

February 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 Vice-Chairman Jeremy Hoagland in the Ontelaunee Township building with Supervisor Charles Grebloski present. Supervisor Josh Steingraber was absent.

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

Visitors- Daniel Jacob, Kenneth Quell

A motion was made by Chuck Grebloski and seconded by Jeremy Hoagland to approve the minutes from the January 6, 2025 reorganization meeting and the January 6, 2025 regular meeting. Vote 2:0

FIRE DEPARTMENT – Kenny Quell handed out the 2024 call sheet

POLICE DEPARTMENT – December report was submitted

BUSINESS FROM FLOOR: No comments

TAX COLLECTION: A motion was made by Chuck Grebloski and seconded by Jeremy Hoagland to approve the Tax Collector report for January 2025. Vote 2:0

Real Estate Taxes -	\$6,128.45
Real Estate Interims -	\$ 2,285.87

January 2025 Public Works Daily Log

Jan 1, 2025

- Holiday

Jan 2, 2025

- Installed Winter Markers Around Township
- Rt 61 Intersections Clean Up
- Willow Creek Bridge leaves were blown off the R4 Rocks
- Blower Rd Shoulder Clean Up from Slater to closed bridge
- Picked up Trash Bags/ Carboard boxes off on E.Huller
- Replaced Township Hall Room Ceiling tiles and patched wall damaged area
- Detailed Vehicles

Jan 3, 2025

- Pre-Salted Township
- Cleaned Up Townships area where Dumpster is placed

February 6, 2025

- Cleaned up Shop
- Park Trash
- Removed old wood/ pallets
- Got everything ready for snow event
- OT- Plowing- MM, JG (late Friday to early Saturday)

Jan 4, 2025

- Saturday

Jan 5, 2025

- Sunday

Jan 6, 2025

- MM, KR started at 6:00 am
- Plowing Township
- Township Building shoveling/ salting
- Pump Station shoveling/ salting
- Parks Sidewalks shoveling/ salting

Jan 7, 2025

- Shut- Off Notices
- Checked township snow clean up
- Removed salt out of the vehicles and stored back in salt shed
- Cleaned vehicles
- Detailed vehicles
- Cleaned shop

Jan 8, 2025

- Public Works Association Meeting
- Water meter issue at 11 Bisbee
- Installed water meter
- Cleaned backhoe interior

Jan 9, 2025

- PA One Calls
- Detailed truck #3 fixed utility area of truck
- Salted Roads that were affected by snow drift
- Meeting with Arro
- Checked the township for debris and damage
- Salt Delivery

Jan 10, 2025

- Salt Delivery
- Pre salted roads
- Park trash

February 6, 2025

- Installed water meters
- Updated water data
- Helped Leesport with transport of cold patch to their water main break
- Pre salted townships sidewalks
- Cleaned vehicles

Jan 11,2025

- Saturday
- Plowing
- OT- MM, IS

Jan 12, 2025

- Sunday

Jan 13, 2025

- PA One Calls
- Park Trash
- Hydrant flushing
- Payroll
- Removed salt off the vehicles and stored salt in salt shed
- Clean/ Detailed vehicles that were used for salting

Jan 14,2025

- PA One Calls
- Picked up material to make shelves for the pump stations
- Worked on making shelves
- Started cleaning up the Pump Stations
- Started checking vehicles fluids
- Started list of issues with vehicles
- Pentex/ Rawa Project Field Meeting

Jan 15, 2025

- PA One Calls
- Appointment at 269 Gernants Church Rd
- Continued working on pump stations shelving unit
- Continued cleaning of pump stations
- Filled up all Vehicles
- Organized, Planned, Cleaned office

Jan 16, 2025

- Replaced old insurance cards from each vehicle
- Replaced the old fuel cards from each vehicle
- Replaced check valve at 9 Nantucket due to low pressure
- New vehicle work order
- Pre-Salted Roads

