

March 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 7:00 p.m. by Chairman Jeremy Hoagland in the Ontelaunee Township building with Supervisor Josh Steingraber present. Charles Grebloski was absent.**

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

Visitors- Guy Mohr, Kenny Quell

A motion was made by Josh Steingraber and seconded by Jeremy Hoagland to approve the minutes from the February 5, 2026 meeting. Vote 2:0

An executive session was held from 6:30 p.m. to 7:00 p.m.

**EMERGENCY SERVICES REPORTS:**

**FIRE DEPARTMENT – January and February 2026**

Chief Quell stated that the rescue engine is being outfitted.

**POLICE DEPARTMENT – January 2026**

**EMS –February 2026**

**BUSINESS FROM FLOOR:**

No Business

**TAX COLLECTION:** A motion was made by Josh Steingraber and seconded by Jeremy Hoagland to approve the Tax Collector report for February 2026. Vote 2:0

Real Estate Taxes -	\$ 0.00
Real Estate Interims -	\$6,867.54

**February 2026 Public Works Daily Log**

February 1, 2026

- Sunday

February 2, 2026

- Park trash debris check
- Supply Run
  - Advance Auto Parts Hydraulic Oil
- Hydrant Flushing & Testing

March 5, 2026

- Continued Snow Removal of Intersections & Storm Drains
- PA One Calls
- Storm Drain Lid Issue on Gernants Church Rd

February 3, 2026

- Continued Snow Removal of Intersections & Storm Drains
- PA One Calls
- Open Area to Dump Snow at Rec B
- Lab Tech Shown Locations
- Pumped Sampling Station free of water
- Spoke to Berks Soil and Stone About possibly dumping snow a property
- Issue with Indian Manor location of Lateral
- Removal of snow on Property to locate Shut off Cap

February 4, 2026

- Log Report
- Expense Report
- Shut Off Notices Delivered
- Pumping of Vaults
- Plowing open vault at Royal Green
- Water Meter Installed
- Delivery Of Salt Received
- Removal of Snow on Rt61 & Bellemans Church Road where Telco is going to install next traffic box.
- Check fluids on Vehicles with V-box & plows
- Greased Backhoe

February 5, 2026

- Received Salt Delivery/ Stored in Shed
- PA One Calls
- Seasonal Part Timer Stopped into hand in/ fill out paperwork
- Southside Willow Creek Development Snow Removal of Storm Drains
  - Called in Complaint Issue Taken Care Of

February 6, 2026

- Meeting with Leesport regarding Snow Event
- Picked Up Truck #3 from Highland
- Picked up snow blower from Messick's
- Dries Rd & RT 222 Snow Removal (Called in due to bad visibility)
- Installed Salt Spreaders on Freightliners
- Repaired Arger Housing Impelled Bearing
- Pre-Salted Township
- Removal of Ice off the downspouts around township building
- Spoke to Police about illegal parking throughout the township

February 7, 2026

March 5, 2026

- Saturday
- OT- Snow Event / Snow Drift

February 8, 2026

- Sunday

February 9, 2026

- Township Check- Icy Spots/ Snow Drift
- Payroll
- Office Consolidation
- Pump Station Check- Icy Spots
- Park Sidewalks Check – Icy Spots
- Park Trash/ Debris Check
- Cleaning Vehicles Used During Snow Event
- Removal of Salt left on Vehicles
- Hydrant Flushing/ Testing
- Cleaned Backhoe
- Lab Sampling Site Plan

February 10, 2026

- Alarm Tec- Servicing Fire Extinguisher
- Fixed Pressure Washer
- Pump Station Work Order
- Verizon- Foreman Phone Issue
- Stormwater Opening Southside & Northside of Township
- PA One Calls

February 11, 2026

- Overnight snow event
- Checked Township for Icy Spots
- Checked Pump Station for Icy Spots
- Vehicle salt removal
- Door Issue at Shop/ Order part
- Supply Run
  - Harbor Freight
  - Kuzan's True Value
- Removed Blown Down Snow Fence on Ontelaunee Drive
- Stored snow fence/ post

