

January 5, 2026

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

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

Visitors- Bobby Jo Mohr, Neeta Tripathi, Dave Zellars, Sandy Horning, Nancy Sandoval, Sonia Quintero, Rogelio Chavoya, Jarzyna Konrad

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

**EMERGENCY SERVICES REPORTS:**

**FIRE DEPARTMENT –  
POLICE DEPARTMENT – November 2025  
EMS – December 2025**

**BUSINESS FROM FLOOR:**

Bobby Jo Mohr, 12 Calais, stated that she received a letter telling her that she had a leak in her home. She wanted the board to know that she did not have a leak and her husband has retired and is home all the time. It was explained to her that the letter was a courtesy only. When the meters are read, if there is water running consistently in the home the water reading device will issue a leak alert and a letter is sent so that residents are alerted to a potential issue. Ms. Mohr stated that she does not want to receive any more leak alert letters.

Neeta Tripathi, 11 Calais, states that she received a very high bill for November and she knows that she did not use the water. Ms. Tripathi stated that she is never home and her son is not home either. Ms. Tripathi had received a copy of a data log that was performed on her meter and that there were four days when a lot of water was being used, however she stated that she wasn't home. She suggested that the water meter is not working and that the water was not used. Ms. Tripathi also stated that her newest bill also is higher than normal and once again they are not home and did not use the water. It was suggested that another data log be performed to see when the large usages are occurring. Once that is performed, the engineer will review it and she will receive a copy for further discussion.

Dave Zellers, 101 W. Huller, presented to the board pictures of damage that is consistently happening to his property when trucks are either striking the bridge or are turning around to avoid the bridge. He was asking for more signage, stop signs or traffic signal. Mr. Zellers stated that the road is a race track and drivers are dodging each other to try to make it under the bridge before the person on the other side. Mr. Zellers has spoken to the police department, however nothing has been done. He was advised that W. Huller is a State Road and he should contact PA DOT to lodge the complaint. The secretary will also reach out to PA DOT and make them aware of the situation and see if we can get any response.

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The owners and their attorney from Las Cabanas were present to discuss updating the ordinance. The attorney stated that most of the trailers/campers have been removed, however there are 14 trailers/campers with people living in them. The person who was babysitting in a trailer left a week ago. A few employees are living in the trailers so they can help with the upkeep of the campground. There are no school age children living in any of the campers and no one is taking a bus to the school. The supervisor stated that we did not amend the ordinance allowing a summer and winter season and they had been instructed to have all individuals staying at the campground to vacate by October 31, 2025, per the agreement. When a meeting was held in November on site at the campground the owners were informed, again, of the violations in regard to having individuals living at the campground which is not permitted and to have them removed immediately.

Solicitor Magovern stated that following information: the campground employees who are staying in the campers are being paid "cash" and are not paying taxes, there is propane tanks being serviced all year long for 10 campers, there have been domestic disputes in the campground involving individuals living in the campers. The supervisors have been willing to work with the owners to resolve the situation, however, the violations continue to exist and nothing is being resolved.

After further discussion, a motion was made by Josh Steingraber and seconded by Chuck Grebloski to stand firm and not amend the ordinance regarding campgrounds and to proceed with enforcement action on all unresolved issues. Vote 3:0

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

Real Estate Taxes -	\$3,279.31
Real Estate Interims -	\$4,474.01

### **December 2025 Public Works Daily Log**

December 1, 2025

- Park Trash/ Debris Check
- Hydrant Flushing
- Active Shooter/ Workplace Violence Learn H2O Training
- Shade Installed Foreman's Office
- Checking Vehicles Fluids and Conditions Before Snow Event
- Township Check
- PA One Calls

December 2, 2025

- Start Time 5:00 am
- Snow Plowing Township Roads
- Township Building Snow Removal
- Pump Station Snow Removal (At Doorway)
- Township Parking Lot Snow Removal (Not Finished)
- Township Entrances Snow Removal
- Pump Station #3 Issue

