

November 27, 2001
Kutztown, PA

The regular meeting of the Kutztown Borough Council was called to order at 7:30 p.m. by the President, Mr. Eric A. Ely, with other members present: Mr. Malcolm A. Eidle, Mr. Carl W. Mantz, Mr. John E. P. Schmoyer, Mr. Archie L. Follweiler, Jr., and Mrs. Jan M. Crooker. Mayor James W. Schwoyer was absent due to an illness. Mr. Timothy G. Dietrich, Borough Solicitor; Mr. Keith A. Hill, Borough Manager/Treasurer; Mr. Dale Kratzer, representing the Borough's planning and water/wastewater engineering firm of Spotts, Stevens, & McCoy, Inc.; Mr. Norman Milnes, Transportation, Sanitation, Grounds & Buildings Division Superintendent; Mr. Theodore R. Cole, Chief of Police; Mr. Richard J. Diehm, Planning/Zoning Administrator; Mr. Frank Caruso, Director of Information Technologies; Mrs. Bonnie Bray, Borough Secretary; Mr. Kenneth Kern, member of the Borough Planning Commission; Mr. Carl Lobb, Kutztown property owner; Fay Werley, Evelyn Adams, William and Dorothy Fox, Bob and Joan Gangawere, Gennaro A. Marino and Jonathan A. Grim, all Kutztown residents; Jon and Sam Bond, representing Boy Scout Troop 104, Lenhartsville, PA; and Lily Henning, reporter for the Reading Eagle/Reading Times were also present.

The President called for the opening of bids for furnishing and servicing a 30-cubic yard roll-off dumpster for 2002 for the collection of yard waste. The Borough Manager opened and read bids received from Waste Management of Pennsylvania, Inc., Pen Argyl, PA, in the total amount of \$17,980.00 and Solid Waste Services, Inc., dba J. P. Mascaro & Sons, Harleysville, PA, in the total amount of \$31,500.00. A motion was made by Mr. Mantz, seconded by Mr. Eidle, Resolved, To refer the bids received for furnishing and servicing a 30-cubic yard roll-off dumpster for 2002 for the collection of

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yard waste to the Transportation, Sanitation, Grounds & Buildings Division

Superintendent for review and recommendation of award at the December 18, 2001

Council meeting. Passed by unanimous vote.

A motion was made by Mrs. Crooker, seconded by Mr. Mantz, Resolved, To approve and accept the Minutes of the September 25, 2001 and the October 2, 2001 Council meetings, as amended below:

September 25, 2001 Minutes

Page 15499: In the last line of the last paragraph, insert the phrase, "UCC, which will adopt the"

Page 15500: In the fourth line, insert the phrase, "which were adopted prior to July 1, 1999."

Passed by unanimous vote.

President Ely asked if there was anyone who wished to address Council before proceeding with the agenda.

Mr. Gennaro Marino asked to address Council regarding a parade for next year. He presented and read aloud his letter dated November 27, 2001, to Council and Mayor Schwoyer advising Council that a parade committee is being formed to facilitate having a parade on October 25, 2002 at 7:30 p.m. on Main Street in Kutztown, and to call the parade, "The God Bless America Parade" with a Halloween theme. He requested that the parade be placed on the agenda of the next Council meeting of December 18, 2001 to discuss what the Committee needs to do to satisfy the Borough in order to hold the parade. He also requested a comprehensive outline specifying the Borough's needs in terms of liability, safety, security, etc. and the Borough's responsibilities. Mr. Marino

requested copies of the minutes of the two meetings in March and April of 2000 when the parade was discussed and voted on.

Under Borough Planning Commission, Mr. Kern reported on the following

Zoning Appeals:

Zoning Appeal No. Z-01-08/431 West Walnut Street

The Borough Planning Commission reviewed the owner's request to construct a carport at the same location and recommended that Council not intervene in this zoning hearing.

Zoning Appeal No. Z-01-09/701 East Walnut Street

The Borough Planning Commission reviewed the owner's request to construct a sunroom on an existing open patio deck and recommended that Council not intervene in this zoning hearing.