February 12, 2026

- Assemble New Ramp for Snow Blower
- Cold Patched pothole on Ontelaunee Drive
- Spoke to PennDOT on 5<sup>th</sup> Street about E.Huller Guide Rail Issue
- Returned Sam's Club Shopping Cart/ Removed Trash out of it
- Replaced Street Signs that were missing/ broken

March 5, 2026

- Received door hydraulics
- Installed shop doors hydraulics
- Checked Police/ Township Drop Ceiling for water damage
- Purchased Drop Ceiling for Building

February 13,2026

- PA One Call
- Looked Over John Deer Tractor (issue)
  - Made service call
  - Waiting for call back
- Supply Run
  - Reading Tractor Messick's
- Replaced Township Meeting Room Damaged Ceiling Tiles
- Township Check
  - Noted Serious Cracks on Roadway
  - Noted Work that needs to be Done

February 14,2026

- Saturday

February 15, 2026

- Sunday

February 16, 2026

- Holiday
- OT- Snow Event

February 17, 2026

- Hydrant Flushing/ Testing
- Pump Station Check for Icy Spot/ Snow
- Paperwork Updated
- Payroll Update
- Expense Report Update
- Auto Flusher Cracked on Margette
  - Supply Run Kuzan's
  - Repaired
- Grainger Issue with Shipment
- Leesport Master Meters Inspected
- Looked over Bridge Inspection Report
- Organized Plow Parts
- Cleaned Vehicles used in snow event
- Supply Run
  - Kuzan's Shovel Handles
- Cleaned Shed Side of Shop

February 18, 2026

March 5, 2026

- Roadkill Removed
  - Kindt Corner
  - Ontelaunee Drive
- Removed trash bags left on Leesport Ave
- Replaced Broken Shovels
- Purchased Mig Welder/ Kuzan's
- Built Welding Cart
- Greased All Freight Liners
- Checked all Truck Lights/Strobe Lights
- PA One Calls
- Replaced Lights that were burnt out

February 19, 2026

- PA One Calls
- John Deere Servicing/ Tec
- Roadkill Pick up Synder Rd
- Tire Pick Up from Side of Road/ Took to recycling center
- Welding Plow Truck #7 (Not Finished)
- Assemble New Work Cart
- Supply Run
  - Harbor Freight
  - M.B Glick
- Emergency PA One Call

February 20, 2026

- Township Check
- Park Trash/ Debris Check
- Continued Welding Plow Truck #7
- Police Ceiling Tiles
- Payroll
- PA One Call
- Supply Run
  - Kuzan's True Value
- Leesport Meeting about Snow Event

February 21, 2026

- Saturday

February 22, 2026

- Sunday
- OT- Snow Event

February 23, 2026

- Snow Event
- Township Building Sidewalks Snow Removal

March 5, 2026

- Pump Station Snow Removal
- Park Sidewalk Snow Removal
- Started Cleaning Vehicles/ Salt Removal

February 24, 2026

- Township Check/ Snow Drift Areas Plowed/ Salted
  - Thru Out the Day
- PA One Calls
- Hydrant Flushing/ Testing
- Supply Run
  - Stork's Plows- Fisher Control Joystick for Plow
- Police Bathroom Sink Issue/ Fixed
- Police Ceiling Tiles Hallway completed
- Filled Trucks up with Salt for tomorrow's snow event
- Started Cleaning interior of Vehicles

February 25, 2026

- Called for snow event
- Township Check/ Drift Areas
- Shop Cleaning
- PA One Calls
- Building stand for Bench Grinder
- Salt Removed from Vehicles and Stored
- Expensive Report Updated
- Daily Log Report Updated
- Supply Run
  - Kuzan's True Value

