

June 6, 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- Chief Jim Keiser, Jared Hockenberry (ARM Group), Heather Hanna, Josh Sauers Miele Amusements), Zac Arnold (7 Development), Marisol Charxa, Jamie Schlesinger (PFM), Ben Kapenstein (PFM)

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

FIRE DEPARTMENT – May report was submitted

POLICE DEPARTMENT – April written report was submitted, Chief reported on May activities.

BUSINESS FROM FLOOR

Jared Hockenberry from the ARM Group and Josh Sauers from Miele Amusements was present to discuss a plan for the lots behind Sheetz. They are proposing a 10,000 square foot building. Land development plans will be forthcoming in the next few weeks.

Jamie Schlesinger and Ben Kapenstein from PFM Financial Advisors LLC were present to review the water and sewer rate study that has been completed for the township. The supervisors will be reviewing the information and will make a decision in the near future.

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

Real Estate Taxes -	\$302,240.88
Real Estate Interims -	\$ 615.10
Street Light Tax -	\$ 3,178.80

May 2024 Public Works Daily Log

May 1- Check and clear PA One Calls. Part timer (Gregg H) mowed Rec A & B. Continuing to boom mow the township, Leesport Ave (state portion), Park Rd, South Riverside and East Huller.
May 2- Check and clear PA One Calls. Picked up window from Amish Market for Rec B park's shed. Picked up more road closed up ahead, detour, and road close/ local traffic only signs from Main Stream

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Industries Inc. Started and finished adding milling underneath the guard rail on Wiley's Rd. Started adding milling on Bowers Rd to cover all the potholes.

May 3- Check and clear PA One Calls. Labeled Park Rec A electrical box for when civilians rent out. Continued Adding more millings on Bowers Rd. Checked and cleaned park for usage this weekend. Started our boom mowing process again, started on Wiley's Rd. Filled truck #1 and cleaned up the shop.

May 4- Saturday

May 5- Saturday

May 6- Checked and clear PA One Calls. Weekly hydrant flushing. Check and cleared park trash. Installed new window for Rec B's Parks shed. Proceeded to power wash the whole shed at Rec B's Park, and removed algae of the shed ramp that was very slippery. When dries we will install grip tape on the ramp to prevent slips/falls. Cleaned shop and backhoe.

May 7- Attended training for PA One Calls at the Greater Philadelphia Expo Center in Oaks PA.

May 8- Checked and cleared PA One Calls. Mowed both parks (Gregg H). Mowed township property and north point. Remarked any faded PA One call marks due to rain. Installed two street signs on Synder road. Installed garage shop door sign. Installed a new rubber gasket for a water meter leak on 5 Bisbee Dr.

May 9- Check And cleared PA One Calls. Mowed Bewley's retention pond and mowed all the pump stations. Fixed garage door entrance. Checked pump stations for out lights and cleaned inside pump stations. Installed a new water meter lid for a residential meter pit. Picked up a new emergency light from colonial electric that was back ordered. Boomed mowed Mohrsville Rd.

May 10- Checked and cleared PA One Calls. Checked roads to make sure there isn't any debris from the storm. Greased and serviced Ex Mark mowers. Checked trash at parks for usage for this weekend. Replaced broken handle on garage door at Rec B shed. Found the blow-off valves in township for G.I.S program.

May 11- Saturday

May 12- Sunday

May 13- Checked and cleared PA One Calls. Continued our weekly hydrant flushing. Checked trash at Rec A & B parks. Checked out meter vaults and pumped them down if needed. Received a call from Berks Radio about a down sign due to an accident on Mohrsville Rd, installed new signs. Continuing boom mowing township, finished one side of Shoemakersville Rd.

May 14- Checked and cleared PA One Calls. Starting the process of weed whacking and spraying weed killer around all street signs in the township. Continued mowing township with Boom Mower, finished Shoemakersville Rd and Kerns Rd.

May 15- Checked and cleared PA One Calls. Training today from 7:00am to 12:00pm. Rain Day so we spent the day cleaning vehicles. Cleaned shop as well. Installed two broken delineators on Shoemakersville Rd. Installed new lights in Kim's office. Spackled the wall in Kim's office before painting.

May 16- Checked and cleared PA One Calls. Continuing to boom mow Township finished Willow Creek Rd and started East Huller Rd. Both Rec A & B got mowed by Gregg K. Fixed time clock machine.