Under Public Relations Committee, Mrs. Crooker had nothing to report.

Under Police Committee, Chief Cole had nothing to report.

Under Streets & Refuse Committee, Mr. Mantz had nothing to report.

Under Personnel Committee, an Executive Session to discuss police personnel matters was deferred until after the proposed budget was discussed.

Mr. Mantz requested Council to consider introducing and authorizing for advertisement, if desired, the proposed ordinance amending Chapter 43, "SALARIES AND COMPENSATION," of the Kutztown Code concerning increasing the salaries or compensation for elected officials. Mr. Mantz cited a portion of §1001 of Article X, "POWERS AND DUTIES OF ELECTED BOROUGH OFFICIALS," of *THE BOROUGH CODE* pertaining to the maximum allowable compensation a Council member may receive. Based on §1001 of *THE BOROUGH CODE*, a Council member

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may receive up to a maximum of \$2,500 per year in Boroughs of population of five thousand or more but less than ten thousand. According to the most recent official 2000 census, the Borough of Kutztown has a population of 5,067. Chapter 43 of the Kutztown Code currently fixes Borough Council's emolument at \$1,875. Mr. Mantz noted that this particular ordinance amending Chapter 43 is consistent with Pennsylvania legislature. He maintained that it is important for Council to consider the amendment because of the extraordinary amount of time Council devotes to Council meetings, special meetings, agency hearings, police negotiations, other bargaining unit negotiations, joint meetings, committee meetings, etc. Personally, Mr. Mantz devotes more than 12 hours per week and significantly more than 20 hours per month and asserted that Mrs. Crooker and Mr. Schmoyer are similarly obligated. In recognition of the extraordinary amount of time Council devotes to Borough business, Mr. Mantz recommended that this amendment be considered by Council. Mr. Dietrich presented and read aloud the caption of the proposed ordinance amending Chapter 43 of the Code of the Borough of Kutztown, entitled "SALARIES AND COMPENSATION." A motion was made by Mr. Mantz, seconded by Mr. Eidle, Resolved, To introduce the proposed ordinance amending Chapter 43 of the Code of the Borough of Kutztown entitled, "SALARIES AND COMPENSATION," by revising the salaries or compensation for the Mayor of the Borough, for the members of Borough Council, and for the member of Borough Council serving as President of said Borough Council to the maximum allowable compensation and repealing Ordinance No. 9-1996; And Be It Further Resolved, To authorize advertisement with intent to enact and ordain said proposed ordinance at the December 18, 2001 meeting. All in favor except Mr. Follweiler who voted Nay. There being a majority in favor, the motion passed.

Under Recreation Committee, Mr. Follweiler had nothing to report.

Under Grounds & Buildings Committee, Mr. Follweiler had nothing to report.

Under Public Works Committee/Electric Supply Engineering, a motion was made by Mr. Mantz, seconded by Mr. Eidle, Resolved, To purchase a battery charger and batteries for the 48-volt D.C. control voltage at the 69 KV Substation from GNB Industrial Power, Trevoise, PA, at a total cost of \$4,463.00. Passed by unanimous vote.

Under Telecommunications, to ensure the timely completion of the Borough's planned second phase construction project for the CATV head-end equipment, Mr. Hill explained that it is necessary for Atlantic Engineering Group (AEG) to move quickly in building the tower foundation to avoid impending weather impact on sub-grade construction. Until the agreement between AEG and the Borough is finalized, AEG is asking for the Borough's consent and approval to move forward immediately and incur costs associated with the tower foundation work, up to a maximum of \$15,000.00. A motion was made by Mr. Eidle, seconded by Mr. Schmoyer, Resolved, To authorize Atlantic Engineering Group, Braselton, Georgia, to move forward immediately and incur costs associated with the tower foundation work, up to a maximum of \$15,000.00. Passed by unanimous vote.

