

**BOROUGH OF KUTZTOWN
FINANCE AND ELECTRIC COMMITTEE MEETING
MINUTES of April 14, 2016**

A regular meeting of the Finance and Electric Committee was held on April 14, 2016 at the Kutztown Municipal Building, 45 Railroad Street.

The meeting was called to order at 7:34 PM by Mr. Derek Mace. Members present: Mr. Derek Mace, Mr. Kevin Snyder and Mr. Ed Seyler. Also in attendance: Mr. Steven Diehl, Electric Superintendent; Mr. Gabriel Khalife, Borough Manager, and Ms. Susan Johnston, Finance Director. There was no one in Public Attendance.

PUBLIC COMMENT ON NON-AGENDA ITEMS

There were no public comments.

APPROVAL OF MINUTES

The January 14, 2016 minutes were reviewed by members. A motion was made by Mr. Ed Seyler, seconded by Mr. Kevin Snyder to approve these minutes. The motion was passed by unanimous vote. The February 11th and March 10th 2016 meetings were cancelled.

NEW BUSINESS

- **Discussion to approve & sign the Master Service Agreement for participation in AMP's Safety and training programs.**

After some discussion a motion was made by Mr. Ed Seyler, seconded by Mr. Kevin Snyder to bring to council meeting and for Keith Mooney's approval. The motion was passed by unanimous vote.

- **Discuss the Borough's current Duplicate Deposit system for electric customers.**

A discussion occurred among the members after Steve Diehl informed the committee that he had a discussion with a customer about hardship in paying current bill, let alone another deposit if the customer is late twice in a 60 day period. It was determined that the matter should be brought to Council for consideration; to determine whether a change would be made.

- **Discussion with the committee the current AMR as well as future of Aclara's system and training.**

Gabriel reported that an intern from Lansdale who has been trained on the GIS system will be at the Borough by the end of May to assist those involved along with software people in the training of the new system.

- **Discuss Purchase of Power Quality Meter, a budgeted item for approximately \$5,700.00.**

A motion was made by Mr. Kevin Snyder, seconded by Mr. Ed Seyler to allow Steve Diehl to purchase above equipment. The motion was passed by unanimous vote.

- **Discuss Purchase of Bobcat Brush Cat Mower Attachment, a budgeted item for approximately \$3,400.00 after trade-in.**

A motion was made by Mr. Kevin Snyder, seconded by Mr. Derek Mace to allow Steve Diehl to purchase above equipment. The motion was passed by unanimous vote.

- **Review the Budget Performance Summary Report as of December 31, 2015 and February 29, 2016.**

Ms. Johnston presented to the committee members the Budget Performance Summary Report and a discussion occurred regarding the various effects of budget versus actual revenue and expenses by fund.

OLD BUSINESS/UPDATE

Update on tree trimming

Steve Diehl reported the customer at 228 Highland will trim his own tree branches and the Borough will bring a chipper to dispose the wood.

Electric garage heat updates and discuss the heating needs for the rest of the public works garage.

Steve reported to the committee that 4 heaters were installed and running well. The cost for the PW garage heat could be approximately \$6,600 each. The committee asked Steve to get a proposal.

A discussion occurred regarding various matters.

Budget Performance Report/Electric Fund Budget Performance

Link: www.kutztownboro.org/departments/finance/index.php

ADJOURNMENT

There being no further business to discuss, a motion was made by Mr. Kevin Snyder and seconded by Mr. Ed Seyler to adjourn the meeting. The motion was passed by unanimous vote and the meeting was adjourned at 9:28 pm.

Minutes submitted by Susan Johnston, Finance Director.