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December 3, 2025

- Township Check Icy Spots/ Push Snow Back
- Cleared Fully Township Parking Lot of Snow
- Cleared Township Sidewalks of Snow
- PA One Call
- Cleared Pumpstation Driveways and walkways
- Cleared Park Sidewalks of Snow
- Started to Clean up Vehicles used During Snow Event
- Pump Station #3 Clean Up Check (Not Done)

December 4, 2025

- Township Check
- PA One Calls
- Verifying Sampling Stations
- Wingco Lane Issue with Water Line
- Expense Report
- Monthly Report
- Finished Cleaning Vehicles used During Snow Event
- Meeting With Arrow About Pump Station #3

December 5, 2025

- Greased all Electrical Fittings on Plow Trucks with Electrical Grease
- Park Trash/ Debris Check
- Hydrant Flushing
- PA One Calls
- Sampling Station Keys Pick Up from M.J Rider
- Supply Run Kuzan's
- Township Check
- Sampling Water with Lab
  - Ida Red
  - Wingco Lane

December 6, 2025

- Saturday

December 7, 2025

- Sunday

December 8, 2025

- Park Trash/ Debris Check
- Township Check
  - Debris Pick Up
- Pump Station Work Order
- Unfreeze Sampling Station
- PA One Calls

- Outfall Inspections
  - R.A.W.A Property
  - Outfalls # 6, 7, 9, 11, 14

December 9, 2025

- Hydrant Flushing
- Supply Run
  - Habor Freight
- Unfreeze Sampling Station
- Pump Station #8 Issue
  - Lime Used
  - Photos taken
  - Contacted Arro
- Welded V-Box Cage Cover
- Upgraded Trash Cans
- Meeting With Arro (Water)
- Outfall Inspection
  - Outfall # 13, 17, 27, 28

December 10, 2025

- Supply Run
  - Paint Supply
- Painted Sampling Station
- Shop Stool Assemble
- Outfall Inspection
  - 18, 19, 20, 21, 22, 23, 24, 26
- PA One Call
- Opened some Outfalls that had debris around or in it
  - Backhoe used
  - Flaggers Needed

December 11, 2025

- Township check
  - Icy Spots
  - Salted
- Checked Pump Stations
  - Salted
- Checked Parks
  - Salted
- Cleaned up Vehicles Removal of salt
- Cleaned up Backhoe Removal of salt
- Ran truck #7 Needed to be Regen
- WWTP Used their Hydraulic Press
- Started to get vehicles ready for weekends snow event

December 12, 2025

- PA One Call
- Park Trash Debris Check
- Supply Run
- Township Luch Room Sink Fixed
- Township Check / Added More driveway markers
- Shop Sink Built
- All vehicles filled up for snow event
- Issue on Rt 61 & Bellemen's Church
  - Spoke to Berks Soil & Stone
- Weather Talk

December 13, 2025

Saturday

- Snow Event
- Snow Plowing
- Salting of roads

December 14, 2025

Sunday

- Snow Event
- Snow Plowing
- Salting of roads

December 15, 2025

Start Time 5:00 am

- Snow Drift
- Snow Plowing
- Salted Roads
- Township Building Side Walks Removal of Snow
- Pump Station Removal of Snow
- Park Sidewalks Removal of Snow
- Park Trash Debris Check

December 16, 2025

- Salted Township
- Hydrant Flushing
- Dropped truck #7 at Highland
- Park Trash Debris Check
- PA One Calls
- Truck Clean Up
- Schools Layout on G.I.S
- Started Shop Clean Up

December 17, 2025

- Pump Stations Salt Fill Up
- Pressure Washer Issue
- Snow Blower Issue Fixed
- Orchard Armor Wall Project started
- Orchard Rd Snow S.C.M Issue
- Ida Red Stone/ Permit Issue
- No Parking/ Snow Emergency Map Made (Not Completed)
- Slope Sink Done
- Continued Shop Clean Up

December 18, 2025

- Highland Vehicle Pick Up
- Grinder Wheel
- E.M Kutz Vehicle Drop Off
- PA One Calls
- Water Meters Install
- Lowe's Supply Run
- Hydrant Pressure Reading
  - Rome Issue
- No Parking/ Snow Emergency Made (Completed)
- Township Check
  - Debris Removed off Roadway