Mr. Hill reviewed the National Cable Television Cooperative, Inc. (NCTC) contract for television programming. He explained that NCTC is a television programming cooperative that the Borough intends to use to purchase video programming for the Borough's cable television system. He indicated that Mr. Caruso thoroughly investigated this and found that NCTC's pricing is very reasonable. Mr. Caruso commented that after the initial one-time fee is paid, the costs will fluctuate monthly, based on the number of subscribers at any given time. A motion was made by

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Mr. Eidle, seconded by Mr. Mantz, Resolved, To authorize the appropriate Borough officials to execute the National Cable Television Cooperative Member Agreement, contingent upon its approval by the Council President, Borough Manager and Borough Solicitor. Passed by unanimous vote.

Mr. Hill and Mr. Caruso reviewed the Closed Circuit Television (CCTV) Security Monitoring System proposal distributed to Council. Because of the heightened security concerns created by the September 11 attack, the Borough has been investigating different approaches to address community security needs, including the protection of Kutztown's resources. Using the Borough's existing fiber optic cable, which already is connected to most municipal facilities, the Borough can install CCTV cameras at strategic locations to detect motion and to record the events occurring at any given time at a relatively reasonable cost. The proposed cost of \$34,700 to equip the two reservoir tanks, the park, substation, sewer treatment plant, Borough Hall, the pool and the head-end recorder with security cameras has since dropped to approximately \$25,000 for the entire package through the federal government's purchasing program. Mr. Hill explained that the project would begin this year and continue into 2002. Mr. Eidle stressed that the present priority for the CCTV cameras is to monitor the Borough's utility facilities. Mr. Schmoyer asked if the system allows for adding security cameras at a later date. He pointed out that problem intersections or alley ways may be future areas to target for security cameras. Mr. Eidle replied that cameras can be added later. Mr. Schmoyer asked if the surveillance cameras are protected against vandalism and if they would be insured. Mr. Hill responded that there is a certain amount of precaution that the Borough can take, but there is no guarantee against vandalism. He would check on the availability of insurance for the CCTV security system. Mr. Caruso indicated that the proposed

cameras are standard cameras which when installed are visible. He further advised that there are more expensive cameras that are available which are not visible. Mrs. Crooker remarked that visible cameras may provide a deterrence. A motion was made by Mr. Eidle, seconded by Mr. Schmoyer, Resolved, To purchase the Closed Circuit Television (CCTV) security system through the federal purchasing program. Passed by unanimous vote.

A motion was made by Mr. Eidle, seconded by Mr. Mantz, Resolved, To authorize the appropriate Borough officials to execute the Attachment Agreement with Metropolitan Edison Company, dba GPU Energy, to permit the Borough to attach its fiber optic cable to certain GPU poles at a cost of \$25.00 per pole per year, with an annual increase of 2.5% per year, contingent upon the approval of the Council President, the Borough Manager and the Borough Solicitor. Passed by unanimous vote.

A discussion ensued regarding the purchase of Automated Meter Reading (AMR) equipment. Mr. Hill advised Council that a number of vendors have been interviewed and that the TWACS[®] (Two-Way Automatic Communication System) offered by Distribution Control Systems, Inc. (DCSI), Hazelwood, MO is preferred because the Borough will not have to change out its meters and because the cost is reasonable. Despite the fact that competitive bidding is not required because the equipment has patents on several of its components, the Borough, nonetheless, found TWACS[®] to be the most reasonably-priced system. Mr. Hill estimated that within five years the system will be paid for based on the return on investment. He explained that it takes eight seconds to read one meter and four hours to read all the meters in the Borough. He pointed out the one downfall of the system is that it cannot be used outside of the Borough because the Borough is going to draw power from the meter and the Borough does not provide retail

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electric outside the Borough. Other advantages of the TWACS[®] include: allowing monthly water billings, the capability of monitoring at 15-minute intervals, eliminating the need to dispatch for connection and disconnection when students move in and out, and other customer enhancements, such as monitoring usage and providing energy audits.

