

December 5, 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 Chuck Grebloski in the Ontelaunee Township building, with Supervisors Josh Steingraber and Jeremy Hoagland present.

Additional Meeting Attendees: Elizabeth Magovern, Solicitor
Dave Kee, Engineer
Kim Y. Berger, Secretary

Visitors- Heather Hanna and George Aletras

A motion was made by Jeremy Hoagland and seconded by Josh Steingraber to approve the minutes from the November 7, 2024 regular meeting. Vote 3:0

FIRE DEPARTMENT –

POLICE DEPARTMENT – October report was submitted

BUSINESS FROM FLOOR: No comments

TAX COLLECTION: A motion was made by Jeremy Hoagland and seconded by Josh Steingraber to approve the Tax Collector report for November 2024. Vote 3:0

Real Estate Taxes -	\$2,451.62
Real Estate Interims -	\$ 743.76
Street Light Tax -	\$ 198.00

A motion was made by Jeremy Hoagland and seconded by Josh Steingraber to exonerate the property owner Karen Esser of 10 Boyer Lane for real estate taxes as the parcel has been deleted. Vote 3:0

November 2024 Public Works Daily Log

November 1, 2024-

November 2, 2024- Saturday

November 3, 2024- Sunday

November 4, 2024- Checked and cleared PA One Calls. After that checked the park's trash cans and replaced any that were full or dirty. We continued our weekly flushing but stopped once the chlorine residual was met to our standers. After that we got the boom mower ready to mow certain spots in the township. We mowed Orchard Lane and part of Kindt Corner.

November 5, 2024- Holiday

I still came in to attend my weekly water certification course

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November 6,2024- Matt M. attended an Environmentally Sensitive Maintenance Training in Lancaster County. Checked and cleared PA One Calls. After that I drove the township to visually see what needs to be replaced, fixed, or cleaned up and made a list of it. After that I attended the R.A.W.A zoom meeting regarding Ontelaunee Lake drought problem. Picked up the leaf blower that was getting repaired.

November 7,2024- Matt M. attended an Environmentally Sensitive Maintenance Training in Lancaster County. Checked and cleared PA One Calls. Started the day by replacing all the sinks with the old screens that were clogged or dirty. Replaced all the ones in the townships portion and the once in Northern Berks side of the building as well. After that we continued boom mowing the township. Completed our portion of Leesport Ave, Berkley Road, and half of Synder Rd.

November 8,2024- Checked and cleared PA One Calls. The crew went out to check and replace trash cans at both parks. After that we finished the upgrade of the slat shed. Once done there the crew went out and replaced the Ontelaunee township sign that was ran over on RT 73. The crew went to Bowers Rd and removed old post for signs that were left there with no signs attached to the post. On the intersection of Heffner Ln and Berkley Park Rd there was a wire down hanging from the telephone post, the crew secured it and made sure the wind will not bring in back onto the roadway. On Berkley Park Rd the crew replaced a Speed Limit 25 sign that was faded and cracking. On Kosh Ln the crew reversed a sign that was installed incorrectly. The crew ended their day by replacing No Parking signs on Wingco Ln.

November 9, 2024- Saturday

November 10, 2024- Sunday

November 11, 2024- Checked and cleared PA One Calls. After that sent the crew out to make sure the parks are clean and to replace any full/dirty trash cans. After that we continued to boom mow the township. Today we finished the rest of Synder Rd and Willow Creek.

November 12,2024- Today I attended my weekly water certification course. Checked and cleared PA One Calls. The crew was sent out to clean off the intersection of Dries Rd and Allentown Pike. They also replaced the stop sign that was hit on Dries Rd and Grub Lane. After that the crew went out to the pump stations to mow, remove leaves, and check the gutters for debris. After that the crew went out onto the north section of the township to list what roads still need to get mowed and to list any faded, cracked, missing, or damaged street signs. To end the day the crew went and filled all the gas cans up that we use for mowers, generators, etc.

November 13, 2024- Checked and cleared PA One Calls. Started the day repairing the boom mower gate, the hydraulic cylinder came apart on Monday while mowing Willow Creek Rd. Once repaired we went out to Rec A to mow the top portion of the embankment, closed off half of the trail to prevent predestines from getting too close to the work site. While working at the park got a call of a potential main break at SeaKeepers on Rt 61. When I got there, I met up with Leesport's crew and evaluated the situation. The break was Seakeepers lateral for their storage tank. We made sure that the water that was escaping into the storm drain was dechlorinated by installing dechlorinated blankets at the storm drain. Once the water flow stopped from their lateral and no water was ending up in the drain, we pulled our equipment/crew out. After that we finished the park's embankment.