February 6, 2025

- OT- Issue on 9 Nantucket
- OT- Plowing IS, MM, KR, JG

Jan 17, 2025

- Start time 5:00 am – 1:00 pm
- Plowed/Salted Roads that were snow covered
- Salted Township's Building sidewalks
- Salted Park's Sidewalks
- Salted Pump Stations
- Re-stocked salt buckets at pump stations
- Took Truck #1 for inspection
- Wielded Plow that was damaged on truck #5
- PA One Calls
- Washed Vehicles
- Spoke with an Engineer about issue on 9 Nantucket

Jan 18, 2025

- Saturday

Jan 19, 2025

- Sunday Start time around 10:30am
- OT-MM, IS, KR, JG
- KR last day

Jan 20, 2025

- Start time 5:00 am
- Spent the whole day pushing intersections back
- Salting township
- Leesport helped with North Side of township due to lack of staff
- OT- IS

Jan 21, 2025

- Start time 5:00 am
- Checked the township for icy spots and snow drift
- Vac Truck came to vac out townships shops pit
- Opened parks side walks
- Completed half of the pump station's snow removal
- Replaced Down stop sign with a temporary stop sign

Jan 22, 2025

- Start time 5:00 am
- Checked the township for icy spots and snow drift salted where was needed
- Pressure washed the laterals leading to the shops' main pipe
- Fixed Screen that was in bad shape from the shops pit
- Finished Pump Station snow removal

February 6, 2025

- PA One Calls
- Picked up Supplies from Kuzan's
- Dropped off Shelves to Pump station
- Refilled salt buckets at Pump station
- I received a call about a water issue on Solvay Dr, checked the water meter, the pit, checked valve, shut off valve and everything was working on our side of the line. Informed homeowner.

Jan 23, 2025

- PA One Calls
- Cleaned of township sidewalk and parking lot (no snow remaining)
- Issue with township's sewer pit, alarm turned on
- Called our plumber, while trouble shooting, he had to call in an electrician, will be back Monday
- Filled vehicles up
- Had to go to Nantucket to open pit up for plumber, couldn't open it due to freezing temp
- OT- IS

Jan 24, 2025

- Park Trash
- PA One Calls
- Washed Vehicles
- Filled up Vehicles
- Plow Inspection Work Order

Jan 25, 2025

- Saturday

Jan 26, 2025

- Sunday

Jan 27, 2025

- Dropped of truck #3 at highland
- Park trash
- Hydrant flushing
- Pump station shelves
- Payroll
- Replaced blade on plow #8

Jan 28, 2025

- Salt delivery received
- Pump station work order
- Vehicle work order
- PA One Calls
- Purchased cleaning products Kuzan's

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Jan 29, 2025

- E.M. Kutz Bolts Purchased
- Kuzan's De Walt Batteries Replacement
- Lowe's Shop Vac Purchase
- Inspected The Township
- E. Huller Noticed Broken Electrical Pole
- Closed E. Huller

Jan 30, 2025

- Wielded Blate onto the plow #6 for snowshoes
- John Deere Work Order
- Vehicle Work Order
- Purchased Plow Blades and Shoes E.M. Kutz
- Finished Townships Hall Room
- Dropped truck #4 at E.M Kutz. Leak at plow
- Checked Road close to E. Huller

Jan 31, 2025

- Pre-salted/Checked roads for Icy conditions
- Removed salt from vehicles
- Stored salt in Shed
- Washed vehicles that were used for salting
- Installed water meter
- Leesport Meeting about milling off Canal St

Foreman Report January 2025

Fuel Used

- Truck #1- \$209.55
- Truck #2- \$138.95
- Truck #3- \$188.94
- Truck #4- \$394.03
- Truck #5 - \$265.41
- Truck #6 – \$140.94
- Truck #7- \$112.39
- Truck #8- \$694.25
- Truck #8 DEF- \$40.35
- Gasoline Cans- 0.00
- Backhoe- \$143.15
- Backhoe DEF- \$9.94
- John Deere Boom Mower-\$0.00
- Woodchipper- \$0.00

Purchases & Expenses

- Lowe's- \$302.38
- Advance Auto Parts Professional- \$64.47
- Deer Country Farm & Lawn Inc.- \$208.27
- American Rock Salt Company LLC- \$14,379.00
- E.M Kutz. Inc.- \$2,835.23
- Exter Supply CO Inc.- \$8,670.00
- Home Depot- \$19.83
- Kuzan's True Value- \$458.23
- OPA's Water Conditioning & Plumbing Service- \$500.00
- Highland Auto & Truck Repair Inc- \$440.18
- Reading Tractor & Equipment- \$13.32

Foreman

Israel Santiago

Engineers Report January 2025

Subdivisions and Land Development Projects

1. McIntosh Farms III Development

A Sketch Plan and Sewage Facilities Planning Module Exemption Request submission was received for the project. The Sketch plan will be first reviewed by the Ontelaunee Township Planning Commission at their meeting to be held on February 20, 2025.