May 17- Checked and cleared PA One Calls. Meeting today with Arrow. Continued boom mowing township couldn't finish East Huller due to being called for an emergency sewer break call on 1102 Heffner Ln. Had Arrow show up and we decided to vac out the one vault to see if there was a leak on the line. There was no leak detected on our line, but there may be an issue from the homeowners pump to our shut off valve. The plumber will be in on Monday to dig it up to see what's wrong.

May 18- Saturday

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May 19- Sunday

May 20- Checked and cleared PA One Calls. Started the day with completing payroll paperwork. Then continued our weekly hydrant flushing. Checked all the trash cans at the park and groomed the ball field. Picked up some 2 cycle from Kuzan's and Bobcat. Delt with a call that came in about a sewer problem at 295 Gernants Church Rd, it doesn't fall on the township. Made sure everything was being completed at 1102 Heffner Rd. Continued boom mowing township where we left off at on Friday, East Huller.

May 21- Checked and cleared PA One Calls. Continuing to boom mow the township, finished East Huller and started Slater Rd.

May 22- Checked and cleared PA One Calls. Mowed township building and north point. Continued boom mowing township finished Slater Rd and Bowers Rd. Started Synder Rd but didn't finish.

May 23- Checked and cleared PA One Calls. Added grip tape on the park ramp to the shed. Fixed a down sign on Gernants Church Rd. Mowe pump stations, Bewley pond, and Hannible Lane. Finished boom mowing Wileys Lane.

Mat 24- Checked and cleared PA One Calls. Picked up tires that were scattered across the township. Continued boom mowing Synder. Got a call about a down tree on Ohlinger Rd, removed tree from middle of the road.

May 25- Saturday

May 26- Sunday

May 27- Holiday

May 28- Checked and cleared PA One Calls. Continued the weekly hydrant flushing. Removed two beehives from the sampling station on Marget St. Removed Park trash from over the weekend and groomed baseball field. Mowed the township area. Chopped and chipped wood from down tree on Ohlinger Rd. Took chipped wood to Berks Soil and Stone.

May 29- Checked and cleared PA One Calls. Part timer Greg K. mowed Park Rec A & B. Continued boom mowing township, Synder Rd almost finished just need to finish between 61 and Leesport Ave, and started Kindt Coner Rd.

May 30- Checked and cleared PA One Calls. Continued boom mowing finished Gernants Church Rd and finished one side of Kindt Corner Rd. Started Orchard Rd.

May 31- Checked and cleared PA One Calls. Did our monthly water meter reading run. Continued adding more spackle compound in Kim's Office before sanding. Continued Boom Mowing the township. Started Ontelaunee Drive and stopped at Gernants Church Rd.

Israel Santiago

Public Works Foreman

Forman Report May 2024

Fuel Used

- Gasoline- \$363.27
- Diesel- \$178.45
- Gasoline Cans- \$186.85
- Diesel Cans- \$0.00
- Backhoe- \$94.84
- John Deere Boom Mower- \$708.54

Worked Preformed

- 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
- Weekly Hydrant Flushing
- Mowed Township with Boom Mower
- Removed debris that was called in
- Attended LTAP Training
- Water Reading for billing
- Vehicle Maintenance
- Shut-Off Notices
- Removed tree and chipped away
- Attended PA One Call Meeting
- Covered Water meter valve with Mud Caps
- Sprayed weed killer on street signs
- Maintenance of township building
- Maintenance at Park

Purchases & Expenses

- Kuzan's- \$247.43
- LB Water- \$210.00
- LIFT- \$52.99
- County Line Sheds- \$130.00
- Bobcat- \$81.82
- MS11- \$2,785.00

Total- \$3507.24

Training

- PA One Call Training
- LTAP Training

Foreman

Israel Santiago

Engineers Report May 2024

Subdivisions and Land Development Projects

1. Pottsville Properties Subdivision

The subdivision was reviewed by the Ontelaunee Township Planning Commission at their meeting held May 16, 2024. The meeting agenda lists waiver and conditional preliminary plan approval recommendations of the Planning Commission.

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 reviewed and provided comments to Attorney Magovern's office regarding the agreement. The meeting agenda contains a recommendation regarding execution of the developer executed agreement by the Board of Supervisors.

Repairs to the off-site portion of Ida Red Drive were conducted.

Street light authorizations were discussed with the developer, Met Ed and Township.

ARRO conducted pre-pour inspections for sidewalk installations.

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

The meeting agenda contains proposed action regarding accepting a time extension provided by the developer.

