BOROUGH OF KUTZTOWN
FINANCE AND ELECTRIC COMMITTEE MEETING
MINUTES OF JULY 11, 2019

A regular meeting of the Finance and Electric Committee was held on July 11, 2019 at the Kutztown Municipal Building, 45 Railroad Street.

The meeting was called to order at 7:37 p.m. by Dr. Derek Mace, Chairman. Members present were: Dr. Derek Mace, Mr. Kevin Snyder, and Mr. Ed Seyler. Also in attendance: Mr. Gabriel Khalife, Borough Manager; Mr. Steve Diehl, Electric Superintendent; Ms. Sue Johnston, Finance Director; and Ms. Jill Remick, Recording Secretary. Public Attendance: Ms. Cheri Freeh representing Hutchinson, Gillahan & Freeh, PC.

APPROVAL OF MINUTES
The June 13, 2019 minutes were reviewed by members. A motion was made by Mr. Snyder and seconded by Mr. Seyler to approve the June 13, 2019 minutes as written. The motion passed by unanimous vote.

PUBLIC COMMENT ON NON-AGENDA ITEMS
There were no public comments.

NEW BUSINESS
- Discuss the Removal of a Large Tree, and Associated Costs, Located Behind 100 N. Constitution Blvd.
Mr. Diehl explained the Borough’s Code Office had been working on this issue. The tree is in the area slightly behind Mad Dogs, located within the Borough’s utility right-of-way. Mr. Diehl stated he contacted several tree service companies and received two estimates. Motion by Mr. Seyler and seconded by Mr. Snyder to hire Gary’s Tree and Shrubbery Service, which will utilize a crane to remove the tree, at a cost not to exceed $7,200.00. The motion passed by unanimous vote.

- Discuss the Borough’s Commercial Electric Rates
The Committee reviewed the Borough’s rates as compared to other municipalities and Met-Ed.

- Discuss the Budgeted Expense of a SCADA System at the Electric Substation for 2019.
Mr. Diehl explained this item is included in the 2019 budget and explained the system would help control the breakers at the Substation. The Committee recommended re-
evaluating the SCADA System Project once the August financial numbers are received and the new AMI meter install project numbers are available.

OLD BUSINESS
• Update on AMI Project
Mr. Diehl discussed drafting an informational sheet which can be made available for public review. The Committee directed Mr. Diehl to move forward with drafting a fact sheet regarding the Borough’s AMI Meter Project.

BUDGET PERFORMANCE REPORT/ELECTRIC FUND BUDGET PERFORMANCE
Link:  www.kutztownboro.org/departments/finance/index.php
Members reviewed and discussed the report.

OFF AGENDA
Ms. Cheri Freeh reviewed the drafted audit report of the financial statements for the year ended December 31, 2018 and answered member questions. Mr. Khalife noted a similar presentation will be given at the July Borough Council Meeting.

Committee members briefly discussed outstanding commercial utility billings.

Committee members briefly reviewed various insurance plans carried by the Borough.

Mr. Diehl requested authorization to send Kerry Eckert and Chad Gechter to the Pennsylvania Rural Electric Association Underground School at Adams Electric Corporation in Gettysburg, PA with a total cost of $3,400.00. Motion by Mr. Seyler and seconded by Mr. Snyder to approve sending Kerry Eckert and Chad Gechter to the Pennsylvania Rural Electric Association Underground School at Adams Electric Corporation. The motion passed by unanimous vote.

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 passed by unanimous vote and the meeting was adjourned at 9:24 p.m.