

January 6, 2025

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 Supervisor Josh Steingraber in the Ontelaunee Township building, with Supervisor Jeremy Hoagland present. Supervisor Charles Grebloski was absent.**

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

Visitors- Clayton Gibson, Alex Hughes (The Crossroads Group), Andrew Stoll (Fox Rothschild)

A motion was made by Jeremy Hoagland and seconded by Josh Steingraber to approve the minutes from the December 5, 2024 regular meeting. Vote 2:0

**FIRE DEPARTMENT** – No report

**POLICE DEPARTMENT** – November 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 December 2024. Vote 2:0

Real Estate Taxes -	\$ 2,759.98
Real Estate Interims -	\$ 17.93
Street Light Tax -	\$ 0.00

### **December 2024 Public Works Daily Log**

December 1, 2024- Sunday

December 2, 2024- Checked and cleared Pa One calls. The crew started the day by checking and replacing any trash cans that were full at both parks. Once done there the crew went and picked up/removed debris on RT 61 and Ashley Way. After that we dropped off two one lane closed road signs for the Ontelaunee Rd patch job project. Once done there the crew went out to pick up paint for the Backhoe and the Boom Mower for service. Once back the crew proceeded to start preparing the equipment for painting by removing the rust/ cleaning the equipment up.

December 3, 2024- Checked and cleared PA One calls. After that the crew continued preparing the equipment for painting by removing rust and pressure washing it. Then the crew proceeded to start painting the backhoe and the boom mower. The other half of the crew continued to service the mowers by removing rust and giving them a new fresh coat of paint. Took another copper and lead photo for our inventory. Received a call from a plumber about a possible check valve issue on Verdun, after a couple hours the plumber verified that the issue was not the check valve. After that picked up paint for the x-marks and more supplies to continue serving the equipment.

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December 4, 2024- Checked and cleared PA One calls. The crew started the day by continuing where they left off yesterday, servicing equipment. While the paint was setting, we started servicing our vehicles frames by removing rust and adding new rust oleum paint to help it stop rusting. The crew spent the whole day servicing equipment.

December 5, 2024- Checked and cleared PA One Calls. The crew started the day by physically checking the township for any icy spots and salt. The crew salted Ohlinger, Kindt Corner, and Ontelaunee Dr. After that the crew continued to service the equipment like the backhoe, boom mower, lawn mowers, jackhammer, vehicles, etc.

December 6, 2024- Checked and cleared PA One Calls. Continued to service all our equipment at the township building. Received an issue on IDA Red about pressure at a home being too low. The crew went out and replaced the check valve at the meter pit and resolved the issue. After that the crew went out and replaced any full trash can at both Rec A & B parks. Once done we continued servicing the equipment at the shop.

December 7, 2024- Saturday

December 8, 2024- Sunday

December 9, 2024- Checked and cleared PA One Calls. The crew started the day by making sure the parks were clean and replaced any trash cans that were full. After that the crew went out to install new water meters for our new homes being built. Once done there the crew continued servicing our equipment at the shop. Had an appointment at Wingco to replace an old water meter for a business. After that we continued serving the equipment at the shop.

December 10, 2024- Checked and cleared PA One Call. Started the day by removing boxes and old monitors for Kim. After that half the crew continued servicing equipment at the shop. While the other half of the crew worked on removing the leaves on the township property. Once the crew that was on leaf removal finished, they continued to service equipment as well. Received a call that the guard rail on Wiley's Rd was replaced.

December 11, 2024- Checked and cleared PA One calls. The crew started the day by taking our ex-mark lawn mower to get serviced and picked up the blades for our mowers that got sharpened. Once back they installed the blades back onto the mowers. At the township building there was an issue with the sinks in the lobby's bathroom, issue was taken care of. During the day had to go open pumpstation # 7 for service and picked up personal protective equipment that was back ordered at Reading Kubota. After that the crew continued servicing equipment at the shop.

O.T- Received a call about a sewer back up on Gernants Church Rd. Once I got there, I verified that the sewer back up was due to the pumpstation being down. Arrow sent out a technician to fix the problem, once he arrived the problem was taken care of immediately.

