

May 1, 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 Jeremy Hoagland present. Charles Grebloski was absent.

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

Visitors- Chief Jim Keiser, Kenneth Quell

A motion was made by Jeremy Hoagland and seconded by Josh Steingraber to approve the minutes from the April 3, 2025 meeting. Vote 2:0

FIRE DEPARTMENT – no report. Mr. Quell reported that the rescue engine was sold and the new truck is being built.

POLICE DEPARTMENT – March report was submitted. Chief Keiser reported that the charger was sold for \$8,000 and another vehicle was sold for \$5,000. Work continues on SRO program for SVSD.

BUSINESS FROM FLOOR: Nothing to report

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

Real Estate Taxes -	\$738,667.04
Real Estate Interims -	\$ 0.00

A motion was made by Jeremy Hoagland and seconded by Josh Steingraber to exonerate delinquent taxes in the amount of \$50.68 for years 2022 and 2023 for 10 Boyer Lane. The mobile home was removed from the site and the owner cannot be located. This action was requested by the Berks County Tax Claim Bureau. Vote 2:0

April 2025 Public Works Daily Log

April 1, 2025

- PA One Call
- Hydrant Flushing
- Park Trash Pick Up
- Park Trash Can Check
- Township Check
- Installed Street Sign
- Removed Advertisement Sign
- Paperwork

May 1, 2025

April 2, 2025

- PA One Call
- Mainstream Supply Run
- Dumpster post installed
- Anchor Supply Run
- Roadkill Removed
- Cleaned Shop

April 3, 2025

- Pumpstation Work Order
- Policewomen Bathroom Toilet Issue
- Meeting Room Sign Installed
- Gas Can Fill up
- Tax Room Light Issue
- Water Shut Off Notices
- Kuzan's Supply Run
- Clean Light Fixture on Police side
- Pour watered chlorine down floor drains at all restrooms
- Township Check Flooding Areas
- Check Sinkhole Area (S. Canal St)

April 4, 2025

- Park Trash Pick Up
- Park Trash Can Check
- Drag Baseball Field
- Added Dry mix on Baseball Field
- Opened Pumpstations for contractors working on site
- Township Check
- Removed debris around storm drains

April 7, 2025

- Payroll
- Orientation
- Township Check
- Showed pumpstations, parks, boundaries, etc.
- Hydrant Flushing
- Spring Hydrant Flushing

April 8, 2025

- Spring Hydrant Flushing
- Hannibal Ln/ Synder Rd Cold Patch Added
- Filled hole at Gernants Church Rd in between Adams Rd and Loose Ln
- PA One Call
- Garage Door Repair

May 1, 2025

- Clean Storm Drains Removed Debris

April 9, 2025

- PA One Calls
- Public Works Association Meeting/Training
- Spring Hydrant Flushing
- Snyder Rd Quote

April 10, 2025

- Spring Hydrant Flushing
- Mower Batteries Upgrade
- PA One Call
- Advance Auto Parts Supply Run
- Berks Soil and Stone Supply Run
- Kuzan's Supply Run
- Seeding Township Building

April 11, 2025

- Pumpstation Trash Can check
- Park Trash Pick up
- Park Trash Can Check
- PA One Call
- Township Check/ Debris around storm drain removed
- Continued Seeding Township Building
- Repaired Utility Truck Taillight
- Cold Patch Pothole on Mohrsville Rd
- Shoemakers Rd & Kindt Corner Delineator Reinstalled
- Dropped Mower off at Rec A

April 14, 2025

- PA One Call Hydrant Flushing
- Park Trash Check
- Park Trash Can Check
- Orientation
- Township Check
- Showed pumpstations, parks, boundaries, etc.
- Dragged Baseball Field
- Serviced Chainsaws

April 15, 2025

- Township Building Mowing and whacking
- North Point Mowing
- Tractor Boom Mowing Training
- Boom Mowed Wiley's Rd
- Street Sign Upgrade at township for Warehouse

