

April 3, 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 Chairman Josh Steingraber in the Ontelaunee Township building with Supervisor Charles Grebloski and Jeremy Hoagland present.**

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

Visitors- Jarzyna Konrad, Nancy Sandoval, Sonia Quintero, Rogelio Chavoya

A motion was made by Chuck Grebloski and seconded by Jeremy Hoagland to approve the minutes from the March 6, 2025 meeting. Vote 3:0

**FIRE DEPARTMENT** – February report was submitted

**POLICE DEPARTMENT** – February report was submitted

**BUSINESS FROM FLOOR:**

Jarzyna Konrad, Counsel for Quinta Las Cabanas, was present to discuss the new ordinance regarding permanent living at the campground. His client has worked out a plan to have the residents vacate. There are 10 people who have been staying there long term. The campground will be giving them notice to vacate by November if agreeable to the Board. The plan also includes opening a restaurant, picnic grounds and having the pool revitalized, however they are working on the financing before they can move forward.

The current ordinance only allows a visitor to remain for 9 weeks. Most campers are looking for a 6 month “season”. Mr. Konrad asked if the board would possibly consider permitting the season to be longer than 9 weeks.

Mr. Steingraber would be interested in reviewing other campground ordinances from other municipalities. Solicitor Magovern will forward copies of other campground ordinances.

A motion was made by Jeremy Hoagland and seconded by Josh Steingraber to extend the time for the long term residents to vacate Quinta Las Cabanas by October 31, 2025. Vote 3:0

The campground owners will issue notices to those individuals and will send copies to the township.

**TAX COLLECTION:** A motion was made by Chuck Grebloski and seconded by Jeremy Hoagland to approve the Tax Collector report for March 2025. Vote 3:0

Real Estate Taxes -	\$44,726.53
Real Estate Interims -	\$ 1,421.17

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## ***March 2025 Public Works Daily Log***

March 1

- Saturday

March 2

- Sunday

March 3

- Park Trash
- Hydrant Flushing
- Drag baseball field
- Township High Wind Debris Check
- Expense Report
- Daily Log Report

March 4

- L-Tap Training
- Shermin William Expo
- Drag Ball Field
- Continued Inspection of Rec B's playground area, Tightening Hardware
- Spoke to the Engineer about the issue of roadway on Synder Rd and Hannibal Ln

March 5

- Removal of Advertisement Signs throughout the township
- Tire Removal Debris on side of roadway
- Removal of trash on roadway
- PA One Calls
- Spinner Motor Part's Run to E.M. Kutz
- Spinner motor upgraded
- Water meter installation
- Shut-Off Notices
- Installed down sign on Slater Rd
- Leesport Ave Trash Photos

March 6

- High wind debris removal Township Check
- Synder Rd and Rt 61 Embankment clean up
- Roadkill removed on W. Huller
- Water issue at township building
- Zero turn mower pick up
- Drag Ball Field
- Rt 61 Barta bus issue photos
- Serviced spinner motor doesn't work

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March 7

- Paid Day Off (water issue at township)
- OT- IS- Leesport Ave and Berkley Park Rd manhole issue

March 8 and 9

- Saturday
- Sunday

March 10

- Payroll
- Hydrant Flushing
- Park Trash
- Drag Ball Field
- Water issue at township
- 360 Synder Rd Storm Drain Clean out

March 11

- PA One Calls
- Weaver Supply Run for Dry Mix for baseball field
- Trash Pick Up Rt 73 and Rt 61
- Spoke to Leesport Diner about trash debris

March 12

- PA One Calls
- Police Upgrade- Pick up supplies & installed at police inbound garage

March 13

- Open Storm drains that were covered with debris
- PA One Calls
- Replaced batteries for the handicap door opener button
- Fixed women's bathroom toilet at lobby
- Sloan supply run
- Drag Ball Field
- Bern township stopped by to speak to me
- Removed winter markers
- Started Leesport Ave clean up

March 14

- Pa One Calls
- Picked trash at rec a & b
- Park trash
- Street Sign Replacement
- Tested Police upgraded Inbound garage
- Continued Leesport Ave Clean Up

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March 15 and 16

- Saturday
- Sunday

March 17

- Mainstream
- Township Debris Check High Winds
- PA One Calls
- Leesport Ave Clean Up
- Dry Mix baseball field & drag
- OT- MM- Accident on Rt 61 & Belleman Church Rd Set up cones and barricade