December 12, 2024- Checked and cleared PA One Calls. The crew started their day by verifying there was no waste on Gernants Church Rd from yesterday's situation. After that they made sure that the higher elevated areas of the township weren't icy due to the rain and cold weather. After that we removed eight trash bags, tires, and debris off of E.Huller and Willow Creek Rd. We also removed a shopping cart with debris inside of it from Leesport Ave. Returned the shopping cart to its rightful owner. After that we returned to the shop and continued serving our equipment.

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December 13, 2024- Checked and cleared PA One calls. The crew started their day by getting the static pressure for three hydrants on IDA Red and did this throughout the day in the morning, noon, and afternoon. In between doing the static pressure reading the crew went out and replaced any trash cans that were full at Rec A & B. After that they returned to the shop and continued servicing our equipment.

December 14, 2024- Saturday

December 15, 2024- Sunday

OT-Matt Manley came in to salt icy spots

December 16, 2024- Checked and cleared PA One Calls. The crew started the day by making sure the township icy areas weren't icy. After that the crew checked Rec A & B's trash and replaced any full cans. The crew went out to pick up paint to service the plows for the freight liners. Had a meeting with a sales rep about installing radios on our backhoe and the new freight liner for a quote. After that we continued to service our equipment.

December 17, 2024- Checked and cleared PA One Calls. Continued to service the plows and more equipment. During the day we went out to fill potholes on Loose Ln. Decided to improve our vice that was starting to get worn down. After that the crew ended the day by cleaning and detailing vehicles.

December 18, 2024- Checked and cleared PA One Calls. Checked the township for icy areas due to weather. After that the crew grabbed more cold patch to finish Loose Ln potholes. After that we continued to service more of our equipment at the shop. During the day we received a call of a hole starting to form at a storm drain on Katie Ln. The crew picked up cold patch and made sure the hole was filled and flowed to the storm drain.

December 19, 2024- Checked and cleared PA One Calls. Continued to clean and detail vehicles. Started to service the tool compartment of truck #6. Had to go and shut off water services in the township for unpaid water customer. Got the ok from RAWA to start testing our dead ends in the water distribution system. So, the crew went out and started to test the dead ends and if needed flushed the system to make sure water quality is met.

December 20, 2024- Checked and cleared PA One Calls. Started the day by checking the parks' trash and replacing any full cans. After that, due to the weather we decided to pre-salt the township, while the part timer salted the pump stations and park sidewalks. During the day the engineer asked to get more static pressure readings on IDA Red. We got six more readings at two locations as asked of us. The crew also took care of the township hall room by replacing the damaged ceiling tiles and spackling the wall that was damaged as well.

December 21, 2024- Saturday

OT- called Matt and Kyle to salt icy spots at township

December 22, 2024- Sunday

December 23, 2024- Checked and cleared PA One Calls. The crew started off the day by removing the salt off the freight liners and pressure washing the vehicles that were used for the salting. The crew also checked the park's trash cans and removed any cans that were full. After that the crew went out to replace a water meter at a customer's house and got a last water meter reading as well. Opened the pump station for the contractors that are servicing the station. Before our Holiday meal the crew added another coating of spackle to the townships hall room.

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December 24, 2024- Holiday Christmas Eve

OT- Matt and Kyle both came in to salt the roads due to weather conditions.

December 25,2024- Christmas Day

December 26, 2024- Checked and cleared PA One Calls. Today the crew started the day by removing any salt that was not used during the snow event out of the freight liners. After that they pressure washed all vehicles that were involved in the salting process. Once done there the crew took one of the freight liners up to E.M Kutz to get serviced due to a hose breaking during the snow event. After the crew took our tires that we found on the side of the road to get recycled. We went through our old water meters and got rid of any that were damaged. After that we checked the township out and made a list of items that need to get serviced throughout the township.

December 27, 2024- Checked and cleared PA One Calls. After that the crew went out and checked the parks for full trash cans and replace any that were. When done there the crew went out to remove the leaves off the road on Birch Hill Rd. After that we went to Mohrsville Rd and removed debris way from the outlet of the storm drain system. Couldn't not remove a down tree today, need to finish next week. To end the day, we picked up winter driveway markers to place in areas of low visibility of road edge.

