraber and seconded by Chuck Grebloski authorizing Israel Santiago to attend the water operator certification training program. The 12 day training is free to the township with a fee for the testing. The program will be held in Harrisburg on twelve Tuesdays (during the day) starting in August with completion in November. Mr. Santiago will be paid by the township to attend these classes. Vote 2:0

A motion was made by Chuck Grebloski and seconded by Josh Steingraber to authorize training for ESM (Environmentally Sensitive Maintenance) that is required for the grant for Bowers Road project. This training and certification is a two day training event and the closest training will be held in Lancaster on November 6 and 7. Vote 2:0

UPCOMING MEETINGS/INFO:

May 13 - 6 p.m. – NBRPD Commission meeting
May 16 – 7 p.m. – Planning Commission
May 27 – OFFICE CLOSED
June 6 – 7 p.m. Supervisors meeting

ADJOURNMENT

A motion was made by Josh Steingraber and seconded by Chuck Grebloski to adjourn the monthly meeting at 7:30 p.m. Vote 2:0

Respectfully

Kim Y. Berger
Secretary