February 26, 2026

- Consolidated Shed
- Threw Trash Out/ Useless Items
- Dropped off Truck #5 Mike Grims Truck Wreck Spec
- Picked up Water Meter from Leesport township
- Stored Water Meters
- Woodchipper Won't Start (Dead Battery)

February 27, 2026

- Dropped Off Colorimeter at SPL
- Water Meter Billing Run
- 51 Sunglo (Grass Issue)
- Boiler Service @ Township
- Water Meter Issue on Berkly Rd Vault next to Hydrant
- Pumped Out Sewer Force Main Manhole
- PA One Calls

March 5, 2026

- Park Trash/ Debris Check

February 28, 2026

- Saturday

### **Foreman Report February 2026**

#### **Fuel Used**

- Truck #1- \$204.58
- Truck #2- \$64.34
- Truck #2- 1/20/26 - \$55.28
- Truck #3- \$102.53
- Truck #4- \$411.01
- Truck #5 - \$99.40
- Truck #6 – \$0.00
- Truck #7- \$94.03
- Truck #7 DEF- \$0.36
- Truck #8-\$225.08
- Truck #8 DEF- \$10.28
- Gasoline Cans- 0.00
- Backhoe- \$192.54
- Backhoe DEF- \$6.07
- John Deere Boom Mower-\$0.00
- Woodchipper- \$0.00

#### **Purchases & Expenses**

- Kuzan's True Value- \$1444.76
- Advance Auto Parts Professional- \$306.26
- Eastern Salt Company- \$8984.99
- Harbor Freight- \$332.94
- Highland Auto & Truck Repair, Inc- \$1964.81
- Stork's Plow- \$585.77
- Grainger- \$1027.60
- Deer Country Farm & Lawn- \$740.40
- M.B Glick LLC- \$154.00
- Messick's -\$5822.87
- Berman Truck Group-\$21.38

**Foreman**

Israel Santiago

March 5, 2026

A motion was made by Josh Steingraber and seconded by Jeremy Hoagland to approve the purchase of 66 new Master Meters from Leesport Borough at a cost of \$295.00 each. The Borough has these new meters in stock as they have changed the type of meter they will be using. Vote 2:0

## **February 2026 Engineer's Report**

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

#### **1. Cambridge Lee Industries**

The preliminary land development plan was received and tabled at the Ontelaunee Township Planning Commission meeting held February 19, 2026.

#### **2. Reading Plastics Machining & Fabrication**

The final land development plan was reviewed by the Ontelaunee Township Planning Commission at their meeting held February 19, 2026. The meeting agenda contains items regarding waivers and conditional plan approval recommendations.

#### **3. McIntosh Farms III Development**

A conditional use hearing was held February 4<sup>th</sup>.

The developer has executed a sewer capacity agreement prepared by Attorney Magovern's office and provided the required portion of the tapping fee per the agreement. ARRO is preparing documents for Leesport Borough Authority approval of the additional flow and will be followed by the submission of a Water Quality Management Part II permit application to PADEP for the increase of capacity at PS #7.

A water will serve correspondence was prepared and forwarded to the developer.

#### **4. Schuylkill Valley School District Field House Land Development**

A revised preliminary/final plan land development plan was received and reviewed for conformance to the conditional approval provided by the Supervisors at their January meeting.

#### **5. Snyder Business Park**

The developer was provided final Improvement, Sewer Capacity and Water Capacity Agreements for the project as prepared by Attorney Magovern's office. The Improvement and Stormwater Management agreements require the developer to provide and improvements cost estimate to be used in the agreement preparation. To date we have not received the improvement cost estimate.

Discussions were held with the developer's consultant regarding fire supply tests.