4. **Epting Tract Subdivision**

The meeting agenda contains proposed action regarding accepting a time extension provided by the developer.

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.

PennDOT has agreed to lessen the scope of the TASA project along Ontelaunee Drive in order for the TASA project and roadway improvement project to proceed independently.

As part of the intersection widening project information has been provided by the developer to the Township regarding improvements to the existing Township stormwater facilities. Essentially the ponds will be excavated, material placed in the base and the base mulched (converted to a bioretention facility). This would provide a stormwater BMP for the widening project via evaporation. Future maintenance responsibilities of the Township have been identified in the materials provided by the developer.

The required BMP has been calculated based on using the existing facility as the baseline, regardless if it is currently sized correctly or not, and only providing additional stormwater improvements based on proposed additional impervious coverage.

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.

Attorney Magovern's office has prepared the necessary agreements and is waiting on ARRO's review of the improvement cost estimate to finalize the documents.

7. GIS/Mapping

ARRO met with public works staff on 6/5 to review inlets that need cleaning in order to measure invert depths and confirm sub surface conveyance direction.

ARRO communicated with Schuylkill Valley School District facilities manager and will complete field mapping at district property in June of 2024.

ARRO coordinated with Township IT staff to forward PA One Call emails to the GIS system.

8. General Engineering

a. TASA Project (MS4 PRP Implementation)

ARRO presented an offer, via e-mail, to the Maiden Creek Township Authority for the drainage easement and temporary construction easement.

Additional information was requested by and forwarded to the Schuylkill Valley School District; however, given the revision to the scope of work a revised easement plan will need to be provided to SVSD.

b. Bowers Road Project - The plans were resubmitted to PennDOT. Three items remain to be addressed. One being providing a Professional Engineers seal and signature on the plans, another being providing PennDOT with a Certificate of Insurance from the Township and lastly revising ownership notations on the plans based on the deed of dedication from the City of Reading.

Prior to construction, proof of security will also be required.

c. A Notice to Proceed was issued to the Contractor (H & K Group) on March 19th for the 2024 Road Project. We have reached out and discussed a start date with H & K representatives; however, a project pre-construction meeting date or project start date have not been established. The contract requires a project completion on or prior to June 28, 2024.

d. A road opening request was denied for Edinboro Lane due to the roadway paving having been conducted within the previous five years and it not being deemed an emergency road opening.

e. Communications have been received by the Township for potential subdivisions/land development on parcels located along Ashley Way, SR 0061 and Gernants Church Road.

9. Water System Engineering & Reporting

a. Revised operator forms were prepared and will be submitted to PADEP.

- b. ARRO reviewed preliminary water rate information provided by PFM Financial Advisors, LLC.
- c. The Township was advised of a proposed waterline extension by Leesport Borough to the SVSD parcel. The waterline would be an additional line to SCSD by Leesport Borough.

10. Water System Operations (ARRO Water Services)

AWS personnel assisted with a response to a sewer blockage at 1102 Heffner Lane.

11. Sanitary Sewer System Engineering

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

The Emergency Permit was issued by PADEP with the condition that the repairs outlined are temporary and permanent repairs in conformance with the Chapter 105 regulations must occur within 270 days from permit issuance.

PADEP required both Ontelaunee Township and RAWA sign the permit acknowledging the conditions or the permit is null and void.

- 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. The contractor is establishing secondary pads for the transfer switches. A date for setting the generators has not been provided by the contractor (Blooming Glenn Contractors).

Blooming Glen Contractors have provided an estimate to modify drive motors at PS 2, 4 and 7 (\$20,850.00), replacing the piping in the wet wells at PS 2, 4, 7 (\$42,975.00), replacing the suction line in the building and painting the wet well pipes (\$6,071.00) totaling \$69, 896.00. The work may be eligible for 25% reimbursement by the County ARP funding with remaining funds potentially available through the DCED grant received for the project.

We continue to explore the potential addition of a generator at PS #8.

- 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. Leesport Borough has requested additional information regarding the proposed discharge prior to providing their approval.
- d. An inquiry was received regarding available EDU's and sanitary sewer plans for the parcel at the intersection of Slater Road and Heffner Drive.
- e. ARRO reviewed preliminary water rate information provided by PFM Financial Advisors, LLC.

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.