December 19, 2025

- Supply Run
  - Pump Station Painting
  - Pump Station Water Pump
- Township Check
  - Removed Roadkill
  - Removed Debris off Storm drains
  - Spoke to all the businesses that were causing issue with where their snow was being pushed to.
- Speed Limit Sign Fixed on Solvay Drive
- Replaced Missing Street Water Cap on Wingco/ Margret
- Park Trash Debris Check/ Pick Up
- PA One Calls

December 20, 2025

- OT- Power Outage at Intersections Route 61 and Park Road

December 21, 2025

- OT- Down Tree

December 22, 2025

- Park Trash/ Debris Check

- E.M Kutz Pick up
- Assemble Water Pump for Pumpstation
- PA One Calls
- Township Check
- Fuel Can Fill Up
- School Sign issue On Ontelaunee Drive
- Shop Work/ Clean Up

December 23, 2025

- Snow Event
- Salted/ Plow Roads
- Salted/ Shovel Township
  - Parks
  - Township Building
  - Pumpstation
- Spoke With Essig about Emergency PA One Call Issue
- Made a new Generator Connection for the Intersection Hookup

December 24, 2025

- Holiday

December 25, 2025

- Holiday

December 26, 2025

- Holiday
- Snow Event- OT

December 27, 2025

- Snow Event- OT

December 28, 2025

- Sunday

December 29, 2025

- Payroll
- Park Trash Debris Check
- Park Sidewalks Snow Removal
- Pump Station Snow Removal
- Township Check
  - Pushed/ cleaned up Intersections with snow from PennDOT
- Made room for more salt to be delivered
- Delineator/ Driveway Markers Reinstalled
- Speed Limit on Adams Road Fixed
- Hydrant Marker on Adams Fixed
- Manhole Issue on Leesport Ave (temp fixed)

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- Spoke to Homeowner about throwing their snow onto the road
- Started cleaning/ removing salt off Vehicles

December 30, 2025

- PA One Calls
- Salted Icy Areas in Township
- Tree Removal (Bowers Rd)
- Continued Cleaning/ Removal of Salt on Vehicles
- Fixed issue on Manhole on Leesport Ave
- Hydrant Flushed
- Pumped on Hand at Township Building for Sewer
- Dropped off truck #2 at Highland

December 31, 2025

- PA One Calls
- Highland Truck #2 Pickup
- Water Billing Run
- Leesport Ave checked if tree was removed from line
- Supply Run Kuzan's
  - Under Carriage Pressure washer add on
- Started Cleaning Under Vehicles
- Early Dismissal

## **Foreman Report December 2025**

### **Fuel**

- Truck #1- \$276.94
- Truck #2- \$159.04
- Truck #3- \$0.00
- Truck #4- \$0.00
- Truck #5 - \$607.73
- Truck #5 DEF- \$0.00
- Truck #6 – \$307.35
- Truck #7- \$330.89
- Truck #7 DEF- \$0.00
- Truck #8- \$503.04
- Truck #8 DEF- \$26.80
- Gasoline Cans- \$63.12
- Backhoe- \$86.53
- Backhoe DEF- \$0.00
- John Deere Boom Mower-\$0.00
- John Deere Boom Mower DEF- \$0.00
- Woodchipper- \$0.00

### **Purchases & Expenses**

- Kuzan's True Value- \$749.17

- Stoney Creek Rental- \$216.00
- USA Bluebook- \$278.74
- Harbor Freight- \$220.84
- Advance Auto Parts Professional- \$40.45
- Highland Auto & Truck Repair- \$ 540.03
- Tractor Supply- \$295.93
- Messick's- \$12.83
- M.B Glick- \$15.00
- E.M Kutz- \$384.01
- Wessner- \$21,900.00
- Deer Country Farm & Lawn- \$1,535.33

**Foreman**

Israel Santiago

**December 2025 Engineer's Report**

**Subdivisions and Land Development Projects**

**1. McIntosh Farms III Development**

A revised preliminary plan was received and reviewed by the Ontelaunee Township Planning Commission at their meeting held December 18, 2025. Action on the Preliminary plan was tabled until conditional use and comments were addressed.