Mr. Eidle commented that power profiling is becoming increasingly more important because of higher energy costs. A motion was made by Mr. Eidle, seconded by Mr. Schmoyer, Resolved, To purchase TWACS[®] (Two-Way Automatic Communication System) from Distribution Control Systems, Inc. (DCSI), Hazelwood, MO, to provide Automated Meter Reading (AMR) to approximately 2,300 electric and 1,800 water meters at an estimated cost of \$360,000, contingent upon the approval of the Borough Manager, Council President and Borough Solicitor. Passed by unanimous vote.

Under Wastewater Engineering, Mr. Eidle announced that a special public meeting will be held by Kutztown Borough Council on Monday, December 3, 2001, at 7:30 p.m., prevailing time, at the Kutztown Area Middle School, 10 Deisher Lane, Kutztown, Pennsylvania, in the Commons area (cafeteria/auditorium) to conduct an informational workshop with Borough residents and Maxatawny Township residents, including the Concerned Citizens of Maxatawny Township to address water supply and sewage/wastewater treatment services and any other matters that may be brought to the attention of Borough Council. He noted that representatives of Maxatawny Township were invited to attend.

Under Water Supply Engineering, Mr. Eidle had nothing to report.

Under Finance Committee, President Ely requested the Borough Manager to review the proposed Budget for 2002 with Council.

Mr. Hill reviewed the projected 2001 end-of-year revenues, expenditures and cash balances as well as the anticipated 2002 revenues, budgeted expenditures and 2002 end-of-year cash balances. All funds and budgeted line items were reviewed. The proposed 2002 budgeted revenues were \$18,150,000; and the proposed 2002 budgeted expenditures were \$22,150,000. Mr. Hill pointed out that the proposed budget includes a new 0.40 mill tax for street improvements and includes a tenth police officer. The proposed storm sewer and drain project for North Whiteoak Street from West Main Street to West Walnut Street and South Whiteoak Street between West Main Street and Sander Alley, the proposed West Main Street traffic signal project, and the proposed street construction for Seem Drive from the bypass to the Borough limits and Chestnut Street from South Laurel Street to Park Alley, along with the curb and sidewalk work will cost the Borough between \$800,000 and \$900,000. Typically, the street budget totals between \$200,000 and \$300,000. Mr. Hill explained that if Council proceeds with the street project, the Borough will need an additional \$500,000 to fund the project, funding the remainder through CDBG funds and liquid fuel tax funds. Amortizing over 20 years, the annual debt service for the Borough to borrow \$500,000 will amount to approximately \$40,000, plus the \$20,000 from the 2001 bond financing for street projects for a total of \$60,000. To recover an annual \$60,000 debt service, the Borough would need an approximate 0.40 mill tax increase. To avoid a tax increase, Mr. Hill offered another option for Council to consider: to strip out the majority of the street and storm sewer work and revisit the idea of hiring part-time police officers, instead of a full-time officer.

Mr. Hill reviewed in detail the large expenditure items for 2002. He commented that the large items account for approximately \$13,000,000 of the proposed budget.

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Mr. Hill examined with Council the 2001 Fund Balances report showing a beginning balance of \$6,984,288 for all funds, a projected receipts total of \$14,807,754 and expenses total of \$11,208,801, with an ending balance for all funds projected at \$10,583,241. The projected ending balance for 2001 is then carried over as the beginning balance on the 2002 Fund Balances report, with the projected receipts totaling \$18,150,000 and expenses totaling \$22,150,000, leaving a projected ending balance of \$6,583,241 for all funds for 2002. Mr. Hill pointed out that Year 2001 is carrying over more than \$2.5 million in bond funds, and in 2002 the Borough is looking at borrowing an additional \$4 million for the water treatment plant.

Mr. Hill advised Council that the Pennvest loan for the water treatment plant is reflected in the proposed budget but he is presently looking at other options.