May 1, 2025

- OT- IS, ZB- Down tree on Slater RD

April 16, 2025

- PA One Call
- Removal of tree/ debris on Slater Rd
- Township Check due to storm
- Traffic Signal Box Training
- Boom Location Training
- Installed Signs at Rec B
- Fixed street signs that were damaged due to storm
- Mainstream Order Placed

April 17, 2025

- Mainstream Order Run
- Park Trash Check
- Park Trash Can Check
- Pumpstation Work Order
- PA One Call
- Township Check removed debris around storm drains, picked up trash bags on Willow Creek Rd
- Vehicle Work Order
- Wash/ Detail Vehicle
- Cleaned Shop
- Washed Backhoe/ Boom Mower

April 18, 2025

- Holiday (Good Friday)
- OT- IS- Water main break, boil water alert

April 21, 2025

- Payroll
- Park Trash Check
- Park Trash Can Check
- Hydrant Flushing
- Dragged Baseball Field
- Issue with Mower at Rec A
- Locating Sewer behind Rec B
- Water Sampling for Boil Water Alert

April 22, 2025

- Township Building Mowing
- Weed and Feed Township Building
- Weed Whacked Township Building
- North Point Mowing
- Installed new Blades on Mower

May 1, 2025

- PA One Calls
- Dropped Mower off at Rec A
- Sprayed Park Weed's Rec A
- Kuzan's Supply run
- Water Sampling for Boil Water Alert

April 23, 2025

- Park Rec A & B Mowed
- Mowed pumpstations
- Mowed Retention Pond
- Water Meters installed
- PA One Calls
- Opened an Outfall across from Pumpstation #4
- Delineators Relocated/ Installed on Orchard Ln
- Backhoe training

April 24, 2025

- PA One Calls
- Continued & finished opening the outfall across from Pumpstation #4
- Continued Backhoe training
- Sewer issue on Rt 61 in between W.Huller & Riverside Dr

April 25, 2025

- PA One Calls
- Park Trash Check
- Park Trash Can Check
- Dragged Baseball Field
- Pumpstation trash check
- Police assisted
- Sprayed Rec B
- Picked Up Tires and Trash Bags on E. Huller
- Paperwork

April 28, 2025

- Park Trash Check
- Park Trash Cans Check
- Hydrant Flushing
- PA One Call
- Dropped of paperwork for Maiden Creek
- Pushed Mowed Township Building
- Township Check

April 29, 2025

- Concert Work at Leesport's Pool Area
- Pa One Calls

May 1, 2025

- Willow Creek Manhole Issue
- Picked up trash bags, tires, and debris around the township
- Serviced Chainsaws

April 30, 2025

- Mowed/ weed whacked North Point
- Mowed/ weed whacked Township Building
- Water Meter Reading Run
- Physical Water Meters Reading Run
- Fixed Manhole on Willow Creek Rd
- Delivered Letters to Residences next to Rec B
- Weed Whacked and cleaned Intersections
- Finished servicing chainsaws

Foreman Report April 2025

Fuel Used

- Truck #1- \$297.98
- Truck #2- \$69.12
- Truck #3- \$0.00
- Truck #4- \$0.00
- Truck #5 - \$0.00
- Truck #5 DEF- \$0.00
- Truck #6 – \$0.00
- Truck #7- \$0.00
- Truck #8- \$0.00
- Truck #8 DEF- \$0.00
- Gasoline Cans- \$164.34
- Backhoe- \$90.81
- Backhoe DEF- \$0.00
- John Deere Boom Mower-\$0.00
- Woodchipper- \$0.00

Purchases & Expenses

- Kuzan's True Value- \$451.50
- Lowe's- \$44.40
- Mainstream Industries Inc.- \$338.75
- Colonial Electric- 162.50
- County Garage Door CO Inc.- \$2265.00
- Advance Auto Parts Professional- \$244.30
- Tractor Supply CO.- \$244.01
- Bobcat of Reading- \$299.99
- Reading Tractor & Equipment- \$194.06

Foreman

Israel Santiago

May 1, 2025

A motion was made by Jeremy Hoagland and seconded by Josh Steingraber to approve the quote from Arlan Wessner to repair an area of roadway on Snyder Road and Hannibal Lane at a cost of \$9,365.70. Vote 2:0

Engineers Report April 2025

Subdivisions and Land Development Projects

1. McIntosh Farms III Development

A Preliminary Subdivision Plan was received and at the request of the developer was not presented at the Planning Commission held April 15, 2025.

