

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

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

The meeting was called to order at 7:35 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. Also in attendance: Sam Harter from Tompkins Insurance. There was no one in Public Attendance.

PUBLIC COMMENT ON NON-AGENDA ITEMS

There were no public comments.

APPROVAL OF MINUTES

The June 9, 2016 minutes were reviewed by members. A motion was made by Mr. Kevin Snyder, seconded by Mr. Ed Seyler to approve these minutes. The motion was passed by unanimous vote.

NEW BUSINESS

- **Discuss insurance renewals for the Borough.**

Sam Harter from Thompkins Insurance presented the various insurance renewal options available to the committee members. After discussing these options, a motion was made by Mr. Ed Seyler, seconded by Mr. Kevin Snyder to present to Council a 3 year prepaid insurance option. The motion was passed by unanimous vote.

- **Discuss the replacement of sidewalks at the park for the East Main Street project.**

After discussion among committee members regarding the estimated costs of sidewalk replacement, a motion was made by Mr. Kevin Snyder, seconded by Mr. Ed Seyler to commit approximately \$35,000 for park improvements from recreation fees. The motion was passed by unanimous vote.

- **Discuss future maintenance needed at the 69 KV Substation.**

Steven Diehl requested permission from committee members to have engineers check the results of oil samples maintenance taken at substation of gas in top changer. A discussion occurred to have Steve contact the engineers.

- **Review the Budget Performance Summary Report as of May 31, 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

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. Ed Seyler and seconded by Mr. Kevin Snyder to adjourn the meeting. The motion was passed by unanimous vote and the meeting was adjourned at 8:53 pm.

Minutes submitted by Susan Johnston, Finance Director.