

**BOROUGH OF KUTZTOWN
FINANCE AND ELECTRIC COMMITTEE MEETING
MINUTES OF NOVEMBER 10, 2016**

A regular meeting of the Finance and Electric Committee was held on November 10, 2016 at the Kutztown Municipal Building, 45 Railroad Street.

The meeting was called to order at 7:32 p.m. by Mr. Kevin Snyder. Members present: Mr. Ed Seyler and Mr. Kevin Snyder. Dr. Derek Mace arrived at 8:12 p.m. Also in attendance: Mr. Steven Diehl, Electric Superintendent; Ms. Sue Johnston, Finance Director; Mr. Gabriel Khalife, Borough Manager, and Ms. Jill Remick, Recording Secretary. Public Attendance: There was no public in attendance.

PUBLIC COMMENT ON NON-AGENDA ITEMS

There was no public comment.

APPROVAL OF MINUTES

The October 13, 2016 minutes were reviewed by members. A motion was made by Mr. Seyler, seconded by Mr. Snyder, to approve the minutes with one grammatical correction. The motion passed by unanimous vote.

NEW BUSINESS

- **Discuss to Approve Yearly Budgeted Pole Mount Transformer Purchase**

Mr. Diehl explained he has \$20,000.00 budgeted for pole mount transformers and plans to purchase 15 transformers ranging from 25 kva to 75 kva, at a cost of \$19,751.00, from Costars.

- **Authorize to Place the Proposed 2017 Budget Out for Public Review and Advertisement**

Motion by Mr. Seyler and seconded by Mr. Snyder to recommend Borough Council authorize advertisement that the proposed budget for 2017 is available for public inspection. The motion passed by unanimous vote.

- **Authorization to Advertise the 2017 Property Tax Millage Rate**

Motion by Mr. Seyler and seconded by Mr. Snyder to recommend Borough Council authorize advertisement of the proposed ordinance to accept the 2017 real estate taxes. The motion passed by unanimous vote.

- **Discuss Appointment of the 2017 Auditor**

Committee members discussed the 2017 audit and the evaluation of all of the Borough's professional fees.

OLD BUSINESS/UPDATE

- **Discuss Repairs Made at 69KV Electric Substation**

Mr. Diehl reported he was able to obtain a replacement valve and his department completed the needed work which has fixed the issue at the substation. Mr. Diehl noted the replacement part and Electric Department labor was much more cost effective than hiring an outside contractor.

BUDGET PERFORMANCE REPORT/ELECTRIC FUND BUDGET PERFORMANCE

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

Ms. Johnston reviewed with committee members the Budget Performance Summary Report YTD through September 30, 2016.

OFF AGENDA

Ms. Johnston reviewed recent transfers made and noted a bond payment is due on November 14, 2016. Committee members discussed payment of debt service.

Ms. Johnston explained the DCD is requiring a repeal of the resolution regarding the reporting of residential rental tax. Mr. Mooney has drafted the repeal. Motion by Mr. Seyler and seconded by Dr. Mace to recommend Borough Council authorize advertisement of the proposed Ordinance amending the Code of the Borough of Kutztown by repealing a portion of Article VII, Chapter 200, more specifically Sections 200-60 to 200-68, entitled "Residential Rental Tax." The motion passed by unanimous vote.

Mr. Diehl explained that the police chief from Upper Macungie Township has asked for our electric crew to set five poles, which would assist in their set-up of a practice range. Committee members reviewed the minor cost to the Borough of Kutztown and directed Mr. Diehl to move forward with assisting Upper Macungie Township, and noted Upper Macungie has assisted the Borough of Kutztown in the past.

ADJOURNMENT

There being no further business to discuss, a motion was made by Mr. Seyler and seconded by Dr. Mace, to adjourn the meeting. The motion was passed by unanimous vote and the meeting was adjourned at 8:45 pm.