A regular meeting of the Finance and Electric Committee was held on October 10, 2019 at the Kutztown Municipal Building, 45 Railroad Street.

The meeting was called to order at 7:30 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: Mr. Eric Diehl, Mr. Michael Russo and Mr. Donald Battista representing the Kutztown Volunteer Fire Company.

APPROVAL OF MINUTES
The August 8, 2019 minutes were reviewed by members. A motion was made by Mr. Snyder and seconded by Mr. Seyler to approve the August 8, 2019 minutes as written. The motion passed by unanimous vote.

PUBLIC COMMENT ON NON-AGENDA ITEMS
Mr. Eric Diehl explained the Kutztown Volunteer Fire Company had submitted a letter requesting a Fire Tax Increase. Mr. Eric Diehl noted the rate is currently at .4 mil. with the last increase being 12 years ago. The Fire Company is asking Kutztown to increase an additional .6 mil. to a total of 1 mil. for the fire tax. Mr. Eric Diehl noted this money is directly earmarked for the truck crew and expenses directly related to the fire crew’s expenses, like trucks, equipment and training.

NEW BUSINESS
- AMI Opt Out Policy/Procedures and Meter Reading Fees (Ordinance and Resolution)
Committee members reviewed the draft Ordinance and Resolution regarding the Borough’s Opt Out Policy/Procedures and fees associated with manually reading the electric and water meters. Motion by Mr. Seyler and seconded by Mr. Snyder to recommend Borough Council approve the Resolution and Ordinance to establish a $100.00 one-time fee for electric and water meter setup and establish a monthly billing rate reflective of the labor and equipment rates listed in §A231-2 of Chapter A231 of the Borough Code entitled “Borough Labor and Equipment Rates” for the manual reading of both the electric and water meter. The motion passed by unanimous vote. The Resolution will be forwarded to Mr. Mooney for his final review of the wording.
• **Enter into Agreement with Hutchinson, Gillahan & Freeh to Perform the 2019 Audit**

Motion by Mr. Seyler and seconded by Mr. Snyder to recommend Borough Council take action to enter into an agreement with Hutchinson, Gillahan & Freeh to perform the 2019 Borough of Kutztown audit. The motion passed by unanimous vote.

• **Discuss Draft 2020 Budget**

Committee members reviewed the 2020 draft Budget with Mr. Khalife. Members also discussed the request from the Kutztown Volunteer Fire Company to increase the Fire Tax Rate from .4 mil. to 1 mil. to cover equipment costs. Motion by Mr. Seyler and seconded by Mr. Snyder to recommend Borough Council discuss to increase in the Fire Tax Rate to .65 mil., which is an increase of .25 mil. The motion passed by unanimous vote.

**OLD BUSINESS**

None

**BUDGET PERFORMANCE REPORT/ELECTRIC FUND BUDGET PERFORMANCE**


Members reviewed the report with Ms. Johnston.

**OFF AGENDA**

Committee members briefly discussed outstanding commercial utility billings.

Mr. Diehl explained that the Electric Department has once again received the AMP Safety Award.

**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 9:02 p.m.