Our review of the Sewer Module Exemption request was provided to the Township under separate cover. A recommended motion for denial of the request is listed on the meeting agenda.

2. Grapenthin Minor Subdivision Plan

A Sketch Plan for Record submission was received for the project. The Sketch plan will be first reviewed by the Ontelaunee Township Planning Commission at their meeting to be held on February 20, 2025.

3. Gibson Land Development

A revised plan was received and will be reviewed for compliance to the Ontelaunee Township Supervisors conditional approval granted at their January 6, 2025 meeting. ARRO's review of the resubmission will be provided to the Supervisors and the developer.

4. 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 Supervisor's September 4, 2024 meeting. The developer has made a submission regarding compliance with the conditional approval. ARRO reviewed the submission and provided plan and cost estimate comments to the developer.

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

The developer has since indicated the desire to add a vestibule to the structure. The vestibule is located on an area of proposed paving. The vestibule will impact parking spaces. We instructed the developer to comply with the Zoning Ordinance for required parking and to verify any addition of parking within the current proposed paving will not alter traffic circulation (truck turning, drive lanes, etc.). Any addition of parking spaces that would add impervious surface would require resubmission to the Planning Commission and Supervisors for action.

5. 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. A conditional use hearing is scheduled for February 10, 2025, at 4:45 p.m. at the Ontelaunee Township Building.

A motion recommending acceptance of an extension of the required Supervisor action on the Preliminary Plan is listed on the agenda.

6. Epting Tract Subdivision

A motion recommending acceptance of an extension of the required Supervisor action on the Preliminary Plan is listed on the agenda.

7. Crow Holdings Land Development (CHI)

Revised plans for the intersection of SR 073 and Ontelaunee Drive were presented by the developer at the Schuylkill Valley School District (SVSD) at their January 20th workshop. The developer intends to submit the revisions presented to SVSD to PennDOT. Right-of-way and easement documents are scheduled to be presented to the SVSD workshop in February. A number of attempts by the Township staff and Attorney Magovern's office to schedule a meeting with RAWA regarding the improvements have resulted in a workshop being scheduled for Wednesday, February 12th.

8. Reitnouer Land Development Plan

ARRO is conducting periodic observations of project improvements.

A wet tap into the existing RAWA water main occurred on January 14th and 15th.

Following a meeting with ARRO and the developer's consultant on January 10th a revised lighting plan was submitted and reviewed. The plan satisfactorily addresses the site illumination as not being in excess of the illumination approved and illustrated on the recorded land development plan. The revised lighting heads will be incorporated into the as-built plans for the project.

An escrow release has been received by the developer. We will review the request and provide our recommendation to the Board of Supervisors in advance of their March 6, 2025 meeting.

9. **Ontelaunee Wholesale Development**

A will-serve request regarding servicing the proposed project with sewer and water was received and a response was forwarded to the developer. A copy of the will serve correspondence was provided to the Township under a separate cover

10. **Pottsville Properties Subdivision**

A revised plan was received and reviewed for conformance to the conditional plan approval. Review comments were provided to the developer and Township under separate cover. An additional revision was received and approved for signature by the Planning Commission and Supervisors followed by release to the developer for recording.

11. **McIntosh Farms II**

ARRO conducted pre-pour inspections for sidewalk installations.

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

13. **General Engineering**

a. **TASA Project (MS4 PRP Implementation)**

The revised easement documents were presented to the Schuylkill Valley School District (SVSD) at their workshop held on January 20, 2025. The documents were approved at the SVSD meeting held on January 27, 2027.