The meeting agenda contains a recommendation of the planning commission for the conditional use. A conditional use hearing is scheduled for February 4<sup>th</sup> at 6 p.m.

A sewer capacity agreement was prepared and forwarded to the developer by Attorney Magovern's office. Discussion regarding the agreement is listed on the agenda.

A request for a water will serve correspondence was received from the developer. This correspondence will be held until a definitive resolution to the water supply is arranged.

**2. Schuylkill Valley School District Field House Land Development**

A revised preliminary/final plan land development plan was received and was reviewed by the Ontelaunee Township Planning Commission at their meeting held December 18, 2025.

A recommendation regarding waiver requests for stormwater management is listed on the agenda.

The agenda contains an item for conditional approval of the Preliminary/Final plan.

**3. Snyder Business Park**

Attorney Magovern's office has prepared an Improvement, Sewer Capacity and Water Capacity Agreements for the project. ARRO is reviewing the agreements and will forward the final documents to the developer for signature.

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

A Notice of Award was issued to the low Bidder for the project, CM High, Inc... Documents required by the Notice of Award have been received and are being reviewed. The Agreement is being provided to the Supervisors for signature. A Notice of Award is anticipated to be issued to the Contractor the week of January 5<sup>th</sup>.

The Contractor has submitted a concern regarding the June 1, 2026 Completion date. We will discuss the completion date with the developer as well as review the grant documents related to the completion date.

5. **McIntosh Farms II**

ARRO is conducting periodic observations of project improvements.

6. **Miele Group Land Development**

ARRO is conducting periodic observations of project improvements.

7. **Cambridge Lee**

*A Municipal Land Use Questionnaire was received from consultants for Cambridge Lee regarding a proposed warehouse.*

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

*Recommended action regarding the acceptance of an extension for action on the Preliminary Plan to March 6, 2026 is listed on the agenda.*

9. **Reitnouer Land Development Plan** – No change since last report.

*A recommendation for escrow release is listed on the meeting agenda. The value of the release is \$2,496,328.41 with a remaining escrow of \$58,635.96.*

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

*An extension grant from the developer is listed on the meeting agenda for action by the Supervisors.*

11. **General Engineering**

- a. We discussed the prioritization of road improvements with the Road Foreman. A list of roads in the perceived order of priority based on observed traffic and severity of the road was provided at the December Supervisors meeting.
- b. The Sewage Facilities Planning Module Exemption for the Full Landscape and Tree Service apartments on Slater Road was approved by PADEP. The Sewer Capacity Agreement and Improvement Agreements prepared by Attorney Magovern's office was forwarded to the developer for signature.

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- c. Road Opening Permits applications have been received and issued to Frontier Communications for the installation of communication cable to service 30 Adams Road and UGI for gas service to 57 & 59 Katlyn Lane.
- d. Asphalt Maintenance Services was contacted to review the segment of Ontelaunee Drive north of Kindts Corner Road for the viability of adding a surface treatment to increase the skid resistance level (SRL). I have not received a response to my inquiry to date.
- e. Submittals have been received for panels and inverters from Spotts Brothers regarding the roof mounted solar panel project at the Township Building. ARRO will review the submittals and responds to the Contractor and copy the Township in our response.

Spotts Brothers provided an invoice for safe harboring the project.
- f. A stop sign warrant was provided for the intersection of Adams Road and Sunglo Drive. The Ordinance for establishing the four way stop intersection was reviewed. The Ordinance is listed on the meeting agenda for action.
- g. Orchard Lane Swale – ARRO spoke with representatives of Arlan R. Wessner and they indicated that the armoring of the 525 feet of roadside swale along Orchard Lane would commence within a few weeks, weather permitting.
- h. SR 0073 Speed Study – (No Change Since Last Report)

Bowman completed the speed study from SR 0061 to the Township line on SR 0073 and provided copies to the Township under separate cover. The TE-101 form for signage changes and the periodic placement of a speed indicator sign was submitted to PennDOT. To date no response has been received from PennDOT.