March 18

- PA One Call Training
- Pick up Cones and Barricade
- PA One Call
- Paperwork
- Fire Extinguisher Inspection
- OT- IS- Interviews

March 19

- Park Trash
- Dropped Mower off for service
- Hydrant Flushing
- Pumpstation No Parking Signs Installed
- Removal of Advertisement signs around township
- Synder Storm Water issue Took Photos
- Employment Paperwork

March 20

- Bower's Rd Project Meeting
- PA One Calls
- Air Compressor Fitting
- Drag Ball Field
- Removed V-Box, Spreader for flat truck
- Stored V-Box and spreader
- Leesport Ave Clean up

March 21

- Park Trash
- Park Trash Debris Pick Up
- Drag ball field
- PA One Calls
- Filled Fuel Cans
- Filled Fuel Vehicles

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March 22 and 23

- Saturday
- Sunday

March 24

- PA One Calls
- Township Debris Check
- Park Trash
- Payroll
- Leesport Ave Clean Up
- Set up Detour Signs for Bower's Rd
- Street Sign replacement

March 25

- Air Compressor Portable Fixed
- PA One Calls
- Removed Detour Signs for Bower's Rd Project
- Mainstream Supplies
- Shop Clean up
- Quotes for Gernants Church & Synder Rd/ Hannibal Ln
- Cleaned Truck #1 Tool Boz area

March 26

- PA One Calls
- Milling on S. Canal St
- De Winterize Freight Liner Remove Ager & Plows

March 27

- Weaver Supply Run
- PA One Call
- Bowers Rd Tree Issue
- Cleaned up Intersections of Rt 61 from W. Huller to Birch Hill
- Street Sign Installed (Wind Damage)

March 28

- Pump Station Issue
- Pump Station Trashcan installed
- Park Trash Pick up
- Park Trash Can
- PA One Calls
- Pumping of meter pits

March 29 and 30

- Saturday
- Sunday

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March 31

- PA One Calls
- Water Meter Reading Run
- Check Meters that couldn't read
- Issue at Pentex Construction Site with Sewer Marking
- Pump Station Issue

## **Foreman Report March 2025**

### **Fuel Used**

- Truck #1- \$375.15
- Truck #2- \$44.00
- Truck #3- \$0.00
- Truck #4- \$0.00
- Truck #5 - \$23.20
- Truck #5 DEF- \$10.73
- Truck #6 – \$184.27
- Truck #7- \$0.00
- Truck #8- \$173.08
- Truck #8 DEF- \$9.01
- Gasoline Cans- 0.00
- Backhoe- \$78.38
- Backhoe DEF- \$7.81
- John Deere Boom Mower-\$0.00
- Woodchipper- \$0.00

### **Purchases & Expenses**

- E.M Kutz- \$56.89
- Main Stream Industries Inc- \$460.00
- Miller Lawnmower Service- \$803.73
- Weaver's Ace Hardware- \$1083.54
- Kuzan's True Value- \$445.43
- M.B. Glick LLC- \$8.25
- Lowe's- \$33.84
- Reading Foundry & Supply CO LLC- \$332.99

### **Foreman**

Israel Santiago

A motion was made by Jeremy Hoagland and seconded by Chuck Grebloski to accept the resignation of Matthew Manley, Public Works Laborer. In addition, request the supervisors take action to pay him for his remaining PTO time. Vote 3:0

A motion was made by Josh Steingraber and seconded by Chuck Grebloski to hire Michael Kremser as a full-time Public Works Laborer at a rate of \$25.00/hr. effective April 7, 2025. Vote 3:0

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A motion was made by Jeremy Hoagland and seconded by Chuck Grebloski to hire Zakorias Brownmiller as a full-time Public Works Laborer at a rate of \$25.00/hr. effective April 14, 2025. Vote 3:0

A motion was made by Chuck Grebloski and seconded by Jeremy Hoagland to contract with Hamburg Borough to utilize the street sweeper and their operator for one day at \$500.00. Vote 3:0

## ***Engineers Report March 2025***

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

#### **1. McIntosh Farms III Development**

A Preliminary Subdivision Plan was received and will be first reviewed by the Planning Commission at their meeting to be held April 15, 2025.

A Conditional Use hearing before the Board of Supervisors has been scheduled for April 29, 2025 at 5:00 p.m.

#### **2. Reading Plastic**

A Sketch Plan for Land Development was received and will be first reviewed by the Planning Commission at their meeting to be held April 15, 2025.