Mr. Hill reviewed the report entitled, "Capital Outlay and Misc. Items Adjusted and/or Deleted from Funds in 2002 Budget." He noted that the laser fiche document imaging storage and retrieval system, the automated payroll time cards, color copier, modifications of the administration offices, and the new telephone system were some of the items eliminated from the various funds. The roof over the ramp at Borough Hall was eliminated, in addition to the window, soffit, fascia, gutter and downspout replacements and repairs to the Sacony Shoe building. The secretary workstation was eliminated from the Code Enforcement fund at a savings of \$3,000, as well as reductions in many of the line items were taken. Some big items eliminated from the police budget included two car cameras at \$9,000, one patrol vehicle at \$28,500, a \$5,000 copier, and a \$14,000 voice recorder. Under Solid Waste, the cost of the new refuse truck was reduced by \$20,000. The supervault was deleted from various funds. Mr. Hill further indicated that several items were eliminated from the Parks budget, including the exterior painting of

the band shell at \$5,000, the additional parking area at \$10,000, the ADA accessible toilet facilities in the upper park and the ADA pavement and disability parking for a combined savings of \$64,940, and the fence at the maintenance shed at a cost of \$6,025. Total reductions in the General Fund amounted to \$351,259. Total reductions in the Water Fund amounted to \$81,020, which included the elimination of painting water tank #2 at a cost of \$71,555. The savings to the Electric Fund totaled \$204,430, including the elimination of a new bucket truck for \$135,000. Total savings to the Sewer Fund amounted to \$32,355, including the elimination of replacing the distributor arms at the bio-tower for \$20,000. The IT/Telecommunications Fund reductions totaled \$76,685, including reducing the computer hardware costs by \$37,500. Miscellaneous funds totaled \$50,000 in reductions. Overall reductions and/or adjustments for all funds totaled \$795,749.

Other considerations offered by Mr. Hill included converting the freight room at the railroad station into office space for an Economic Development Center if the Route 222 development project is pursued and charging rent to the party utilizing the room so the money can be used to maintain the building. He suggested using the money that the Transportation Authority owes the Borough to revamp the room. Mr. Hill suggested that the Public Relations Committee investigate the possibility of increasing fees to offset the cost impact on the Code Enforcement budget resulting from the Commonwealth's adoption of the new Uniform Construction Code. Council may want to investigate ways to mitigate expenses associated with police protection services. Mr. Hill reported that the increased cost of health benefits substantially impacts the police budget. Another area to consider looking at is the Refuse and Recycling Department. For populations over

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5,000, it is mandatory to recycle; and even though the Borough already provides this service, the Borough does not levy any additional charges for its recycling services.

Mr. Hill reviewed in detail with Council the 2002 Budget Workplan which itemized the proposed capital outlay expenditures, and he highlighted some of the large expenditures. \$5,000 was added for banner replacement money, the fire police compensation was increased to \$9.10 per hour, and a ten percent increase in pool rates is being proposed to help offset the cost of hiring a seasonal recreation director.

Because of the funding philosophy established by Council many years ago and still maintained today, Mr. Hill pointed out that with a total of \$18,150,000 revenues projected for 2002, anticipated revenues from real estate taxes will only represent \$189,300 of the total revenues, including \$39,885 from the general purpose tax, \$23,675 from the fire protection tax, \$63,620 from the recreation tax and \$62,120 from the proposed street improvements tax. Mr. Hill suggested consideration be given to lowering the budgeted expenses associated with construction of the water treatment plant because he believes it is improbable that the extent of work budgeted for 2002 will be accomplished in 2002.

A discussion ensued over the proposed budget for 2002. Mr. Eidle stated that the Borough is now burdened with paying for many years of neglecting the Borough streets. Mr. Ely reminded everyone that a big portion of the funds will be directed toward storm sewer and drainage work, as well as traffic signals. Mr. Schmoyer commented that the proposed work for the street infrastructure needs to be done if the Borough plans to pursue any downtown improvement project. He suggested that the financial climate will not get any better than it is now. Mr. Mantz concurred that it is the most favorable time in 20 years to borrow money. Mr. Marino asked Council if there is a plan in place to pay

back this money the Borough is borrowing. Mr. Ely responded that there was. Mr. Ely asked Mr. Milnes about the feasibility of completing all this work in one year, and Mr. Milnes responded that the work can be completed next year. Mr. Follweiler remarked that he is supportive of completing the road work and further pointed out that the worst road in the Borough is a state-owned road and strongly urged that the Borough do everything it can to contact the state to fix their roads. He suggested contacting the state legislators, if necessary.