November 14, 2024-Checked and cleared PA One Calls. Today the crew went out to purchase the signs needed on our list. After that the crew started replacing all the faded, cracked, missing or damaged street signs in Ontelaunee Township. The second V-box that was being serviced at E.M Kutz was completed so the crew went and picked the vehicle up. After that the township had an appointment with a resident to verify the

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water line that was entering their house was copper or lead. After that we proceeded to fill pot holes at W.Huller.

November 15,2024- Checked and cleared PA One Calls. Started the day by making sure the parks are clean and that the trash cans that are full are getting replaced. The township had an appointment with a resident to verify the water line that was entering their house was copper or lead. After that we finished up the list of all the signs that had to be replaced. To end the day, we added millings on Bowers Rd, we added three freight liner full trucks to Bowers Rd.

November 16,2024- Saturday

November 17, 2024- Sunday

November 18, 2024- Checked and cleared PA One Calls. Completed and handed in payroll for this pay period. Started the day by making sure the parks were clean and replaced any full trash cans. After that spent the day showing our new employee the township, pump stations, parks, retention ponds, and township lines. After that we picked up trash that was left over the weekend on E. Huller. Due to it being a lot of waste we dumped it at the transfer station on Willow Creek Rd.

November 19,2024- Today I attended my water certification exam. Checked and cleared PA One Calls. Half the crew started their day by boom mowing the north side of the township, IDA Red Dr, Ohlinger Rd, Loose Ln, Kindt Corner, and Shoemakersville Rd. While they were boom mowing the other half of the crew picked up leaves at the township building and after that they removed rust from the beams and doors in the shop. Once the rust was removed, they painted everywhere that they removed the rust. The crew finished their day by continuing to do the township's valve exercise.

November 20,2024- Checked and cleared PA One Calls. Started the day by consolidating the salt piles in the salt shed. During the day we got a complaint about low water pressure on Nantucket Rd at a residence home. When the crew got there, we replaced the check valve located in the meter pit. The homeowner's pressure on their property was restored. The township had an appointment on Gernants Church Rd to verify a homeowner's water line entering their home. While there we located their meter pit that was lost underneath the soil. We received the township's new freight liner with ager and plow attachments. I spoke to Willaim McMullen to inform him about an issue at pump station #7, located on Gernants Church Rd, about the Muffin Monster. William McMullen got the ball moving and got the problem taken care of the same day.

November 21, 2024- Checked and cleared PA One Calls. The crew continued moving the salt pile from one bay to the other. The crew emptied out the whole left bay and I informed Kim that she may order more salt for the salt shed. Today we purchased rain suits and safety items for the new employee and for our part timer. After that the crew went out and started to open certain outfalls that are going to get inspected.

November 22, 2024- Checked and cleared PA One Calls. Started the day by making sure the parks trash was replaced if full. After that the crew picked up all the mowers that were located at the parks and stored them at the township building. Once done the crew dropped off truck #2 and the trailer at Highland Auto Repair for inspection. When they returned to the shop, they proceeded to make sure all the plows were functioning correctly. We received an order for salt as well today. After that the crew went to check the township's roads for debris and potential problems.

November 23,2024- Saturday

November 24,2024- Sunday

November 25, 2024- Checked and cleared PA One Calls. The crew went out to make sure the parks were clean and to replace any full trash cans. After that the crew went out to pickup truck number two and the trailer that got inspected. While that was going on the other half of the crew went out and purchased air filters and oil filters to service the lawn mowers. The crew serviced our mowers by replacing the air and oil filter, as well as an oil change. The blades were taken to get sharpened; I will receive a call when they're done. The crew went out and replaced two street signs and post that were damaged on Adams Rd

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and Ashley Way. We also purchased two spare keys for the ball field mower. Had a meeting with Kevin D just to touch base. The crew serviced truck number one by replacing the oil filter and adding new oil. We ended the day by going to two outfalls and cleaning the debris from when we opened it up.

November 26,2024- Checked and cleared PA One Call. The crew continued to service the mowers, while the other half of the crew serviced our generators and pressure washer. Once done the crew serviced the gear boxes on all the v-boxes to make sure they were ready to be used for the winter. Once we were done there we went to the outfall on Orchard Rd and removed trees, shrubs, and debris out of the outfall for our inspection. When done there the crew went and picked up matching paint for the mower service.