The document does not list a price and therefore an LPS 20 Form will be required to be signed by the SVSD. The SVSD Attorney indicated that this document must be voted on at the February meeting of the SVSD.

Attorney Magovern's office and Township staff continue their attempts to obtain input/approval of the documents. To date has not received any additional comments regarding the documents.

b. **Bowers Road Project**

As reported verbally at the January 6, 2025 Supervisors meeting the requested project extension and an additional \$39,693.60 of funding were received for the project.

ARRO has been in communication with the contractor (H & K Group) regarding submittals, survey data and DSA certification via the Berks County Conservation District.

c. Attorney Magovern was made aware of the damage that occurred to Gernants Church Road because of work being conducted at 108 Gernants Church 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. The applicant has requested an appeal be heard regarding the NOV. Additional discussions with the Township Solicitor should occur to review actions moving forward and their potential outcomes.

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

14. 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 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).

The site visit conducted with Township staff and ARRO did not provide any additional information that would alleviate the periodic drop in water pressure.

The Township should consider the installation of a booster pump station in the vicinity of Lot 166 of the McIntosh Farms II subdivision.

- b. Discussion with the Township office and field staff were held regarding a water meter pit malfunction and owner versus Township responsibilities. Revisions to the Ontelaunee Township Rules and Regulations are being proposed for adoption to further memorialize those responsibilities.
- c. ARRO will coordinate PADEP approval of testing at the auto flusher on Wingco Lane in lieu of the Berks Medical facility.

15. Water System Operations (ARRO Water Services)

There are no non-routine services to report.

16. Sanitary Sewer System Engineering

- a. ARRO will be preparing and submitting the tributary Chapter 94 Reports to both the Leesport Borough Authority and the Maiden creek Township Authority.
- b. ARRO reviewed the proposed 2025 charge of the Leesport Borough Authority to Ontelaunee Township for wastewater treatment.
- c. 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 into two apartment units and another building into 4 apartments and an office to service two storage units (7 EDU's).

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

A full review of the stormwater management, sewage facilities planning module exemption mailer and sanitary sewer extension was provided to the developer and Township under separate cover.

d. 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.

e. 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.

Recommendations for approval of the contractor's application for payment number 7 conditioned on the site project review, in the amount of \$140,694.76 is listed on the meeting agenda.

As instructed by DCED, the Township made a direct inquiry as to the possibility of diverting the DCED LSA funds (\$300,000.00) to a different project within the Township (perhaps a water booster station). DCED denied a request to divert the funds to a different project. However, a representative of Senator Gebhard's office indicated a new application under the LSA Statewide Program would receive a very favorable endorsement from the Senator.

17. **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 Chuck Grebloski and seconded by Jeremy Hoagland to conditionally approve the final Application for Payment of Blooming Glenn Construction in the amount of \$140,694.76. Condition of payment is satisfying punch list items noted during the final project inspection. Vote 2:0

A motion was made by Chuck Grebloski and seconded by Jeremy Hoagland to accept the review extension for the Willow Creek Preliminary Plan retroactive from December 21, 2024 through March 22, 2025 as provided by the developer. Vote 2:0

A motion was made by Chuck Grebloski and seconded by Jeremy Hoagland to deny the McIntosh Farms III Sewage Facilities Planning Module Exemption request due to the insufficient permitted capacity of pump station #7 to service the development. Vote 2:0

A motion was made by Chuck Grebloski and seconded by Jeremy Hoagland to accept the review extension for the Epting Tract Preliminary Plan until June 5, 2025 as provided by the developer. Vote 2:0

A motion was made by Jeremy Hoagland and seconded by Chuck Grebloski to authorize Arro to prepare information regarding obtaining land and/or easements for -for a booster station in the McIntosh Development. Vote 2:0

SOLICITOR :

A motion was made by Chuck Grebloski and seconded by Jeremy Hoagland to authorize the solicitor to send the draft zoning ordinance amendment removing PRD use from the R-1 district and allowing this use in the R-2 district to the Township Planning Commission and the Berks County Planning Commission for review per the Municipal Planning Code. Vote 2:0

A motion was made by Chuck Grebloski and seconded by Jeremy Hoagland to authorize the solicitor to file a petition of injunction for a property on Allentown Pike which has been sent notices of violation as well as gone before the District Justice and the owner has refused to adhere to the notices as well as the citations that have been issued. Vote 2:0

CODE ENFORCEMENT – January report

EMA COORDINATOR – no report

POLICE COMMISSION – nothing to report

PLANNING COMMISSION -

A recommendation was made by the Planning Commission at their January 23, 2025 special meeting to approve the conditional use of the Willow Creek Business Park on Route 222 based on the Arro review letter and complying with all zoning, SALDO, stormwater and township ordinances. A letter will be forthcoming from the PC to the Board.