At the request of the developer the Conditional Use hearing before the Board of Supervisors on April 29, 2025 at 5:00 p.m. was cancelled indefinitely.

A request for a water will serve correspondence was received from the developer. This correspondence will be held until a review of the facilities are completed and/or a discussion held with RAWA.

2. Reading Plastic

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

3. Miele Group Land Development

The Stormwater Maintenance Agreement, Improvement Agreement and improvement escrow were received. Plans were released to the developer for recording.

4. Epting Tract Subdivision

To date we have not received a response to ARRO's 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.

A plan decision or extension grant from the developer for the project must occur at the June 5th Supervisors meeting.

5. Crow Holdings Land Development (CHI)

Right-of-way and easement documents were provided to the SVSD. Right-of-way, easement and improvement agreements remain to be reviewed and approved by SVSD.

As authorized by the Board of Supervisors at their April meeting, Bowman provided a proposal and was authorized to conduct a speed study from SR 0061 to the Township line on SR 0073. RAWA requested this study be completed during our meeting held April 3rd.

Attorney Magovern's office is drafting an agreement for signature by RAWA to memorialize the items requested by RAWA (speed study, signage, capital contribution) for signature of easement and right-of-way documents for the SR 0073 and Ontelaunee Drive improvements.

6. Gibson Land Development

Attorney Magovern's office has been communicating with the developers Attorney regarding the process and submission for the required agreements and escrow.

Recommended action regarding the submission is listed on the agenda.

7. St. Luke's Land Development

ARRO personnel reviewed the project site and discussed escrow reduction procedures with the contractor.

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.

A plan decision or extension grant from the developer for the project must occur at the June 5th Supervisors meeting. The time extension is currently active until June 22, 2025.

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

12. General Engineering

a. Orchard Lane Stormwater Management Plan

Stormwater Management Plans and supporting documents were received for the parking area on Orchard Lane and will be reviewed and reported under separate cover.

b. Stormwater Management Ordinance Exemptions

ARRO recommends reviewing the potential to revise the Stormwater Management Ordinance to provide for overall exemption of the ordinance requirements for certain structures/improvements.

b. TASA Project (MS4 PRP Implementation)

Easement documents and the LPS-20 Form have been approved by and received from the Maidencreek Township Authority. Attorney Magovern's has recorded the easement document.

A meeting with PennDOT regarding right-of-way clearance is scheduled for the project on May 9th at 10 a.m. at the Township Building.

Plans and documents are being finalized for bidding through ECMS. Tentatively the schedule has a Notice to Proceed being issued on September 2, 2025 and construction completion December 29, 2025.

c. Bowers Road Project

May 1, 2025

The Bowers Road Relocation Project commenced and was completed.

A recommendation for approval of the contractors Application for Payment is listed on the agenda.

ARRO will prepare and submit the grant closeout documents to the Berks Conservation District.

- d. As approved at the April Supervisors meeting, Kim provided information to our office for review related to a number of Ordinances for Township Roads that require amendments. Including but not necessarily limited to a weigh restriction on Ontelaunee Drive north of Kindt Corner Road. We have not yet reviewed or commented on the documents.
- e. ARRO was provided with the estimates for repairs to Gernants Church Road and will present the estimates to the owner of 108 Gernants Church for a commitment to undertake the repairs. We will follow-up with Attorney Magovern's office for the preparation of an agreement with the owner.
- f. The agenda contains a recommendation for the award of the patching at Snyder Road and Hanibal Road.
- g. Kim provided the roof solar project proposal and proposed advertisement and bid document content summary. We are proposing additional discussions regarding the proposal be conducted prior to bidding the project. Due to the nature of the project it may require input from a third party to bid the project.