#### **3. Grapenthin Minor Subdivision Plan**

A revised plan was received for signatures by the PC and Supervisors prior to releasing it to the developer for recording.

#### **4. Gibson Land Development**

The Stormwater Maintenance Agreement and Improvement Agreement were forwarded to the developers Attorney (March 17<sup>th</sup>) for signature by the developer. The executed documents and improvement escrow were requested to be submitted to the Township.

#### **5. Miele Group Land Development**

The Stormwater Maintenance Agreement and Improvement Agreement were forwarded to the developers Attorney (March 17<sup>th</sup>) for signature by the developer. The executed documents and improvement escrow were requested to be submitted to the Township.

#### **6. Epting Tract Subdivision**

Discussions were held with the developer and their consultant regarding sanitary sewer and recreation fees. The developer's consultant provided documents to the Leesport Borough Authority (LBA) consultant regarding sewer capacity in LBA's collection system.

ARRO followed up with an email to the LBA consultant requesting further clarification of sewer collection system capacity for the development as well as the McIntosh Farms III project that received an allocation from LBA.

Copies of both correspondences were provided to the Township under separate cover.

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

Right-of-way and easement documents were provided to the SVSD. A number of the documents have been executed by SVSD and returned to the developer's consultant. Right-of-way, easement and improvement agreements remain to be reviewed and approved by SVSD.

A meeting was held with RAWA, developer, Township and PennDOT representatives regarding the proposed improvement and the requests of RAWA. Based on the meeting it is not likely the RAWA request for a speed reduction will be approved by PennDOT. Placement of the speed indicator signs by the Township and replacing existing advance warning bridge speed signs appear to acceptable following an application and request to PennDOT. The request for a monetary contribution to algae removal at the reservoir remains under review.

RAWA requested that another meeting be held with the Township to discuss "a number of other issues" between RAWA and the Township. The meeting was scheduled to occur April 3<sup>rd</sup>.

There are a number of agenda items listed related to the improvements to the intersection of SR 0073 and Ontelaunee Drive.

**8. Reitnouer Land Development Plan**

ARRO is conducting periodic observations of project improvements.

**9. McIntosh Farms II**

ARRO conducted pre-pour inspections for sidewalk installations.

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

11. Ontelaunee Wholesale Development – No activity since the last report.

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

**13. General Engineering**

a. TASA Project (MS4 PRP Implementation)

Easement documents and the LPS-20 Form have been approved by and received from the SVSD.

A revision to the easement exhibit was prepared and forwarded to MTA.

b. Bowers Road Project

The Bowers Road Relocation Project has commenced. PennDOT permit work is scheduled to begin April 7, 2025.

ARRO has provided information under separate cover regarding the need for Change Order No.1 for the project that is listed on the agenda for approval.

c. Kim has identified a number of Ordinances related to Township Roads that require amendments. Including but not necessarily limited to a weigh restriction on Ontelaunee Drive north of Kindts Corner Road.



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- d. ARRO representatives have reviewed and communicated with the proposed contractor for cable boring and pedestal placements in the Harvest.

**14. Water System Engineering & Reporting**

- a. ARRO previously provided an overview of cost and equipment regarding increasing water system pressure on Ida Red Drive, east of Sunglo under separate cover.
- b. ARRO will coordinate PADEP approval of testing at the auto flusher on Wingco Lane in lieu of the Berks Medical facility.
- c. ARRO completed Chapter 110 Water Allocation Reporting to the DEP.

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

There are no non-routine services to report.

**16. Sanitary Sewer System Engineering**

- a. Operations personnel notified the Township of the generator at PS #2 not being operational during a power failure. The generator, recently installed by Blooming Glenn Contractors, was reviewed by the installer and found to be the digital screen malfunctioning requiring a reset. It was observed at the PS4 generator, recently installed, that there was an oil pressure sensor issue. Cummins was contacted and was on-site to review and resolve the issues. Reports of Cummins site visit were provided under separate cover.

Cummins could not replicate the PS #2 issue. They are scheduled to be on-site April 4, 2025 to change the oil pressure sensing unit at PS #4.

- b. ARRO completed and submitted the tributary Chapter 94 Report to the Leesport Borough Authority.
- c. Industrial permitting documents and permits were reviewed/prepared by ARRO staff.
- 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.