Mr. Hill reviewed the projected costs associated with the water treatment plant for next year. He pointed out that \$3.6 million is earmarked for the water treatment plant. He asked Mr. Kratzer if the Borough will spend all of it next year. Mr. Kratzer responded that he ran two schedules. The design work is scheduled to be completed by the end of March, 2002. DEP has until May 1, 2002 to issue the Borough a permit. He projected the earliest start date to be August 1, with a more realistic start date of October 1, in order to allow enough time to put the financing in place, advertise for bids, open bids and analyze the bids. Based on the latter start date, Mr. Kratzer recommended reducing next year's cost by \$1 million. After further discussion, it was decided to reduce next year's cost by at least \$1.5 million.

Mr. Diehm asked to address Council, as the captain of the Kutztown Fire Police, regarding the fire police compensation. He pointed out to Council that the hourly rate for fire police does not reflect any compensation, rather it represents a contribution. He informed Council that it costs \$3,000 to equip one fire police officer and that if fire police are not available, the Borough will have to contract with constables at an hourly rate of \$14. He supports the requested increase of \$10.00 per hour.

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President Ely called for an Executive Session at 9:28 p.m. to discuss police personnel matters. The Executive Session ended and the Council meeting reconvened at 10:05 p.m.

Reverting to Personnel, a motion was made by Mr. Schmoyer, seconded by Mr. Mantz, Resolved, To authorize the advertisement for a corporal and to instruct the Kutztown Borough Civil Service Commission to certify an eligibility list for the position of corporal with that eligibility list containing at least three (3) candidates. Passed by unanimous vote.

A motion was made by Mr. Schmoyer, seconded by Mr. Eidle, Resolved, To rescind the designation of FMLA leave as applied to sick time for William A. Wyandt, Heather P. Kleckner, Raymond A. Schell, Jr., and Richard L. Horner, contingent upon the Kutztown Police Association withdrawing ULP Case No. PF C01-64-E. Passed by unanimous vote.

A motion was made by Mr. Schmoyer, seconded by Mr. Follweiler, Resolved, To establish a committee consisting of residents, Council members, and possibly other members to investigate the option of regionalization for the Kutztown Police Department. Passed by unanimous vote.

Returning to Finance, Mr. Ely recommended that Council introduce the proposed ordinance levying a tax on real estate for the year 2002, which includes a 0.40 mill tax increase for street improvements. Mr. Dietrich presented and read the caption of the proposed ordinance fixing the tax rate for the year, 2002. A motion was made by Mr. Eidle, seconded by Mr. Mantz, Resolved, To introduce the proposed ordinance levying a 0.25 Mill tax on real estate for the year 2002 for general purposes, 0.15 Mill tax on real estate for the year 2002 for the purchase of fire equipment, fire apparatus, etc., 0.40 Mill

tax on real estate for the year 2002 for the purpose of maintaining and operating recreation places, and 0.40 Mill tax on real estate for the year 2002 for the purpose of making permanent street improvements; And Be It Further Resolved, To authorize its advertisement and intent for enactment at the December 18, 2001 Council meeting. Passed by unanimous vote. Mr. Dietrich advised Council that Section 1304 of the Borough Code regulates the levying of a special road fund tax.

A motion was made by Mr. Eidle, seconded by Mr. Mantz, Resolved, To approve and authorize the advertisement that the proposed 2002 budget is available for public inspection and that final action including adoption, is scheduled to be taken at the December 18, 2001 Council meeting; And Be It Further Resolved, To reduce the proposed budget line item expense for the water treatment plant by \$1.5 million, bringing the revised total expenses proposed for 2002 to \$20,650,000. Passed by unanimous vote.