December 28,2024- Saturday

December 29,2024- Sunday

December 30, 2024- Checked and cleared PA One Calls. The crew went out to both parks to check and replace any full cans of trash. After that the crew went out to do our hydrant flushing the township's dead ends. While they were out, I worked on servicing and cleaning up equipment at the shop. When the crew returned, we went to take care of an outfall that a tree was down in front of the outlet, not letting the outlet work correctly, and removed it. After that we got a call of a down tree on Birch Hill Rd. Once done there the crew went out to install a street sign on Kindt Corner that blew off its post. Once done the crew came back and cleaned the shop until the end of the day.

December 31, 2024- Checked and cleared PA One Calls. The crew started the day by doing our monthly water meter reading run. After that the crew went out and took physical looks at certain water meters that did not get read while on the water meter run and replaced any that needed to be replaced. Once done there the crew reinstalled the post and signs at Verdun and Willow Creek Rd, and on Katie Line as well. After that the crew went out and installed winter driveway markers throughout the township.

### **Foreman Report December 2024**

#### **Worked Performed**

- PA One Calls
- Equipment Maintenance
- Mower Maintenance
- Shop Maintenance
- Removed debris/roadkill off roadways
- Water Reading for billing
- Delivered Shut-Off Notices
- Vehicle Maintenance

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- Heavy Equipment Maintenance
- Maintenance of township building
- Installed Water Meters
- Quotes for Jobs
- Training
- Valve Exercise
- Winter Maintenance
- Road Maintenance
- Snow Removal
- Plowing

**Fuel Used**

- Truck #1- \$274.62
- Truck #2- \$105.18
- Truck #3- \$72.51
- Truck #4- \$70.19
- Truck #5 - \$31.00
- Truck #6 – 0.00
- Truck #7- \$130.45
- Truck #8- \$150.00
- Gasoline Cans- \$44.57
- Backhoe- \$24.00
- John Deere Boom Mower-\$0.00
- Woodchipper- \$0.00

**Purchases & Expenses**

- Kuzan's True Value- \$945.28
- Grainger- \$72.49
- Reading Tractor & Equipment- \$194.94
- Stoney Creek Rental Inc.- \$158.87
- Advance Auto Parts Professional- \$15.31
- Miller's Lawnmower Service- \$45.00
- Deer Country Farm & Lawn Inc.- \$237.68
- PA Background Check- \$22.00
- Cabela's- \$59.96
- M.B. Glick LLC- \$10.50
- Lowe's- \$88.87
- Collinson Inc- \$3400.00

**Foreman - Israel Santiago**

## Engineers Report December 2024

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

#### **1. 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.

#### **2. 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 reviewed the submission and provided plan and cost estimate comments to the developer.

When the estimate is finalized we will forward it to Attorney Magovern for the preparation of the Improvement Agreement.

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

A conditional use application was received for utilizing a portion of the parcel (fronting SR 222) as warehouses. Our review of the conditional use application was provided under separate covers.

#### **4. Pottsville Properties Subdivision**

A revised plan was received and will be reviewed for conformance to the conditional plan approval. Review comments will be provided to the developer and Township under separate cover.

#### **5. McIntosh Farms II**

ARRO conducted pre-pour inspections for sidewalk installations.

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

Discussions were held with the developer as well as PennDOT regarding swale construction along SR 0073 west of the Schuylkill Valley School District (SVSD) driveway entrance as well as traffic signal review comments. It appears the developer is able to now produce a final design set for review and approval of the proposed easement by SVSD and Reading Area Water Authority (RAWA) and resubmission to PennDOT.

Additional discussions/actions may be required by the Township pending the above submissions.

#### **7. Reitnouer Land Development Plan**

ARRO is conducting periodic observations of project improvements.

A revised lighting plan was submitted and reviewed. The plan almost doubles the illumination more than the recorded plan and Subdivision and Land Development requirements. Our review was forwarded to the developer's consultant and Township. A discussion with the developer's representative and ARRO's review engineer is to occur on Friday, January 10<sup>th</sup>.

#### **8. St. Luke's Land Development – No activity since the last report.**

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

10. Ontelaunee Wholesale – No activity since the last report.

## **11. 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 and distributed for review by the MTA solicitor. Attorney Magovern's office has not received any additional comments regarding the documents.