November 27,2024- Checked and cleared PA One Calls. The crew started the day by doing the townships water meter reading. After that the crew went and checked the park's trash and replaced any cans that may have been full. Once done there we went back to physically check the water meters that didn't read during the meter reading run. We ended the day by picking up lumber for the new trucks' side panels.

November 28,2024- Holiday

November 29,2024- Holiday

November 30, 2024- Saturday

Foreman Report November 2024

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
- Mower Maintenance
- Generator Maintenance
- Shop Maintenance
- Park Maintenance
- Mowed Township with Boom Mower
- Removed debris/roadkill off roadways
- Water Reading for billing
- Delivered Shut-Off Notices
- Vehicle Maintenance
- Heavy Equipment Maintenance
- Maintenance of township building
- Installed Water Meters
- Assembled equipment
- Quotes for Jobs
- Training
- Valve Exercise
- Winter Maintenance
- Rock Salt Storage Maintenance
- Road Maintenance

- Rock Salt Shipment

Fuel Used

- Truck #1- \$379.02
- Truck #2-\$156.41
- Truck #5 - \$0.00
- Truck #6 - \$93.61
- Gasoline Cans-\$74.70
- Backhoe- \$93.32
- John Deere Boom Mower- \$130.37
- Woodchipper- \$0.00

Purchases & Expenses

- E.M. Kutz Inc- \$2855.86
- Main Stream Industries Inc- \$457.50
- Kuzan’s True Value- \$252.34
- Berks Transfer- \$70.00
- The Home Depot- 259.00
- Reading Tractor & Equipment- 201.11
- Stoney Creek Rental Inc.- \$125.96
- Highland Auto & Truck Repair Inc.- 266.65
- Advance Auto Parts Professional- \$80.08
- Miller’s Lawnmower Service- \$ 48.00
- American Rock Salt Company LLC- \$7529.09
- Deer Country Farm & Lawn Inc.- \$ 41.07

Foreman

Israel Santiago

Engineers Report November 2024

Subdivisions and Land Development Projects

1. McGrew Dealership (Bobcat) Land Development

A conditional full escrow release is listed on the meeting agenda.

2. Gibson Land Development

Recommendations of the Ontelaunee Township Planning Commission regarding the approval of waiver requests and conditional plan approval are listed on the meeting agenda.

3. Miele Group Land Development

The Preliminary/Final Land Development Plan, located at the intersection of Peach Street and Ashley Way, was conditionally approved at the Supervisors September 4, 2024 meeting. The developer has

made a submission regarding compliance to the conditional approval. ARRO will provide comments under separate cover to the Township and developer.

The Sewage Facilities Planning Module Exemption approved at the October Supervisors was returned by PADEP for revisions. The revisions were provided by the developer and e-mailed to PADEP for their approval.

4. **McIntosh Farms II**

ARRO conducted pre-pour inspections for sidewalk installations.

A partial escrow release is listed on the meeting agenda.

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

ARRO is conducting periodic observations of project improvements.

A request for revisions to the landscape plan/tree planting has been received and reviewed. A resolution regarding approval of the revision to the recorded land development plan is listed on the meeting agenda.

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

The developer and their consultants are reviewing the conceptual plans for the intersection improvements based on communications with the Schuylkill Valley School District (SVSD), Reading Area Water Authority (RAWA) and the Township. A meeting with PennDOT was held to determine the level of revisions, acceptable to the Township and SVSD, that would also be acceptable by PennDOT. A review correspondence was produced and forwarded to the developer by PennDOT (dated 11/22/2024) that includes a synopsis of the meeting with PennDOT. We anticipate an additional workshop will be held with the developer regarding the improvements and required easements from SVSD and RAWA.

7. **Reitnouer Land Development Plan**

ARRO is conducting periodic observations of project improvements.

A request for revisions to the landscape plan/tree planting has been received and reviewed. A resolution regarding approval of the revision to the recorded land development plan is listed on the meeting agenda.

A revised lighting plan was submitted and reviewed. The plan almost doubles the illumination in excess of the recorded plan and Subdivision and Land Development requirements. Our review was forwarded to the developer's consultant and Township.

8. ***Epting Tract Subdivision – No activity since last report.***

9. ***Ontelaunee Wholesale – No activity since last report.***

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

11. Pottsville Properties Subdivision – No activity since last report.

12. **General Engineering**

a. TASA Project (MS4 PRP Implementation)

The MTA Attorney and Attorney Magovern's office have been in communication regarding documents to transfer prior drainage easements and the acquisition of additional drainage easements required for the project.

