

July 3, 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 and Josh Steingraber present.**

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

Visitors- Zac Arnold (7 Development), Kenny Quell, Neil and Susan Frederick (321 Snyder Road)

A motion was made by Josh Steingraber and seconded by Chuck Grebloski to approve the minutes from the June 6, 2024 regular meeting. Vote 3:0

**FIRE DEPARTMENT** – June report was submitted

**POLICE DEPARTMENT** – May written report was submitted.

Chief Keiser was not in attendance. Mr. Steingraber asked that if the Chief is not able to attend our board meetings if another officer could be present in case there are questions that need answers. Mr. Grebloski will check this out at the police commission meeting on July 8.

**BUSINESS FROM FLOOR:** Visitors just observing.

**TAX COLLECTION:** A motion was made by Chuck Grebloski and seconded by Josh Steingraber to approve the Tax Collector report for June 2024. Vote 3:0

Real Estate Taxes -	\$ 1,222.71
Real Estate Interims -	\$26,263.51
Street Light Tax -	\$ 90.00

A motion was made by Josh Steingraber and seconded by Chuck Grebloski to exonerate \$71.69 for the property at 25 Trailer Drive due to the reduction in assessment. Vote 3:0

### **June 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 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.

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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 Snyder 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

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. Dealt with a call that came in about a sewer problem

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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 Snyder 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. Mowed pump stations, Bewley pond, and Hannibel Lane. Finished boom mowing Wiley's Lane.

Mat 24- Checked and cleared PA One Calls. Picked up tires that were scattered across the township. Continued boom mowing Snyder. 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 Maraget 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, Snyder Rd almost finished just need to finish between 61 and Leesport Ave, and started Kindt Corner 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 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
- 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 June 2024**

**Subdivisions and Land Development Projects**

**1. Gibson Land Development**

A Preliminary Land Development plan has been received for the Gibson parcel located north of the intersection of SR 0061 and Mohrsville Road and will be first reviewed at the Ontelaunee Township Planning Commission meeting to be held on July 18, 2024. Review comments will be provided to the developers' representative, Planning Commission and Township under separate cover.

**2. Pottsville Properties Subdivision**

A Final Subdivision Plan was received and will be first reviewed at the Ontelaunee Township Planning Commission meeting to be held on July 18, 2024. Review comments will be provided to the developers' representative, Planning Commission and Township under separate cover.

**3. McIntosh Farms II**

The Phase III Improvement Agreement was fully executed and recorded.

A meeting was held with the Township, developer and Met-Ed regarding streetlight authorizations. Streetlight authorization corrections were made by Met-Ed with the Township executed authorizations being forwarded to Met-Ed.

ARRO conducted pre-pour inspections for sidewalk installations.

**4. Willow Glen and McIntosh Farms I**

A meeting was held with the Township, developer and Met-Ed regarding streetlight authorizations, inspection requirements and installations. Streetlight authorization corrections were made by Met-Ed with the Township executed authorizations being forwarded to Met-Ed.

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

A submission was made for improvements to SR 0073 and Ontelaunee Drive to PennDOT. Review comments for the submission were received July 3, 2024 from PennDOT. A meeting was held with the developer's consultants to coordinate the acquisition of easements and right-of-way for the improvements.

An NPDES permit submission was made for the project. As part of the review process the Berks Conservation District requires notification of downstream property owners of the project. The developer will provide language for the notification with the notices being forwarded by the Township on Township letterhead.

**6. Reitnouer Land Development Plan**

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

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

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

ARRO is conducting periodic observations of project improvements.

**8. Willow Creek Farms (Gaspari Tract) – No activity since last report.**

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

9. Epting Tract Subdivision – No activity since last report.

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

10. **GIS/Mapping**

ARRO met with Township staff on 6/5 to review the Township's GIS mapping and related action items. ARRO provided public works staff with a list of inlets that need cleaned in order to capture invert data.

ARRO is reviewing electronic map files of as-built surveys for facilities within the Township for incorporation into GIS.

ARRO completed field mapping of the Schuylkill Valley School District property in June.

ARRO continues to monitor PA One Call data sent to the Township's GIS

11. **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. To date we have not received a response from the Maiden Creek Township Authority.

Revised easement plans will be provided to the SVSD.

b. Bowers Road Project – ARRO resolved the information requirements for the Certificate of Insurance (COI) to be provided to PennDOT by the Township. ARRO staff will be contacting Kim with the information so a COI can be issued. Upon receipt of the COI the final submission will be made to PennDOT for issuance of the HOP.

An Erosion and Sediment Control Plan is being prepared for submission and approval by the Berks Conservation District.

ARRO commenced the preparation of bid documents for the project. Revisions to the Dirt and Gravel guidelines require the placement of DSA prior to September 30<sup>th</sup> or before April 1<sup>st</sup>; therefore, it is anticipated that the contract will extend into the 2025 construction with completion being May 2025.