Under Miscellaneous, a motion was made by Mr. Eidle, seconded by Mr. Mantz, Resolved, To authorize a \$5,000 annual contribution to the Kutztown Fire Company. Passed by unanimous vote.

A motion was made by Mr. Eidle, seconded by Mr. Mantz, Resolved, To authorize the annual contribution in the amount of \$2,500 to the Louisa Gonser Community Library. Passed by unanimous vote.

A motion was made by Mr. Eidle, seconded by Mr. Mantz, Resolved, To approve the following dates for the regular meetings of the Kutztown Borough Council for the year 2002 to be held in the Kutztown Municipal Building at 7:30 p.m., prevailing time, as follows (with the exception of the reorganization meeting scheduled on Monday, January 7, 2002 at 7:00 p.m.):

MONDAY, JANUARY 7 at 7:00 P.M.

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TUESDAY, JANUARY 29
TUESDAY, FEBRUARY 19
TUESDAY, MARCH 12
TUESDAY, APRIL 2
TUESDAY, APRIL 23
TUESDAY, MAY 14
TUESDAY, JUNE 4
TUESDAY, JUNE 25
TUESDAY, JULY 16
TUESDAY, AUGUST 6
TUESDAY, AUGUST 27
TUESDAY, SEPTEMBER 17
TUESDAY, OCTOBER 8
TUESDAY, OCTOBER 29
TUESDAY, NOVEMBER 19
TUESDAY, DECEMBER 10

And Be It Further Resolved, To authorize advertisement of the approved 2002 schedule for the regular meetings of the Borough Council. Passed by unanimous vote.

Council deferred action until the December 18, 2001 Council meeting regarding the proposed dates for the various committee meetings for 2002.

A motion was made by Mr. Eidle, seconded by Mr. Schmoyer, Resolved, To authorize the appropriate Borough officials to execute the Maintenance Supply Agreement with Minolta Business Systems, Allentown, PA, for the copier in the Code Office covering the period from January 1, 2002 to December 31, 2002. Passed by unanimous vote.

Mr. Ely noted the upcoming term expirations for the following board, authority, commission members and/or other appointed officials:

Donald L. Sechler, Kutztown Municipal Authority, December, 2001 (5-year term);
Sterling H. Adam, Civil Service Commission, January, 2002 (6-year term); Jan M.
Crooker, Police Pension Advisory Committee, December, 2001 (2-year term); John E. P.
Schmoyer, Police Pension Advisory Committee, December, 2001 (2-year term); Sterling

H. Adam, Police Pension Advisory Committee, December, 2001 (2-year term); Keith A. Hill, Police Pension Advisory Committee, December, 2001 (2-year term); Terry A. Hahn, Police Pension Advisory Committee, December, 2001 (2-year term); Harold L. Fleisher, Vacancy Board, January, 2002 (1-year term); Richard Kanaskie, Sewage Enforcement Officer, December, 2001 (annually appointed); Sean Corey, Sewage Enforcement Officer, December, 2001 (annually appointed); Todd S. Meltsch, Plumbing Inspector, December, 2001 (annually appointed); Richard J. Diehm, Assistant Plumbing Inspector, December, 2001 (annually appointed); and Gennaro A. Marino, Zoning Hearing Board Alternate, February, 2003 (3-year term)

Mr. Diehm advised Council that it is no longer necessary to make the annual appointments for a plumbing inspector and assistant plumbing inspector, since Chapters 11 and 163 of the Kutztown Code provide for such designations. He also advised Council that the plumbing report prepared for Council members is redundant, as the information is already reported in the monthly Code Office report. Council members concurred.

There being no further business, a motion was made by Mr. Eidle, seconded by Mr. Mantz, Resolved, To adjourn the Council meeting at 10:25 p.m. Passed by unanimous vote.

Prepared and
Attested by: Bonnie Bray
Secretary