EXPENDITURES

A motion was made by Chuck Grebloski and seconded by Jeremy Hoagland to approve expenditures for the month of January in the amount of \$290,007.98 Vote 2:0

General	\$176,939.97
Water	\$ 42,253.95
Sewer	\$ 70,814.06

LIST OF BILLS JANUARY 2025

21st Century Media - Philly Cluster	798.66
Advanced Auto Parts	15.31
American Rock Salt Company, LLC	7,194.00
ARRO Consulting, Inc.	6,526.11
ARRO Water Services	6,001.08
Berks Soil & Stone	10,000.00

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Borough of Leesport	1,227.48
Capital Blue Cross	4,827.60
Curtis Power Solution	1,214.32
DaBrian Marketing	828.00
DCED	153.00
Deer Country Farm & Lawn Inc.	208.27
Delaware Valley Regional Finance Authori	1,720.80
E.M.KUTZ, INC.	442.27
Elan Financial Services	485.53
Elite Fuel Service, LLC	4,857.65
Envirep Inc	1,230.00
Exeter Supply Co, Inc	8,670.00
First Energy	6,485.52
Hartman Valeriano Magovern & Lutz P.C.	3,020.36
Highland Auto & Truck Repair	50.01
JB Environmental Services LLC	210.00
Kraft Municipal Group Inc.	23,182.86
KUZANS HARDWARE	898.00
Leesport Borough Authority	53,158.79
Long, Barrell & Co., LTD.	9,538.86
M.J. Reider Associates Inc	790.10
Met-Ed	1,923.30
Nationwide	246.54
Nester's Sanitation Inc.	195.00
NORTHERN BERKS REGIONAL POLICE DEPT.	92,175.13
OmniSite	1,890.00
OPA's Water Conditioning & Plumbing	1,250.00
PSATS UC GROUP TRUST	130.03
Rave Mobile Safety	1,275.00
Reading Area Water Authority	24,815.49
Reading Tractor and Equipment	13.32
Republic Services #318	1,107.77
Rhoads Energy Corporation	902.52
SAM'S MASTERCARD	80.67
Schultz Technology Solutions	638.16
SOS Business Machines	193.85
TELCO, INC.	2,444.02
USA BLUEBOOK	292.86
VERIZON	42.57
W. B. Mason Co. Inc.	130.98
Wind River Environmental LLC	6,526.19
GRAND TOTAL	290,007.98

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General	176,939.97
Water	42,253.95
Sewer	70,814.06

OLD BUSINESS:

NEW BUSINESS:

A motion was made by Chuck Grebloski and seconded by Jeremy Hoagland to accept the resignation of Peter Smith from the Zoning Hearing Board. Vote 2:0

A motion was made by Chuck Grebloski and seconded by Jeremy Hoagland to appoint Peter Smith to the Planning Commission filling the unexpired term of Ronald Bruchez. Mr. Smith's term will expire 12/31/2025. Vote 2:0

A motion was made by Chuck Grebloski and seconded by Jeremy Hoagland to appoint Daniel Jacob to the Zoning Hearing Board to fill the unexpired term of Peter Smith, term to expire 12/31/2026. Vote 2:0

A motion was made by Chuck Grebloski and seconded by Jeremy Hoagland to approve the YMCA – Tri-Valley summer contract for summer 2025 and to authorize a donation of \$5,000.00. Vote 2:0

UPCOMING MEETINGS/INFO:

February 10 – 6 p.m. – NBRPD Commission meeting
February 20 – 7 p.m. – Planning Commission
March 6– 7 p.m. – Supervisors meeting

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