Draft documents prepared by Forino have been prepared distributed for review for the transfer of the existing drainage easement and the MTA solicitor will follow with documents for the required new drainage easements.

A site visit was conducted with SVSD members. The easement document has been revised and the easement exhibit will be revised based on the desires and concerns of the SVSD representatives present. The revised documents will be forwarded to the SVSD Solicitor by Attorney Magovern's office.

b. Bowers Road Project

Upon recommendation from the Berks Conservation District ARRO will file a project extension request to June 30, 2025 and also include a request for additional project funding.

c. Attorney Magovern was made aware of damage that occurred to Gernants Church Road because of work being conducted at 108 Gernants Church Road. The Road Foreman acquired estimates for repair of the road. Attorney Magovern prepared a notice to the property owner regarding the cost of the repairs. Jeff Hogg of Kraft Code forwarded a Notice of Violation under the driveway portion of the Township Code of Ordinances.

13. **Water System Engineering & Reporting**

a. ARRO is reviewing water system capacities as a result of a meeting held with RAWA to discuss agreements pertaining to water line extensions to the northern portion of the Township, including the Harvest and McIntosh Developments.

b. ARRO will coordinate PADEP approval of testing at the auto flusher on Wingco Lane in lieu of the Berks Medical facility.

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

There are no non-routine services to report.

15. **Sanitary Sewer System Engineering**

a. A low-pressure sanitary sewer line extension, sewage facilities planning module exemption request and stormwater management application were received for the Full Landscape and Tree Service parcel located on Slater Road.

The project proposes to conversion of one existing building to two apartment units and another building to 4 apartments and an office to service to service two storage units (7 EDU's).

ARRO provided the developer and their consultant an e-mail regarding document revisions and escrow fund requirements for the sanitary sewer extension review to commence.

Full reviews of the sanitary sewer extension and stormwater management submission will be provided to the developer and Township under separate cover.

- b. ARRO was authorized at the July Supervisors meeting to schedule a meeting with PADEP, RAWA and Attorney Magovern regarding the exposed sewer and water pipes in Willow Creek. To date we have not scheduled the meeting.
- b. Materion has provided information for renewal of their industrial sewer user permit. Draft permit is anticipated to be issued by 12.9.24.
- c. PS #7 Force Main and PS Upgrade and Modernization Project

Blooming Glen Contractors have commenced work identified in Change Order #7 and #8 regarding suction line replacement and pipe painting.

Additional documents were requested and forwarded to DCED for the Payment Request Form (PRF) submitted to the Commonwealth Financing Authority for the disbursement of the grant funds allocated to the project.

A generator fault at PS #7 is being reviewed by Environrep and Blooming Glen.

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

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

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 Josh Steingraber and seconded by Jeremy Hoagland to approve Forino first request for release of escrow funds in the amount of \$145,591.56 for work completed in McIntosh Farms II Phase 3. Vote 3:0

A motion was made by Jeremy Hoagland and seconded by Josh Steingraber to release Pottsville Pike Properties, LLC (Bobcat Dealership) escrow in the amount of \$819,965.02 conditioned on the posting or re-issuance of escrow in the amount of \$22,055.00 for an 18-month maintenance period. Vote 3:0

A motion was made by Jeremy Hoagland and seconded by Josh Steingraber to approve Application for Payment #6 to Blooming Glen Contractors in the amount of \$144,765.36 for the pump station upgrade and modernization project. Vote 3:0

SOLICITOR :

A motion was made by Josh Steingraber and seconded by Jeremy Hoagland to approve Ordinance #2024-5-repealing the street light tax. Vote 3:0

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A motion was made by Josh Steingraber and seconded by Jeremy Hoagland to approve Ordinance #2024-6 increasing the maximum compensation for the board of supervisors. Vote 3:0

A motion was made by Josh Steingraber and seconded by Jeremy Hoagland to approve Resolution #2024-13 amending the final plan for Reitnouer to add a landscape plan to the recorded plan. Vote 3:0

A motion was made by Jeremy Hoagland and seconded by Josh Steingraber to approve Resolution #2024-15 amending the final plans of St. Lukes Medical Office Building with revised tree plantings required by the plan. Vote 3:0

A motion was made by Josh Steingraber and seconded by Jeremy Hoagland authorizing solicitor to draft an ordinance amendment regarding removing PRD from the R1 Zoning district and also make it a conditional use within the R2 zoning district. Vote 3:0