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 were forwarded to the SVSD Solicitor by Attorney Magovern's office. We are not aware of any additional communications between the SCSD Solicitor and Attorney Magovern's office.

### b. Bowers Road Project

Upon recommendation from the Berks Conservation District (BCD) ARRO filed a project extension request to June 30, 2025 and also include a request for additional project funding. The extension and additional funding were approved: however, the level of additional funding awarded (\$19,000.00 to \$38,000.00) is unknown.

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. Jeff anticipates that the NOV will be appealed to the Supervisors by the owner.

d. A Road Opening Permit was received and issued to Crown Castle Fiber for communications service along Ashley Way to 45 Ashley Way.

## **12. 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.

A review of the water system and pressures was conducted with some preliminary thoughts ranging from initially installing a blow-off in the vicinity of Lot 166 (\$8,000.00 to \$10,000.00) or and an air release (\$12,000.00 to \$20,000.00) to the installation of a booster pump station (\$275,000.00 to \$325,000.00).

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The water system operators and ARRO will be scheduling a site visit the week of January 6<sup>th</sup> to review the system components and verify the improvements.

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

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

There are no non-routine services to report.

### **14. 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 the conversion of one existing building to two apartment units and another building to 4 apartments and an office to service two storage units (7 EDU's).

ARRO provided the developer and their consultant with an e-mail regarding document revisions. The requested escrow funds were received from the developer.

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.
- c. Materion's industrial sewer user permit was renewed.
- d. ARRO staff has reviewed the sanitary sewer user questionnaire provided by Cambridge Lee. The information from the questionnaire will be used as part of the reissuance of their industrial sewer user permit.
- d. PS #7 Force Main and PS Upgrade and Modernization Project

Blooming Glen Contractors (BGC) have completed work identified in Change Order #7 and #8 regarding suction line replacement and pipe painting. The contractor has presented a final Application for Payment request (#7) for the project. ARRO staff will conduct a walkthrough of the improvements and provide the Contractor a punch list.

Recommendations for approval of the contractor's application for payment number 7 in the amount of \$140,694.76 will be provided under separate cover.

ARRO and the Township staff are investigating the sanitary sewer overflow and backup that occurred on December 11, 2024.



15. **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.

**LSA GRANT**

Discussion was held regarding the LSA (Local Share Account) grant that was received for the modernization of the pumping station in the amount of \$300,000.

Due to the estimated cost of the project multiple grant applications were presented for the project and a loan was going to be applied for. A County Grant was received and the project bid while the DCED grant was still under review. The bid price received was one third of the estimated project cost and the contract issued to the contractor with caveats in the Notice to Proceed regarding the start of the project. Eventually the DCED grant was awarded to the project.

DCED recently denied the payment request submitted to the Commonwealth Financing Authority for the disbursement of the grant funds allocated to the project. The denial was based on the contract and Notice to Proceed for the Project being issued prior to the formal award date of the grant. The fact that costs were not incurred for the project until after the grant effective date did not satisfy DCED for release of any funds.

ARRO inquired as to the possibility to divert the DCED LSA funds (\$300,000.00) to a different project within the Township. DCED representatives indicated such a request must come directly from the Township.

A motion was made by Jeremy Hoagland and seconded by Josh Steingraber to have Secretary Berger forward a request to have the grant funds reallocated to use for a different project in the township. Vote 2:0

**SOLICITOR :**

A motion was made by Jeremy Hoagland and seconded by Josh Steingraber to approve Resolution #2025-2 updating the employee handbook, adding Presidents Day to the holiday list and adding an additional \$1,000 towards the Deferred comp plan for each full-time employee. Vote 2:0

**CODE ENFORCEMENT** – November and December report

**EMA COORDINATOR** – no report

**POLICE COMMISSION** – nothing to report

**PLANNING COMMISSION** -

Regarding the Gibson Land development plan (Pottsville Pike):

Supervisor Jeremy Hoagland stated that he would have to come out of conflict for the following motions due to his company representing Mr. Gibson (the applicant). The applicant and his representatives had no issue with Mr. Hoagland voting on the following motions.