Regarding the MS4 project that the township received grand funding for, a motion was made by Gary Hadden and seconded by Chuck Grebloski to approve the proposal from Navarro & Wright Consulting Engineers for construction inspection services for the TASA project in the township. Vote 2:0

Also regarding the MS4 project, a motion was made by Gary Hadden and seconded by Chuck Grebloski to approve alternations that will be made to the township retention pond to address the additional storm water created by the additional lanes that will be created at the intersection of Route 73 and Ontelaunee Drive when the intersection is improved. Vote 2:0

A motion was made by Gary Hadden and seconded by Chuck Grebloski to acknowledge a time extension to the developer of the Epting Tract until September 5, 2024. Vote 2:0

A motion was made by Gary Hadden and seconded by Chuck Grebloski to acknowledge a time extension to the developer of the Gasperi Tract until September 21, 2024. Vote 2:0

A motion was made by Gary Hadden and seconded by Chuck Grebloski to authorize the signing of the emergency permit for the repairs to the sewer force main that is exposed in Willow Creek. This will be an emergency repair along with RAWA's water line that is also exposed at the same location. Vote 2:0

A motion was made by Gary Hadden and seconded by Chuck Grebloski to authorize Summit Valley Outdoor Solutions to prepare a new proposal and then to make the repairs to the force main in Willow Creek at a cost not to exceed \$55,000. Vote 2:0

A motion was made by Gary Hadden and seconded by Chuck Grebloski to approve modifying the drive motors at PS 2, 4 and 7 (\$20,850.00), replacing the piping in the wet wells at PS 2, 4, 7 (\$42,975.00), replacing the suction line in the building and painting the wet well pipes (\$6,071.00) totaling \$69,896.00. Vote 2:0

MS4: nothing to report

SOLICITOR :

Discuss a zoning amendment to Chapter 27, amending the zoning map to change the zoning classification of a portion of a parcel of land within the township for the purpose of removing the portion from R-2-medium density residential and adding the portion to the C- general commercial zoning district. A motion was made by Gary Hadden and seconded by Chuck Grebloski to authorize the solicitor's office to advertise the amendment for a public hearing and consideration of enactment of the amendment at the July Board meeting. Vote 2:0

Discuss a zoning amendment to Chapter 27, amending section 407 entitled C-General Commercial District, section 407.4 entitled "uses permitted by condition" to permit warehousing use as a conditional

use within the C-General Commercial District. A motion was made by Gary Hadden and seconded by Chuck Grebloski to authorize the solicitor’s office to advertise the amendment for a public hearing and consideration of enactment of the amendment at the July Board meeting. Vote 2:0

A motion was made by Gary Hadden and seconded by Chuck Grebloski to approve McIntosh II, Phase III improvements agreement. Vote 2:0

A motion was made by Gary Hadden and seconded by Chuck Grebloski to authorize the Solicitor to draft an ordinance for designating the speed limit along Ida Red Road to either 25 or 35 mph conditioned on the engineers review determining if a traffic study needs to be obtained. Vote 2:0

CODE ENFORCEMENT – April and May report submitted

EMA COORDINATOR – nothing to report

POLICE COMMISSION – nothing to report

PLANNING COMMISSION –

Regarding Pottsville Properties - subdivision of land – near Bobcat and Rutters

The Planning Commission recommends to the supervisors’ approval of the following items:

A motion was made by Chuck Grebloski and seconded by Gary Hadden to give approval to subdivide 14.2 acre tract located off Center Ave (SR61) into two individual lots: Bobcat (5.72 acres) and an open 8.48 acre lot (no proposed use). Vote 2:0

A motion was made by Gary Hadden and seconded by Chuck Grebloski to give approval for a waiver for section 4.2101: the plan is drawn at a scale of 1” = 60’ which is smaller than required. Vote 2:0

A motion was made by Chuck Grebloski and seconded by Gary Hadden to approve the preliminary plan, conditioned upon ARRO and Berks County Planning Commission Review Letters. Vote 2:0

EXPENDITURES

A motion was made by Chuck Grebloski and seconded by Gary Hadden to approve expenditures for the month of May in the amount of \$406,611.51. Vote 2:0