A motion was made by Josh Steingraber and seconded by Jeremy Hoagland to approve the temporary construction easement and permanent easement and right of way with Schuylkill Valley School District for the MS4 project on Ontelaunee Drive. Vote 3:0

A motion was made by Jeremy Hoagland and seconded by Josh Steingraber to authorize the Chairman to sign the Bill of Sale dedicating stormwater pipe in Willow Glen Development to the Township. Vote 3:0

CODE ENFORCEMENT – no report

EMA COORDINATOR – no report

POLICE COMMISSION – nothing to report

PLANNING COMMISSION - nothing to report

EXPENDITURES

A motion was made by Josh Steingraber and seconded by Jeremy Hoagland to approve expenditures for the month of November in the amount of \$776,335.14. Vote 3:0

General	\$680,771.92
Water	\$ 8,551.04
Sewer	\$ 87,012.18

21st Century Media - Philly Cluster	225.50
American Rock Salt Company, LLC	7,529.09
ARRO Consulting, Inc.	22,448.66
ARRO Water Services	5,878.70
Berkshire Systems Group, Inc.	337.00
Berman Freightliner	99,774.00
Capital Blue Cross	6,768.93
Comfort Pro, Inc	1,332.00

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Deer Country Farm & Lawn Inc.	41.07
Delaware Valley Regional Finance Authori	1,720.80
E.M.KUTZ, INC.	83,913.86
Elan Financial Services	799.47
Envirep Inc	375.00
First Energy	1,205.19
H. A. Thomson Co.	13,772.00
Hartman Valeriano Magovern & Lutz P.C.	6,286.64
Highland Auto & Truck Repair	266.65
J.C.EHRLICH	460.00
J.P.Mascaro & Sons	1,076.75
JB Environmental Services LLC	175.00
Kraft Municipal Group Inc.	272,320.25
KUZANS HARDWARE	313.32
Leesport Borough Authority	57,785.58
M.J. Reider Associates Inc	614.75
Maidencreek Township Authority	17,984.16
Met-Ed	2,895.03
Miller's Outdoor Power Equipment	48.00
MSII	457.50
Nationwide	487.32
Nester's Sanitation Inc.	195.00
Northern Berks EMS	4,000.00
NORTHERN BERKS REGIONAL POLICE DEPT.	85,042.63
Occupational Health Centers	93.00
PA Townships Health Insurance	1,236.48
PIRMA	36,426.00
Postmaster	192.45
POSTMASTER	172.60
Reading Office Maintenance	330.00
Reading Tractor and Equipment	50.99
Rhoads Energy Corporation	1,043.12
Schultz Technology Solutions	1,475.00
Stoney Creek Rentals	125.96
SV COMMUNITY LIBRARY	7,500.00
TELCO, INC.	7,455.72
The Wire Guys	62.50
UNION FIRE CO. #1 LEESPORT	22,000.00
W. B. Mason Co. Inc.	1,216.38
WG Malden	425.09
GRAND TOTAL	776,335.14
General	680,771.92

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Water	8,551.04
Sewer	87,012.18

OLD BUSINESS:

NEW BUSINESS:

A motion was made by Josh Steingraber and seconded by Jeremy Hoagland to adopt Resolution #2024-14 setting the tax millage at 4.05 mills for 2025. Vote 3:0

A motion was made by Jeremy Hoagland and seconded by Josh Steingraber to approve an additional \$2,000 contribution to the Northern Berks EMS for 2025. Vote 3:0

A motion was made by Jeremy Hoagland and seconded by Josh Steingraber to give final approval of the 2025 budget. Vote 3:0

A motion was made by Josh Steingraber and seconded by Jeremy Hoagland to appoint George Aletras to the Zoning Hearing Board filling the unexpired term of Jeremy Hoagland, term to expire December 31, 2026 as well as approve Resolution #2024-16 for the same. Vote 3:0

UPCOMING MEETINGS/INFO:

December 9 – 6 p.m. – NBRPD Commission meeting
December 19 – 7 p.m. – Planning Commission
December 24 and 25 – OFFICE CLOSED – CHRISTMAS HOLIDAY
January 1, 2025 – OFFICE CLOSED -NEW YEARS HOLIDAY
January 6, 2025 – 6 p.m.– Reorganization meeting
January 6, 2025– 7 p.m. – Supervisors meeting

ADJOURNMENT

A motion was made by Josh Steingraber and seconded by Chuck Grebloski to adjourn the monthly meeting at 7:25 p.m. Vote 3:0

Respectfully

Kim Y. Berger
Secretary