**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.

**18. GIS/Mapping**

- a. Collected sanitary, sewer, and water distribution data at new facility as requested by the Township.
- b. Collected remaining inlet invert around municipality as a result of inlet cleanings. Updated GIS master layer with field data.
- c. Created new GIS master layer on experience builder.

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A motion was made by Jeremy Hoagland and seconded by Chuck Grebloski to approve Resolution 2025-3 authorizing the Chairman of the Board of Supervisors to execute a Traffic Signal Maintenance Agreement and future modifications to the Traffic Singal Maintenance Agreement and future applications for Traffic Singal Approval to the Department of Transportation. Vote 3:0

A motion was made by Jeremy Hoagland and seconded by Josh Steingraber to authorize the execution of the following documents:

Application for Traffic Signal Approval – Rt. 73 & SVHS Flashers  
Application for Traffic Signal Approval – Ontelaunee Dr. & SVHS Flashers  
Application for Traffic Signal Approval – Rt. 73 & Pottsville Pike  
Application for Traffic Signal Approval – Rt. 73 & Ontelaunee Drive  
Traffic signal maintenance agreement between Ontelaunee Township and PA DOT

Vote 3:0

A motion was made by Chuck Grebloski and seconded by Jeremy Hoagland to approve and execute the Swale Maintenance agreement between the Township and PA DOT for the Rt. 73 and Ontelaunee Drive project. Vote 3:0

A motion was made by Jeremy Hoagland and seconded by Chuck Grebloski to approve Change Order 1 to H & K Group for the Bowers Road Project for \$12,059.81 for additional silt sock costs, additional 2A stone and reduction in the DSA cost.  
Vote 3:0

Discussion was held regarding the intersection project of Rt. 73 and Ontelaunee Drive. A meeting was held with Bill Murray of RAWA regarding the easements etc. that will need to be obtained to continue with the project. One of the requests from Mr. Murray would be to have a speed study completed and then lower the speed limit from 45 to 35 mph. Once the speed study is complete, no matter the outcome of the speed study, RAWA will agree to the easements/requirements for the project to move forward. Solicitor Magovern will be contacting Bill Murray to memorialize this request of RAWA.

A motion was made by Jeremy Hoagland and seconded by Josh Steingraber to authorize the engineer to obtain a firm to prepare a speed study of Rt. 73 from Rt. 61 to the township line as soon as possible. The developer will be contacted to handle the cost of speed study. Vote 3:0

Discussion was held regarding the Township Road ordinances involving weight limits or closed roads. A motion was made by Chuck Grebloski and seconded by Jeremy Hoagland authorizing the solicitor to draft an amendment to the ordinance for review at the May meeting. Vote 3:0

MS4 – Secretary Berger reported that the Public Works Dept. has completed the yearly MS4 training required by our permit.

#### **SOLICITOR :**

A motion was made by Charles Grebloski and seconded by Josh Steingraber to authorize the solicitor's office to advertise the conditional use hearing for McIntosh III to take place on April 29, 2025 at 5 pm. Vote 3:0

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A motion was made by Jeremy Hoagland and seconded by Chuck Grebloski to authorize the solicitor's office to advertise public hearing of the PRD zoning amendment and enactment at the May meeting. Vote 3:0

**CODE ENFORCEMENT** – March report

Discussion was held regarding fowl (chicken, ducks etc). Solicitor Magovern was requested to send sample ordinances to the Supervisors for review.

**EMA COORDINATOR** – no report

**POLICE COMMISSION** – no report

**PLANNING COMMISSION** -

The Conditional use regarding McIntosh III was discussed at the March meeting.

**EXPENDITURES**

A motion was made by Chuck Grebloski and seconded by Jeremy Hoagland to approve expenditures for the month of March in the amount of \$359,683.99 Vote 3:0

General	\$167,341.12
Water	\$ 37,364.23
Sewer	\$154,978.64

**LIST OF BILLS PAID - MARCH 2025**

21st Century Media - Philly Cluster	628.78
Advanced Auto Parts	133.81
Albright College, Center for Excellence	200.00
ARRO Consulting, Inc.	19,216.25
Blooming Glen Contractors Inc.	140,694.76
Capital Blue Cross	4,827.60
Checks For Less	93.95
Comfort Pro, Inc	5,555.00
Delaware Valley Regional Finance Authori	1,720.80
E.M.KUTZ, INC.	56.89
Elite Fuel Service, LLC	2,418.56
Elk Environmental Services	2,352.60
Envirep Inc	7,455.98
First Energy	6,991.63
Hartman Valeriano Magovern & Lutz P.C.	4,565.00
J.C.EHRLICH	460.00
JB Environmental Services LLC	324.00
Jennifer McGrath	150.00
Kraft Municipal Group Inc.	9,535.52