#### **6. McIntosh Farms II – No activity since the last report.**

*ARRO is conducting periodic observations of project improvements.*

#### **7. Miele Group Land Development – No activity since the last report.**

March 5, 2026

*ARRO is conducting periodic observations of project improvements.*

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

*Recommended action regarding the acceptance of an extension for action on the Preliminary Plan to May 7, 2026 is listed on the agenda.*

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

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

10. Reitnouer Land Development Plan – No change since the 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.*

11. **General Engineering**

- a. As a result of the contract extension request from CM High Kim forwarded DCED a grant contract extension request. Upon approval of the grant contract request from DCED we will provide a Change Order for the construction contract to CM High.
- b. The proposed 2025 Road Improvement Program was prepared and the first advertisement for bids for the project is scheduled to appear March 10<sup>th</sup>. The project is currently set to be a paper bid submission to the Township for their meeting of April 2, 2026. If desired, we can revise the advertisement to be let through PennBid. The project was approved by PennDOT for the use of liquid fuel funds.
- c. The PRP project is underway. Construction activities are occurring at the site located off of Edinboro Lane and are expected to then proceed to the Ontelaunee Drive portion of the project.
- d. The Stormwater Management Plans for the Orchard Lane parking area were resubmitted for review. A SWM agreement was prepared by Attorney Magovern's office and forwarded to the developer, via their consultant, for approval.
- e. The discussion of amendments to the Stormwater Management Ordinance regarding infiltration setbacks and dewater times is listed on the agenda.
- f. Information/regulations were provided to the Township staff regarding enforcement of a non-permitted driveway on Margaret Lane.
- g. The work for the Road Opening Permit issued to UGI on Indian Manor Drive is completed.

Listed on the agenda for discussion is the results of a Pa One Call request for the UGI Road Opening Permit following a heavy snow. Conducting the markings for the Pa One Call was time consuming for the Township Road crew. The ability/potential to limit road openings during a certain time period or at times of snow cover will be the topic of the discussion.

March 5, 2026

- h. 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.
- i. SR 0073 Speed Study – No activity since the 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.*

**12. Water System Engineering & Reporting**

- a. The Township staff and ARRO were in communications regarding the need to replace a 4" meter off the RAWA water main used for billing.

**13. Sanitary Sewer System Engineering**

- a. ARRO authorized the repair of a cracked elbow at pump #2 in PS #8.
- b. The 2025 tributary Chapter 94 reports are being prepared and will be forwarded to MTA and LBA.
- c. 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 reviewed and summarized 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.

**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/Technology**

ARRO contacted Schultz Technology in order to update the Township's Office365 account. This is related to the GIS-based work order system and associated e-mails.

March 5, 2026

Discussion was held in reference to road opening permits and PA One Calls. PA One Calls need to be marked no matter the situation and the crew have 3 days to mark the lines or be in violation of the statute. If the road openings are during the winter months and there is snow on the ground, it becomes difficult to mark the water and sewer lines if the snow is deep. Is there anything the township can do to prohibit the contractor from performing road openings during the winter months. Or can the road opening permit be denied until winter is over? Further discussion/research will have to be carried out.

Discussion was held regarding the Stormwater Management Ordinance and the need to make revisions to address infiltration BMP setbacks and dewatering times. A motion was made by Josh Steingraber and seconded by Jeremy Hoagland to authorize the solicitor and the engineer to work on updating the ordinance. Vote 2:0

**MS4:** Nothing to report

**Solicitor:** Solicitor Magovern

A motion was made by Jeremy Hoagland and seconded by Jeremy Hoagland to grant approval of the Conditional Use Decision for McIntosh Farms III. Vote 2:0

**CODE ENFORCEMENT** – February Report

**EMA COORDINATOR** – no report

**POLICE COMMISSION** – no report

**PLANNING COMMISSION** -

**Regarding Reading Plastics, 94A Dries Road:**

On the recommendation of the Planning Commission, a motion was made by Josh Steingraber and seconded by Josh Steingraber to accept a waiver of section 301.O which requires a 10 ft separation from the building for the dry well provided Owner to take responsibility and hold the Township harmless if any issues arise. The township solicitor should prepare the agreement at the property owners expense. Vote 2:0

The Planning Commission voted to accept the plan in accordance with Section 3.66 as a Final Plan.