13. Water System Engineering & Reporting

- a. Based on a meeting with Bill Murray of RAWA he recommended a meeting with the RAWA engineering department and ARRO be held to discuss and formulate a resolution to water pressure on Ida Red Drive.
- 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)

AWS personnel were in communications with Ontelaunee staff and provided notification to PADEP related to the RAWA watermain break on April 18, 2025.

15. Sanitary Sewer System Engineering

- a. The township road crew will be accompanying AWS operations personnel during routine operation visits to the pump station. This will provide insight to the Township personnel should they be called to review a reported problem in the system or at any of the pump stations. Having knowledge of the pumps stations will also aid in expediting any visualizations of the township staff during pre-arrival conversations with AWS staff prior to their arrival.
- b. MTA UV Payment Request

ARRO reviewed the documents and the request is reasonable and in line with the agreement between Ontelaunee Township and MTA for the UV system payment. A recommendation for the payment to MTA is listed on the agenda.

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The quarterly EDU rate is increasing in 2026 (\$1.14 per month per EDU). Given recent reviews of the rates I believe this monthly increase can be absorbed without adjustment of the Ontelaunee monthly fee; however, the Township may desire to review the rates going once again into 2026 or 2027 as verification.

- c. A sanitary sewer will serve correspondence was provided to the consultant for the Full Service Landscape parcel located on Slater Road.
- d. Industrial permitting documents, permits and sampling items were reviewed/prepared by ARRO staff.
- e. 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.

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.

17. GIS/Mapping

- a. Staff training and a mapping regroup is planned for May 2025

Discussion was held regarding storm water management exemptions for small projects that may not need storm water management. A motion was made by Jeremy Hoagland and seconded by Josh Steingraber to authorize the engineer and solicitor to draft an ordinance dealing with storm water management exemptions. Vote 2:0

A motion was made by Jeremy Hoagland and seconded by Josh Steingraber to approve payment in the amount of \$43,188.79 to Maidencreek Township Authority for the UV Disinfection system replacement project at the MTA Wastewater treatment plant. This amount is Ontelaunees share of the project costs. Vote 2:0

A motion was made by Jeremy Hoagland and seconded by Josh Steingraber to approve the drainage easement agreement with Maidencreek Township Authority. Vote 2:0

A motion was made by Jeremy Hoagland and seconded by Josh Steingraber to approve escrow reduction request #2 in the amount of \$1,006,974.08 for Reitnouer. Vote 2:0

A motion was made by Josh Steingraber and seconded by Jeremy Hoagland to conditionally approve the Application for Payment of H & K Group in the amount of \$241,485.45 for the Bowers Road project. Condition of payment is a final project inspection and satisfying any punch list items noted during the final project inspection. Vote 2:0

MS4 – nothing new to report

SOLICITOR :

At this time a Public hearing was held regarding the PRD zoning amendment. There was no comment from the audience. The Public Hearing was closed.

May 1, 2025

A motion was made by Jeremy Hoagland and seconded by Josh Steingraber to approve Ordinance #2025-1 - Amending Chapter 27 – Zoning by repealing Planned Residential Development Use from the R-1 Low Density Residential District and permitting Planned Residential Development use within the R-2 Medium Density Residential District by conditional use. Vote 2:0

A motion was made by Josh Steingraber and seconded by Jeremy Hoagland to approve Resolution #2025–4 to enter into an intergovernmental cooperation agreement with other Berks County Municipalities to participate in the Berks County MS4 steering committee for the purpose of collaboratively meeting the education requirements for MS4 NPDES permits. In addition, to approve the Berks County MS4 Steering Committee cost sharing and cooperation agreement. Vote 2:0

A motion was made by Jeremy Hoagland and seconded by Josh Steingraber to authorize the solicitor to draft an ordinance amending the Zoning Ordinance regarding the keeping of fowl. Vote 2:0 This ordinance will be reviewed by the County and Township Planning Commission.