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On the recommendation of the Planning Commission, a motion was made by Josh Steingraber and seconded by Jeremy Hoagland to grant a waiver to Section 5.51 for Sewer, and Section 5.62 for a water supply based on Arro letter of 11/19/24. Vote 2:0

On the recommendation of the Planning Commission, a motion was made by Josh Steingraber and seconded by Jeremy Hoagland to grant a waiver to give Preliminary and Final submission approval. Vote 2:0

On the recommendation of the Planning Commission, a motion was made by Josh Steingraber and seconded by Jeremy Hoagland to grant Preliminary and Final Plan approval based on meeting the Arro review letter dated 11/19/24 and by obtaining variance for use as well as meeting all ADA, UCC, and SEO requirements for water and sewer for the proposed building. Vote 2:0

A motion was made by Josh Steingraber and seconded by Jeremy Hoagland to accept the resignation of Ronald Bruchez from the Planning Commission. Vote 2:0

## **EXPENDITURES**

A motion was made by Jeremy Hoagland and seconded by Josh Steingraber to approve expenditures for the month of December in the amount of \$391,196.29. Vote 2:0

General	\$165,795.85
Water	\$ 65,134.25
Sewer	\$160,266.19

### **BILLS PAID DECEMBER 2024**

21st Century Media - Philly Cluster	50.63
Advanced Auto Parts	80.08
ARRO Consulting, Inc.	19,579.12
ARRO Water Services	5,887.80
Berks County Public Works Association	125.00
Blooming Glen Contractors Inc.	144,765.36
Collinson Inc.	3,400.00
COUNTY PLUMBING & ELECTRIC	265.87
Cummins Power System, LLC	1,188.92
Curtis Power Solution	3,439.19
Deer Country Farm & Lawn Inc.	78.16
Delaware Valley Regional Finance Authori	1,720.80
Elan Financial Services	452.06
Elite Fuel Service, LLC	4,941.63
First Energy	6,632.43
Grainger	72.49
Hartman Valeriano Magovern & Lutz P.C.	6,340.49
J.P.Mascaro & Sons	1,076.75
Kraft Municipal Group Inc.	34,432.78
KUZANS HARDWARE	239.72

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LB Water Service, Inc.	1,944.00
M.J. Reider Associates Inc	1,464.45
Met-Ed	72.23
Moses B Glick LLC	10.50
Nationwide	487.32
Nester's Sanitation Inc.	195.00
NORTHERN BERKS REGIONAL POLICE DEPT.	85,042.63
Pitney Bowes	1,100.10
ProAsys	276.25
PSATS	1,375.00
Reading Area Water Authority	58,439.57
Reading Office Maintenance	440.00
Reading Tractor and Equipment	150.96
Rhoads Energy Corporation	927.43
SAM'S MASTERCARD	243.57
Schultz Technology Solutions	1,749.66
Stoney Creek Rentals	158.87
TELCO, INC.	1,627.50
Uline	161.29
USA BLUEBOOK	277.01
VERIZON	127.68
W. B. Mason Co. Inc.	155.99
TOTAL	391,196.29

**OLD BUSINESS:**

A motion was made by Jeremy Hoagland and seconded by Josh Steingraber to approve the animal contract contact with Safety Net Sanctuary for a three-year period which would end 12/31/2027 at a contribution of \$2,500 per year. Vote 2:0

**NEW BUSINESS:**

Discussion was held regarding a request from Thomas Visgarda who lives on Gernants Church Road to add “brake retarders prohibited” on the stretch of Route 61. Secretary Berger was asked to contact PA DOT and find out what the process would be. The area in question would be Route 61 from Mohrsville Road to route 73.

A motion was made by Josh Steingraber and seconded by Jeremy Hoagland to approve increases for employees for 2025. Vote 2:0

**UPCOMING MEETINGS/INFO:**

- January 13 – 6 p.m. – NBRPD Commission meeting
- January 16 – 7 p.m. – Planning Commission
- February 6– 7 p.m. – Supervisors meeting

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**ADJOURNMENT**

A motion was made by Josh Steingraber and seconded by Jeremy Hoagland to adjourn the monthly meeting at 7:40 p.m. Vote 2:0

Respectfully

Kim Y. Berger  
Secretary