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

A tentative bid opening date has been established as August 1<sup>st</sup> pending completion of the project documents and the ability to meet project advertising deadlines. Alternatively, it may be advantageous to hold the bid opening on September 5<sup>th</sup> which would allow more time from the advertisement date to the bid opening date.

c. H & K Group completed the road improvement project on June 24<sup>th</sup> and has submitted project completion documents and an Application for Payment. The meeting lists a

motion for the conditional approval of the Application for Payment pending engineering review.

- d. Based on a review of PA regulations, forwarded under separate cover, it does not appear the speed limit on Ida Red Drive from the McIntosh Farms II Subdivision to Ontelaunee Drive can be lowered without conducting an engineering study. This is based on the definition of residence district requirements not being met.

**12. Water System Engineering & Reporting**

- a. Township and RAWA personnel resolved no and low water pressure to the area of the McIntosh Farms II development. Intermittent and low water pressure persisted with a review of the issue being conducted by RAWA, Township and ARRO staff. Township water operations staff are conducting systematic flushing in the Harvest Development and McIntosh Farms II to purge air from the water mains. Should the issue recur an investigation for the installation of air release valves may be necessary.
- b. ARRO and the Township prepared the 2023 Consumer Confidence Report for submission to PADEP, posting and distribution to water system customers.

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

AWS personnel assisted with the response to low and intermittent water pressure in the area of the McIntosh Farms II development.

**14. 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. Ontelaunee Township signed the permit; however, RAWA will not due to the condition of the permit being the proposed encasement as a temporary repair. RAWA believes additional discussions should be held with PADEP to discuss the minimum parameters necessary for the repair to be considered a permanent repair.

SVOS update their previous proposal (\$42K) to address PADEP permit issuance drawing details and the inclusion of PA Wage requirements. The cost of encasement as a temporary measure is now quoted as \$66,455.22. RAWA representative indicated they do not believe the temporary repair would now fall under the emergency category and therefore require public bidding procedures.

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

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Generators have been set at the respective pump stations with several of them being fully or partially connected as of the drafting of this report.

A formal Change Order No. 7 for the project is being presented for approval by the Board of Supervisors. The change order includes a time extension as well as a change in price based on the approved additional work at the June Supervisors meeting.

Please note that the value of the price change approved in June was \$69,896.00 and the formal Change Order No. 7 increase value is \$75,967.00 due to a misinterpretation on my part of the cost presented for the replacing the suction line in the building and painting the wet well pipes (\$6,071.00). This value was per pump station and the work needs to occur in two pump stations, not one, increasing the value of the increase approved at the June Supervisors meeting by \$6,071.00.

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. The discharge of cleaning solution by Ashley Furniture is being reviewed.

15. **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.
- b. AWS personnel provided the following non-standard operation services.
  - i. Respond to power failures at PS \$2 & 6 on June 26<sup>th</sup>.
  - ii. Accompanied Blooming Glenn Contractors for transfer switch installation on 6/27.

Discussion was held regarding a change order for Blooming Glen. The value of the price change approved in June was \$69,896.00 and the formal Change Order No. 7 increase value is \$75,967.00 due to a misinterpretation on Arro's part of the cost presented for the replacing the suction line in the building and painting the wet well pipes (\$6,071.00). This value was per pump station and the work needs to occur in two pump stations, not one, increasing the value of the increase approved at the June Supervisors meeting by \$6,071.00. A motion was made by Chuck Grebloski and seconded by Josh Steingraber to approve Change Order #7 which in addition to the above includes a time extension. Vote 3:0

Discussion was held regarding a request for additional stop signs on Kindt Corner Road at Ontelaunee Drive. The secretary was asked to obtain accident information at the intersection for the last few years.

A motion was made by Gary Hadden and seconded by Chuck Grebloski to approve the Application for Payment from H & K Group for the 2024 Road Improvement Project in the amount of \$164,616.69 conditioned on review and approval of the engineer. Vote 3:0



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Discussion was held regarding the request of reducing the speed limit on Ida Red from McIntosh Farms II to Ontelaunee Drive. Based on a review of PA regulations, it does not appear the speed limit on Ida Red Drive can be lowered without conducting an engineering study. This is based on the definition of residence district requirements not being met. Mr. Steingraber suggested at the Police conduct a preliminary study by using the speed timing signs we already have and obtain some statistics before we spend money on an engineering study.

Discussion was held regarding the low water pressure to the area of the McIntosh Farms II development. Intermittent and low water pressure persisted with a review of the issue being conducted by RAWA, Township and ARRO staff. Township water operations staff are conducting systematic flushing in the Harvest Development and McIntosh Farms II to purge air from the water mains. Mr. Hadden suggested that an easement be obtained from Forino now in case there is a need for an auto flusher or an air release valve prior to MCIII starting. A motion was made by Gary Hadden and seconded by Josh Steingraber to authorize Mr. McMullen to talk with Forino regarding this possibility. Vote 3:0

Discussion was held regarding the revision to the emergency repair permit for the exposed pipe in Willow Creek. PADEP required both Ontelaunee Township and RAWA sign the permit acknowledging the conditions or the permit is null and void. Ontelaunee Township signed the permit; however, RAWA will not due to the condition of the permit being the proposed encasement as a temporary repair.

