

**BOROUGH OF KUTZTOWN
PUBLIC WORKS COMMITTEE MEETING
MINUTES OF September 6, 2016**

A regular meeting of the Public Works Committee was held on Tuesday, September 6, 2016 at the Kutztown Municipal Building, 45 Railroad Street.

The meeting was called to order at 7:30 p.m. by Mr. Kevin Snyder, Chairman. Members present were: Mr. Scott Piscitelli and Mr. Ed Seyler. Also in attendance: Mr. Gabriel Khalife, Borough Manager; Mr. Brian Bailey, Public Works Superintendent; **Mr. John Schmoyer, Director of Parks and Recreation**; Mr. Joe Rogosky, P.E. of Great Valley Consultants; Mr. Ken Remick of the Optimist club; Mr. Bobby Bowlin; Ms. Jodi Follweiler; Ms. Allison Fuller; Mr. Eric Boyer: and Mr. Mike Bast of the Allentown and Auburn Railroad.

APPROVAL OF MINUTES

The August 2, 2016 minutes were reviewed by members.

A motion was made by Mr. Piscitelli and seconded by Mr. Seyler to approve the August minutes as written. The motion passed by unanimous vote.

PUBLIC COMMENTS

Ms. Allison Fuller requested the use of the scooter building on September 24, 2016.

A motion was made by Mr. Piscitelli and seconded by Mr. Seyler to approve the September 24, 2016 use of the scooter building. The motion passed by unanimous vote.

OLD BUSINESS

No old business to discuss.

NEW BUSINESS

The committee reviewed and discussed the easement agreement presented by Ms. Follweiler.

A motion was made by Mr. Seyler and seconded by Mr. Piscitelli to send the agreement to Keith Mooney to review. The motion passed by unanimous vote.

The committee reviewed and discussed the Optimist Club's parade permit for trick or treat night on October 26, 2016 with a rain date of October 28, 2016.

A motion was made by Mr. Piscitelli and seconded by Mr. Seyler to approve the Optimist Club's parade permit for trick or treat night and its rain date. The motion passed by unanimous vote.

The committee reviewed and discussed the request of Hannahoe Painting for payment No. 2 for work done on the train station.

A motion was made by Mr. Piscitelli and seconded by Mr. Seyler to approve Payment No. 2 to Hannahoe Painting for the train station project. The motion passed by unanimous vote.

The committee reviewed and discussed the request of the Allentown and Auburn Railroad to add a new period correct ticket window in the train station.

A motion was made by Mr. Seyler and seconded by Mr. Piscitelli asking the railroad to provide a detailed drawing of where they plan to put the window and how it will look when done prior to final approval. The motion passed by unanimous vote.

The committee reviewed and discussed the 2016 leaf collection schedule.

A motion was made by Mr. Seyler and seconded by Mr. Snyder to approve the 2016 leaf collection schedule. The motion passed by unanimous vote.

The committee reviewed and discussed the 2017 refuse and recycling schedule.

A motion was made by Mr. Piscitelli and seconded by Mr. Seyler to approve 2017 refuse and recycling schedule provided there is a double duty scheduled for Labor Day. The motion passed by unanimous vote.

The committee reviewed and discussed the contract for traffic signal maintenance provided by Signal Service Inc.

A motion was made by Mr. Seyler and seconded by Mr. Snyder to approve the traffic signal maintenance contract with Signal Service Inc. The motion passed by unanimous vote.

The committee reviewed and discussed the application for payment No. 1 from EJB for the Main Street project.

A motion was made by Mr. Piscitelli and seconded by Mr. Seyler to approve Payment No. 1 to EJB Paving for the East Main Street project. The motion passed by unanimous vote.

Mr. Rogosky reviewed change order No. 3 from EJB for the water service relocation associated with the Main Street project.

A motion was made by Mr. Piscitelli and seconded by Mr. Seyler to approve change order No. 3 to EJB Paving for the East Main Street project. The motion passed by unanimous vote.

Mr. Rogosky updated the committee on the progress of the East Main Street project.

No action taken.

Mr. Rogosky updated the committee on the status of the Noble Street and Sander Alley catch basin that needs to be replaced.

The committee asked Mr. Rogosky to continue to work on getting a price to replace the basin.

Mr. Bailey reviewed dates and cost to have electronic recycling events in 2017 with Responsible Recycling Services.

A motion was made by Mr. Seyler and seconded by Mr. Snyder to approve May 20, 2017 and September 16, 2017 as electronic recycling dates and to pay RRS's fee to hold the event. The motion passed by unanimous vote.

Mr. Bailey informed the committee that the county launched a new recycling and refuse app that the borough could use for its residents for a yearly fee.

The committee decided not to use the app.

Mr. Bailey discussed the need for a decision on the roller rink due to current rotting issues.

The committee instructed Mr. Bailey to contact Ammon Zimmerman and see if he would be willing to take the building down since he was the lowest estimate and have him start taking the building down as soon as possible.

Mr. Bailey informed the committee the transmission on the park tractor broke and the tractor needed to be sent out for repair. Mr. Bailey also reported that some vehicles are in need of new tires before winter.

No action taken.

Mr. Schmoyer informed the committee that the Kempton and Kutztown softball team needed to add some games and would like to host a tournament on October 22, 2016 with a rain date of October 23, 2016.

The committee instructed Mr. Schmoyer to inform the softball team that each game would add \$25.00 to the total that was approved last month.

Mr. Schmoyer stated that the Football club's lease agreement for the Babe Ruth Snack Bar was due to be signed again and that they would be using the multipurpose field for games from September 10, 2016 through the end of November, 2016.

A motion was made by Mr. Seyler and seconded by Mr. Snyder to have Mr. Schmoyer execute the lease agreement with the football club and approved their use of the multipurpose field.

OFF AGENDA

Mr. Schmoyer stated that we were approached by Kutztown University's men's and women's rugby teams about the possibility of using the multipurpose field for practices.

The committee asked Mr. Schmoyer to contact KU and see if the practice dates would work with the football club's field use.

Mr. Snyder wanted it noted that Ms. Lisa Ladd-Kidder noted that she would like to see a schedule held to for street sweeping and also requested that yellow lines be painted on Normal Avenue. She would also like to see the crosswalks along Normal Avenue repainted as well.

ADJOURNMENT

There being no further business to discuss, a motion was made by Mr. Seyler and seconded by Mr. Snyder to adjourn the meeting. The motion was carried and the meeting was adjourned at 9:35 p.m.

cc: Kevin Snyder, Committee Chairman, Council President
Scott Piscitelli, Committee Member
Ed Seyler, Committee Member
Peggy Devlin, Councilwoman

Dick Diehm, Councilman
Derek Mace, Councilman
Joe Rogosky, P.E., Great Valley Consultants (email)
Brian Bailey, Superintendent of Public Works
Gabriel Khalife, Borough Manager
John Schmoyer, Seasonal Recreation Director
Sandy Green, Mayor
Steve Diehl, Superintendent of Electric
Dale Kramer, Water Plant Manager
Jarrad Burkert, Wastewater Plant Manager
Craig Summers, Chief of Police
Dave Horvath, Director of IT
Mark Arnold, Telecommunications Director
Gina Wiand, Borough Secretary/Public Relations and Marketing Director
Sue Johnston, Finance Director
Dan Eslinger, Community Development Director/Zoning Officer
Environmental Advisory Committee (email)