- i. Bowers Road Project – (No change since the last report.) The contractor was directed to remove the silt sock from the project area.

## **12. Water System Engineering & Reporting**

- a. The fully executed Memorandum of Understanding (MOU 1) regarding the design and construction for the Ashley Pump Station upgrades was received from the RAWA solicitor.

The RAWA solicitor prepared a Memorandum of Understanding (MOU 2) regarding the water tank referenced in an existing agreement between Ontelaunee Township and RAWA. Recommended revisions to MOU forwarded to the RAWA Solicitor by Attorney Magovern were incorporated into the MOU. The ARRO GIS department prepared an exhibit to define the existing service area of the Ashley Water Booster Pump Station. One parameter that would require installation of a water tank would be expansion of the existing Ashley Water Booster Pump Station service area. MOU 2 was signed by RAWA and is on the agenda for approval of the Supervisors.

- b. ARRO worked with the Township staff, sampling vendor and PADEP regarding resolutions to address PADEP comments regarding the sampling plan/updates.

**13. Sanitary Sewer System Engineering**

- a. A Sewage Facilities Planning Module Exemption request was received for connection of 130 Dries Road to Maidencreek Authority facilities. The item is listed on the agenda for Supervisor approval.
- b. IU Questionnaires were distributed by the Township. ARRO is responding to property owner and township inquiries as a result of the questionnaires. Data received is being summarized by ARRO staff.
- c. An inquiry to obtain a will serve for sewer and water service at 5027 Pottsville Pike (Boy Scouts of America parcel) was received. Additional information was requested from the requestor.
- 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.

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

There are no operation items to report.

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

There are no operation items to report.

**16. GIS/Mapping**

- a. ARRO completed updates to the Township's water and sewer system map layers.
- b. ARRO updated the Township's parcel layer that identifies water and sewer customers based upon water/sewer billing. The parcel layer was downloaded from Berks County GIS to account for new development.

A motion was made by Chuck Grebloski and seconded by Josh Steingraber to approve the sewage facilities planning module exemption for connection of 130 Dries Road to the MTA sewer system. Vote 3:0

A motion was made by Josh Steingraber and seconded by Chuck Grebloski to approve the MOU regarding the Booster Station and Water tank with Reading Area Water Authority. Vote 3:0

**MS4:** Nothing to report

**Solicitor:** Solicitor Magovern

A motion was made by Chuck Grebloski and seconded by Josh Steingraber to adopt Ordinance #2026-1 to add stop signs on Adams Road at Sunglo Drive. This will make the intersection a four-way stop. Vote 3:0

A motion was made by Josh Steingraber and seconded by Chuck Grebloski to authorize the solicitor's office to advertise the conditional hearing for McIntosh III to be held on February 5<sup>th</sup> at 6 pm. Vote 3:0

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Discussion was held regarding the Forino McIntosh III sewer capacity agreement for 67 sewer EDUs for a total of \$502,500.00. Forino made a request to make the payments as follows: \$202,500 at the execution of this agreement, \$150,000 upon the township receiving issuance of the WQM Part II permit for the upgrades to Pump Station #7 and \$150,000 at final plan approval. A motion was made by Josh Steingraber and seconded by Chuck Grebloski to agree to this part of the agreement. Vote 3:0

As part of the agreement, Forino was requesting that the cost of the pump station upgrade, approximately \$80,000 be taken out of the first payment of \$202,500. A motion was made by Josh Steingraber and seconded by Chuck Grebloski to deny this request and require Forino to pay the upgrades separately. Vote 3:0

Discussion regarding safe sidewalks – The secretary has received complaints regarding the uncleared sidewalks in the developments. The main concern was that the children have to walk in the street in order to avoid the snow and ice. Currently there is not an ordinance that requires property owners to clear their sidewalks. The Supervisors were not in favor of creating an ordinance requiring home owners to clear their sidewalks as it is the home owners responsibility. If someone falls it would be home owners responsibility and someone could sue for damages.