A motion was made by Josh Steingraber and seconded by Chuck Grebloski to authorize the solicitor and engineer set up a meeting with DEP and RAWA to try to resolve this issue. Vote 3:0

**MS4:** nothing to report

#### **SOLICITOR :**

A Public hearing was held to 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. No one had any questions.

A motion was made by Josh Steingraber and seconded by Chuck Grebloski to adopt ordinance #2024-1 approving the 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. Vote 3:0

A Public hearing was held to 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. There were no questions.

A motion was made by Chuck Grebloski and seconded by Josh Steingraber to adopt ordinance #2024-2 approving the 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

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from R-2-medium density residential and adding the portion to the C- general commercial zoning district. Vote 3:0

A motion was made by Josh Steingraber and seconded by Chuck Grebloski to adopt Resolution #2024-9 amending the Employee Handbook. Vote 3:0

**CODE ENFORCEMENT** – no report. The zoning officer was asked to be at the August meeting.

**EMA COORDINATOR** – nothing to report

**POLICE COMMISSION** – nothing to report

**PLANNING COMMISSION** – the Planning Commission meeting was cancelled for June.

**EXPENDITURES**

A motion was made by Chuck Grebloski and seconded by Josh Steingraber to approve expenditures for the month of June in the amount of \$196,866.09. Vote 3:0

General	\$146,779.80
Water	\$ 36,380.06
Sewer	\$ 13,706.23

**LIST OF BILLS PAID - JUNE 2024**

A & W Mower Repair	269.95
Advanced Auto Parts	124.16
ARRO Consulting, Inc.	22,862.37
ARRO Water Services	4,877.42
Capital Blue Cross	2,256.31
Comfort Pro, Inc	7,265.64
County Garage Door	307.75
Cummins Power System, LLC	372.78
Delaware Valley Regional Finance Authori	2,037.60
Elan Financial Services	477.93
Gary S. Hadden	147.40
Hartman Valeriano Magovern & Lutz P.C.	1,956.00
Highland Auto & Truck Repair	574.27
J.C.EHRLICH	692.00
J.P.Mascaro & Sons	1,076.75
Kraft Municipal Group Inc.	10,085.96
KUZANS HARDWARE	235.06
LB Water Service, Inc.	1,944.00
Leslie Walker	986.06
M.J. Reider Associates Inc	1,714.30

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Met Ed	11,127.28
MSII	216.00
Nationwide	2,487.32
Nester's Sanitation Inc.	195.00
NORTHERN BERKS REGIONAL POLICE DEPT.	85,042.63
Pitney Bowes	908.25
ProAsys	276.25
Reading Area Water Authority	31,217.39
Reading Office Maintenance	220.00
Rhoads Energy Corporation	1,531.95
Schultz Technology Solutions	151.00
T. M. Bailey	240.00
TELCO, INC.	2,169.32
W. B. Mason Co. Inc.	39.99
Wilmington Trust Company	780.00
Grand Total	196,866.09
General	146,779.80
Water	13,706.23
Sewer	36,380.06

**OLD BUSINESS:**

Discussion was held regarding the sewer rate study that was conducted. A motion was made by Josh Steingraber and seconded by Chuck Grebloski to reduce the sewer rates effective January 1, 2025 to \$110 per month and to authorize the Solicitor to draft a resolution to amend the rate. This rate will be reviewed again in the fall of 2025. Vote 3:0

**NEW BUSINESS:**

A motion was made by Chuck Grebloski and seconded by Josh Steingraber to approve the 3 year maintenance contract to expire June 2027 with Cummins Sales and Service for service and inspection for the generator. Total for three years will be \$4,796.94 which will be paid yearly @ \$1,598.98. Vote 3:0

A motion was made by Chuck Grebloski and seconded by Josh Steingraber to approve the Special Event Permit application from Quintas Las Cabanas for pop up tent events featuring food, music and vendors. These tent events will be held on weekends from July thru October on campground property. Vote 3:0

A motion was made by Josh Steingraber and seconded by Chuck Grebloski to approve a one dollar an hour increase for Israel Santiago (hourly rate to be \$29.02) after successfully completing the 90 day probation as the Public Works Foreman effective June 30, 2024. Vote 3:0

**UPCOMING MEETINGS/INFO:**

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July 4 and 5<sup>th</sup> – TOWNSHIP OFFICE CLOSED  
July 8 - 6 p.m. – NBRPD Commission meeting  
July 18 – 7 p.m. – Planning Commission  
August 1 – 7 p.m. Supervisors meeting

**ADJOURNMENT**

A motion was made by Josh Steingraber and seconded by Chuck Grebloski to adjourn the monthly meeting at 7:55 p.m. Vote 3:0

Respectfully

Kim Y. Berger  
Secretary