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KUZANS HARDWARE	230.57
Law Office of Alexander Elliker	5,477.50
Leesport Borough Authority	2,695.38
M.J. Reider Associates Inc	2,062.30
Met-Ed	2,775.82
Miller's Outdoor Power Equipment	803.73
Moses B Glick LLC	8.25
MSII	460.00
Nationwide	3,493.08
NORTHERN BERKS REGIONAL POLICE DEPT.	92,175.13
OPA's Water Conditioning & Plumbing	437.50
POSTMASTER	314.88
ProAsys	290.00
Reading Area Water Authority	31,287.63
Reading Foundry & Supply Co. LLC	332.99
Reading Office Maintenance	220.00
Republic Services #318	1,190.13
Rhoads Energy Corporation	1,505.71
Rieck's Printing	2,975.00
SAM'S MASTERCARD	103.76
Schultz Technology Solutions	503.05
TELCO, INC.	2,490.65
The Wire Guys	31.25
Weaver's Ace Hardware	438.55
Grand Total	359,683.99
General	167,341.12
Water	37,364.23
Sewer	154,978.64

### **OLD BUSINESS:**

Discussion was held regarding solar opportunities for the township building. One proposal has been submitted. Due to the estimated cost, this project would have to be bid.

A motion was made by Josh Steingraber and seconded by Chuck Grebloski to advertise for bids to install solar panels on the township buildings. Vote 3:0

### **NEW BUSINESS:**

A motion was made by Jeremy Hoagland and seconded by Chuck Grebloski to approve the special event permit for Quintas Las Cabanas to hold the Boots, Brews and Country Tunes event on May 31 and June 1 2025 at their campground and for the organizer to meet certain conditions. Those conditions include security being on site as well as having certified emergency personnel on site for medical issues. Proof of emergency personnel should be given to the township prior to the event. Vote 3:0

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A motion was made by Chuck Grebloski and seconded by Jeremy Hoagland to approve the special event permit for Quintas Las Cabanas to hold the Catarino and Margarita Fest on June 21 and June 22, 2025 at their campground and for the organizer to meet certain conditions. Those conditions include security being on site as well as having certified emergency personnel on site for medical issues. Proof of emergency personnel should be given to the township prior to the event. Vote 3:0

Discussion was held regarding damage that was done to the field at Willow Glen that is used for soccer. There was an issue with someone using the field for Lacrosse without permission and without an insurance certificate. The individual had been informed two years previously to obtain permission prior to the use of the field as well as providing a certificate of insurance to the township. This was not done. The field will have to be repaired at a cost to the township. The field will not be able to be used until the repairs are complete and time to grow new grass which would be fall.

A motion was made by Chuck Grebloski and seconded by Jeremy Hoagland to authorize the solicitor to send a letter to the individual who had damaged the field that due to the damage of the field and furthermore, he would be prohibited to use the field until further notice. If the field again without receiving permission, it would be considered trespassing and fines could be initiated. Vote 3:0

A motion was made by Jeremy Hoagland and seconded by Chuck Grebloski to approve a quote from Shaun's Lawns to make the necessary repairs to the Willow Glen playing field at a cost of \$3,505.00. Vote 3:0

A motion was made by Jeremy Hoagland and seconded by Chuck Grebloski to increase the pavilion rental for non-residents to \$150.00, plus the \$50 deposit that would be returned if the pavilion is clean and no damage has occurred. Township resident rentals will remain the same, \$50 deposit which would be returned if the pavilion is clean and no damage has occurred. Vote 3:0

#### **UPCOMING MEETINGS/INFO:**

April 14 – 6 p.m. – NBRPD Commission meeting  
April 17 – 7 p.m. – Planning Commission – cancelled and rescheduled to  
April 24 – 7 p.m.  
April 18 – OFFICE CLOSED  
May 1 – 7 p.m. – Supervisors meeting

#### **ADJOURNMENT**

A motion was made by Jeremy Hoagland and seconded by Chuck Grebloski to adjourn the monthly meeting at 8:00 p.m. Vote 3:0

Respectfully

Kim Y. Berger  
Secretary