**CODE ENFORCEMENT** – No report

**EMA COORDINATOR** – no report

**POLICE COMMISSION** – no report

**PLANNING COMMISSION** -

**Schuylkill Valley School District Field house**

On the recommendation of the Planning Commission, a motion was made by Chuck Grebloski and seconded by Josh Steingraber to approve waivers on Storm water management based on October 23, 2025, Wilkinsons letter of waiver requests. Vote 3:0

On the recommendation of the Planning Commission, a motion was made by Josh Steingraber and seconded by Chuck Grebloski to grant Preliminary and Final plan approval on condition of meeting the Arro letter dated December 16, 2025. Vote 3:0

**EXPENDITURES**

A motion was made by Chuck Grebloski and seconded by Josh Steingraber to approve expenditures for the month of December in the amount of \$419,270.13 Vote 3:0

General	\$364,867.17
Water	\$ 45,457.23
Sewer	\$ 8,945.73

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LIST OF BILLS PAID - DECEMBER 2025

21st Century Media - Philly Cluster	607.17
Advanced Auto Parts	16.99
Arlan R. Wessner, Inc.	21,900.00
ARRO Consulting, Inc.	23,787.38
ARRO Water Services	5,428.00
Capital Blue Cross	3,551.88
Comfort Pro, Inc	2,591.00
Cummins Power System, LLC	1,188.92
Deer Country Farm & Lawn Inc.	1,535.33
Delaware Valley Regional Finance Authori	1,394.40
E.M.KUTZ, INC.	384.01
Elan Financial Services	936.29
Elite Fuel Service, LLC	5,051.31
First Energy	7,516.48
H. A. Thomson Co.	12,836.00
Hartman Valeriano Magovern & Lutz P.C.	10,180.64
Highland Auto & Truck Repair	639.18
JB Environmental Services LLC	108.00
Jennifer McGrath	192.00
KANTNERS TIRE SERVICE, INC.	38.00
Kimball Midwest	590.28
Kraft Municipal Group Inc.	9,780.02
KUZANS HARDWARE	1,258.46
Law Office of Alexander Elliker	5,600.00
Leesport Borough Authority	1,199.43
M.J. Reider Associates Inc	2,053.35
Met-Ed	1,664.30
Moses B Glick LLC	15.00
Nationwide	4,489.62
NORTHERN BERKS REGIONAL POLICE DEPT.	184,350.26
PIRMA	36,999.00
ProAsys	290.00
Reading Area Water Authority	36,885.59
Reading Office Maintenance	440.00
Republic Services #318	1,117.13
Rhoads Energy Corporation	605.42
Rooney Line Construction Inc.	2,492.00
SAM'S MASTERCARD	211.06
Schultz Technology Solutions	793.77
Shade Tree Interiors LLC	1,360.28
Sharon Sweigert	23.40
Spotts Brothers	25,948.00

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Stoney Creek Rentals	363.00
TELCO GROUP LLC	100.00
USA BLUEBOOK	278.74
VERIZON	79.14
W. B. Mason Co. Inc.	399.90
Grand Total	419,270.13
General	364,867.17
Water	45,457.23
Sewer	8,945.73

**OLD BUSINESS:**

**NEW BUSINESS:**

Discussion regarding Berks Nature and planting trees :

Berks Nature has very generously offered some trees along with the planting and stewardship to the Township. Berks Nature received grant funding for tree planting in the community which will be executed in April 2026. They would like to know if the township would be interested in this project and where the supervisors would be interested in placing trees. The supervisors asked what type of trees are offered before a location would be chosen. The secretary will reach out to Berks Nature and find out what type of trees are being offered and how many are being offered.

A motion was made by Chuck Grebloski and seconded by Josh Steingraber to gratefully accept the generous offer. Vote 3:0

**UPCOMING MEETINGS/INFO:**

January 12 – 6 p.m. – NBRPD Commission meeting  
January 15 – 7 p.m. – Planning Commission  
February 5 - 7 p.m. – Supervisors meeting

**ADJOURNMENT**

A motion was made by Chuck Grebloski and seconded by Josh Steingraber to adjourn the monthly meeting at 8:25 p.m. Vote 3:0

Respectfully

Kim Y. Berger  
Secretary