On the recommendation of the Planning Commission, a motion was made by Josh Steingraber and seconded by Jeremy Hoagland to take action for Conditional Final Plan approval, based on condition of Solicitors approval of the waiver, meeting Berks County planning commission review letter, and meeting the conditions of the Arro review letter dated February 16, 2026. Vote 2:0

## **EXPENDITURES**

A motion was made by Josh Steingraber and seconded by Jeremy Hoagland to approve expenditures for the month of February in the amount of \$472,395.31 Vote 2:0

General	\$324,361.07
Water	\$ 65,495.94

March 5, 2026

LIST OF BILLS - FEBRUARY

21st Century Media - Philly Cluster	51.94
Advanced Auto Parts	7.43
Alarm Tech Suppression	1,020.75
ARRO Consulting, Inc.	11,781.14
ARRO Water Services	5,379.18
Barley Snyder	437.00
Berks County Conservation District	1,000.00
BERKS COUNTY TREASURER	577.63
Berman Freightliner	14.99
Borough of Leesport	19,470.00
Capital Blue Cross	3,551.88
Checks For Less	93.95
Comfort Pro, Inc	218.00
County Garage Door	125.00
COUNTY PLUMBING & ELECTRIC	384.42
Deer Country Farm & Lawn Inc.	740.40
Delaware Valley Regional Finance Authori	1,394.40
Denise Donlin	285.00
Eastern Salt Company Inc.	14,534.87
Elan Financial Services	4,769.06
Elite Fuel Service, LLC	5,717.31
Envirep Inc	375.00
Exeter Supply Co, Inc	467.00
First Energy	7,601.40
Grainger	1,027.60
Hartman Valeriano Magovern & Lutz P.C.	9,796.16
Highland Auto & Truck Repair	2,093.17
JB Environmental Services LLC	144.00
Jennifer McGrath	150.00
KIM BERGER	10.48
Kraft Municipal Group Inc.	2,082.21
KUZANS HARDWARE	965.37
Leesport Borough Authority	49,568.00
Long, Barrell & Co., LTD.	9,625.00
Maidencreek Township Authority	19,827.84
Mercer Machine & Hydraulics	119.97
Messick's	6,021.28
Met Ed	37,732.51
Met-Ed	2,655.18
Moses B Glick LLC	154.00
Nationwide	502.30
Navarro & Wright Consulting	2,994.99
NORTHERN BERKS REGIONAL POLICE DEPT.	104,829.58

March 5, 2026

PA Rural Water Assc.	720.00
PA Townships Health Insurance	2,052.00
Reading Area Water Authority	40,765.78
Reading Office Maintenance	220.00
Rhoads Energy Corporation	2,973.70
RMW Inspection LLC	3,315.00
Schultz Technology Solutions	385.45
SOS Business Machines	4,400.00
Stork's Plows	445.00
Suburban Testing Labs	703.00
TELCO GROUP LLC	86,078.43
VERIZON	39.56
GRAND TOTAL	472,395.31
General	324,361.07
Water	65,495.94
Sewer	82,538.30

**OLD BUSINESS:**

**NEW BUSINESS:**

A motion was made by Josh Steingraber and seconded by Jeremy Hoagland to approve an energy management program with ProAsys starting March 22, 2026 for a period of one year. This agreement requires quarterly hot water boiler maintenance. The quarterly cost would be \$325.00. Vote 2:0

**UPCOMING MEETINGS/INFO:**

March 9 – 6 p.m. – NBRPD Commission meeting  
March 19 – 7 p.m. – Planning Commission  
April - 7 p.m. – Supervisors meeting

**ADJOURNMENT**

A motion was made by Josh Steingraber and seconded by Jeremy Hoagland to adjourn the monthly meeting at 7:22 p.m. Vote 2:0

Respectfully

Kim Y. Berger  
Secretary