General	\$152,626.53
Water	\$ 36,343.20
Sewer	\$217,641.78

LIST OF BILLS PAID - MAY 2024

A & J Structures	130.00
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Advanced Auto Parts	315.05
ARRO Consulting, Inc.	9,005.76
ARRO Water Services	5,200.00
Berks Co. of Association of Twp. Off.	75.00
Berkshire Systems Grou, Inc.	379.50
Capital Blue Cross	2,256.31
Checks For Less	84.95
Colonial Electric Supply Company	318.60
Comfort Pro, Inc	208.50
Crownstone Equipment	81.82
Cummins Power System, LLC	3,718.80
Delaware Valley Regional Finance Authori	2,037.60
Elan Financial Services	1,792.01
Envirep Inc	16,557.50
Grainger	8.60
Hartman Valeriano Magovern & Lutz P.C.	2,986.11
J.P.Mascaro & Sons	997.52
JB Environmental Services LLC	90.00
Kraft Municipal Group Inc.	23,035.11
KUZANS HARDWARE	26.58
LB Water Service, Inc.	210.00
Leesport Borough Authority	53,553.54
LIFT, Inc.	52.99
Long, Barrell & Co., LTD.	4,362.10
M.J. Reider Associates Inc	1,154.55
Maidencreek Township Authority	17,128.56
MET ED	3,327.51
Met Ed	6,578.09
MSII	2,785.00
Nationwide	487.32
Nester's Sanitation Inc.	195.00
North Light Photography	325.00
NORTHERN BERKS REGIONAL POLICE DEPT.	85,042.63
OPA's Water Conditioning & Plumbing	4,805.00
Pitney Bowes	276.84
Reading Area Water Authority	30,943.54
Reading Office Maintenance	220.00
Rhoads Energy Corporation	1,158.13
SAM'S MASTERCARD	281.16
Schultz Technology Solutions	394.72
Septic Solutions	332.00
T. M. Bailey Services, LLC	240.00
TompkinsVIST Bank	3,537.00

Triangle Communications	100.00
Tri-Valley YMCA	5,000.00
VERIZON	85.00
W. B. Mason Co. Inc.	181.75
Wilmington Trust Company	114,448.76
Total	406,611.51
General	152,626.53
Water	36,343.20
Sewer	217,641.78

OLD BUSINESS:

A motion was made by Gary Hadden and seconded by Chuck Grebloski to approve the HVAC– mini split proposal for the Police Department from Comfort Pro at a cost of \$7,265.64. Vote 2:0

NEW BUSINESS:

A motion was made by Chuck Grebloski and seconded by Gary Hadden to approve a special event permit for July 27 and 28, 2024 for the DQOM Fest at Las Cabanas Quintas. Vote 2:0

In reference to the two street lights requested near the entrance to Leibensperger’s Funeral Home on Peach Street that was approved in 2022 and was to be paid for by Leibensperger’s Funeral home, A motion was made by Gary Hadden and seconded by Chuck Grebloski to allow the payment of \$4,676.13 to be made in four increments to the township. Vote 2:0

A motion was made by Chuck Grebloski and seconded by Gary Hadden to approve paying the public works employees a two hour minimum for call outs during off time hours. The time will be paid from the time that the employee receives the call. The employee will have 30 to 45 minutes to respond to the township building. In addition, authorize the solicitor to draft a resolution to add this to the employee hand book. Vote 2:0

A motion was made by Chuck Grebloski and seconded by Gary Hadden to amend the employee hand book to amend the PTO time to the following schedule. The employees will receive time ½ the time for the remainder of 2024 and to authorize the solicitor to draft a resolution.

Completed Service	Annual PTO Entitlement
0-2 months	none
3 months – 1 year	10 days
1 year	13 days
2-4 years	15 days
5-10 years	16 days
11 years	17 days
12 years	18 days

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13 years

14 years

15 years or more

19 days

20 days

20 days + 8 hrs per year

A motion was made by Chuck Grebloski and seconded by Gary Hadden to authorize advertising for a full-time public works employee. Vote 2:0

A motion was made by Chuck Grebloski and seconded by Gary Hadden to appoint Kevin Burns of Ontelaunee Township as the Ontelaunee EMA coordinator after receiving approval from the Governor and name Kim Berger as the Deputy EMA coordinator. This motion will include reimbursement for training expense/mileage after approval by the supervisors. Vote 2:0

A motion was made by Gary Hadden and seconded by Chuck Grebloski to authorize the expenditure of up to \$400 for supplies for National Night Out. Vote 2:0

UPCOMING MEETINGS/INFO:

June 10 - 6 p.m. – NBRPD Commission meeting

June 20 – 7 p.m. – Planning Commission

July 3 – 7 p.m. Supervisors meeting (CHANGE DUE TO JULY 4TH HOLIDAY)

ADJOURNMENT

A motion was made by Josh Steingraber and seconded by Chuck Grebloski to adjourn the monthly meeting at 8:30 p.m. Vote 2:0

Respectfully

Kim Y. Berger
Secretary