Due to the fact that Supervisor Hoagland’s firm worked on the Gibson project prior to his appointment as Supervisor, Mr. Hoagland stated that he would have to come out of conflict to vote on the matter. Supervisor Steingraber agreed that he could come out of conflict to vote on the motion.

A motion was made by Josh Steingraber and seconded by Jeremy Hoagland to approve the Improvements Agreement and Stormwater Maintenance Agreement for the Gibson Land Development, conditioned upon receiving the executed documents and financial security. Vote 2:0

An Executive Session regarding potential litigation will be held after the meeting.

CODE ENFORCEMENT – April report

EMA COORDINATOR – no report

POLICE COMMISSION – no report

PLANNING COMMISSION - Reading Plastics was present at the April Planning Commission for information purposes only.

EXPENDITURES

A motion was made by Jeremy Hoagland and seconded by Josh Steingraber to approve expenditures for the month of April in the amount of \$555,276.83 Vote 2:0

General	\$349,639.42
Water	\$ 42,864.53
Sewer	\$162,772.88

LIST OF BILLS PAID - APRIL 2025

21st Century Media - Philly Cluster	419.46
Alarm Tech Suppression	597.00

May 1, 2025

Albright College, Center for Excellence	150.00
Amelia Gerant	135.00
ARRO Water Services	5,493.70
Borough of Leesport	2,442.99
Capital Blue Cross	1,635.10
Colonial Electric Supply Company	162.50
Comfort Pro, Inc	1,765.00
Commonwealth of Pennsylvania	4,000.00
County Garage Door	2,265.00
Delaware Valley Regional Finance Authori	1,720.80
First Energy	7,024.03
Hartman Valeriano Magovern & Lutz P.C.	12,627.61
J.C.EHRLICH	5,051.12
JB Environmental Services LLC	514.00
Jennifer McGrath	1,152.00
Keystone Graphix	368.14
Kraft Municipal Group Inc.	19,313.14
KUZANS HARDWARE	424.60
Long, Barrell & Co., LTD.	4,778.97
M.J. Reider Associates Inc	652.00
Maidencreek Township Authority	43,188.79
Met-Ed	3,002.81
MSII	338.75
Nationwide	493.08
NORTHERN BERKS REGIONAL POLICE DEPT.	92,175.13
Occupational Health Centers	326.00
Pitney Bowes	1,009.75
PSATS UC GROUP TRUST	1,852.24
Reading Area Water Authority	33,028.77
Reading Office Maintenance	220.00
Republic Services #318	1,090.13
Rhoads Energy Corporation	905.63
SAM'S MASTERCARD	21.98
Schultz Technology Solutions	823.35
Shaun's Lawns	3,505.00
SOS Business Machines	284.99
T. M. Bailey Services, LLC	581.28
TELCO GROUP LLC	1,049.17
Truist Governmental Finance	187,027.50
VERIZON	85.14
W. B. Mason Co. Inc.	106.43
Weaver's Ace Hardware	644.99
Wilmington Trust Company	110,823.76
TOTAL	555,276.83
GENERAL	349,639.42

May 1, 2025

WATER	42,864.53
SEWER	162,772.88

OLD BUSINESS:

NEW BUSINESS:

A motion was made by Jeremy Hoagland and seconded by Josh Steingraber to approve a special event permit for an Open House to be held at Willow Creek Veterinary Center, Leesport Avenue on June 14, 2025. Certificates of insurance have been obtained. Vote 2:0

UPCOMING MEETINGS/INFO:

May 12 – 6 p.m. – NBRPD Commission meeting
May 15 – 7 p.m. – Planning Commission
May 20 – OFFICE CLOSED – ELECTION DAY
May 26 – OFFICE CLOSED – MEMORIAL DAY
June 5 – 7 p.m. – Supervisors meeting

An executive session was held from 7:48 p.m. to 8 p.m. – no action was required.

ADJOURNMENT

A motion was made by Jeremy Hoagland and seconded by Chuck Grebloski to adjourn the monthly meeting at 8:00 p.m. Vote 2:0

Respectfully

Kim Y. Berger
Secretary