BOROUGH OF KUTZTOWN
PUBLIC WORKS COMMITTEE MEETING
MINUTES OF October 1, 2019

A regular meeting of the Public Works Committee was held on Tuesday, October 1, 2019 at the Kutztown Municipal Building, 45 Railroad Street.

The meeting was called to order at 7:55 p.m. by Mr. Kevin Snyder, Chairman. Members present were: Mr. Ed Seyler; Mr. Scott Piscitelli. 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. Jim Schlegel, Mayor; Mrs. Melissa Engelhardt; Mr. Darcy Culkins, Mr. John Knutsen and Mr. Dave Brooks of KYAA; Mr. Eric Boyer; Mr. Warren Shaub and Mr. Robert Hauck.

APPROVAL OF MINUTES
The September 3, 2019 minutes were reviewed by members.
A motion was made by Mr. Seyler and seconded by Mr. Piscitelli to approve the September 3, 2019 minutes as written. The motion passed by unanimous vote.

PUBLIC COMMENTS
The KYAA members discussed a list of repairs that need to be done to the ballfields at the park and the need for more infield mix. Mr. Schmoyer reminded the members of the KYAA that the agreement between them and the Borough is that the KYAA maintains the ballfields and the buildings that they use for use of the fields and the electric.
The Committee directed Mr. Schmoyer to meet with KYAA to review their repair list and prioritize the list of repairs, and to have KYAA submit a materials list to the Borough. Mr. Bailey will review the list and see what can be spent from the park budget to obtain the materials for KYAA, who will then do the repairs. Mr. Bailey was also instructed to have the electric crew look into some of the electric issues on the repair list and see if those can be fixed by the Borough. Mr. Bailey was also instructed to order another load of infield mix.

OLD BUSINESS
No old business.

NEW BUSINESS
The Committee reviewed and discussed the request of Mr. Engelhardt to take ownership of a paper alley extension of North Baldy Alley, which the Borough currently owns, but is unused. Mr. Bailey was instructed to contact the other property owners adjacent to the paper alley to see if they are interested in taking ownership of the paper alley section of North Baldy Alley behind the houses of North Whiteoak Street. If there is an interest the Borough will look into vacating that section of the alley.

The Committee review and discuss the request of the Boy Scouts to reserve and use the entire park on April 4, 2020 from 7:00 a.m. until approximately 3:00 p.m. for a “first aid meet”, and are willing to bring in some port-a-poties for the event. They would also like to request that the associated fees be waived.
A motion was made by Mr. Piscitelli and seconded by Mr. Seyler to approve the Boy Scouts reservation and use the entire park on April 4, 2020 from 7:00 a.m. until approximately 3:00 p.m. for a “first aid meet”, and that the associated rental fees be waived. The motion passed by unanimous vote.

The Committee review and discuss the request of Rachel Lambdin to rent the Scooter Building on October 6, 2019.

A motion was made by Mr. Seyler and seconded by Mr. Piscitelli to approve Rachel Lambdin rent the Scooter Building on October 6, 2019. The motion passed by unanimous vote.

The Committee review and discuss the request of the KCP to have their Christmas in Kutztown Event on December 7, 2019 from 12:00 p.m. to 4:00 p.m.

A motion was made by Mr. Seyler and seconded by Mr. Piscitelli to approve the KCP’s parade permit to have their Christmas in Kutztown Event on December 7, 2019 from 12:00 p.m. to 4:00 p.m. The motion passed by unanimous vote.

The Committee reviewed and discussed the request of Peggy Peters to have an additional pickle ball court marked out on one of the tennis courts to make it a mixed-use court. She also requested better lighting at the current pickle ball court.

A motion was made by Mr. Seyler and seconded by Mr. Piscitelli to approve adding pickle ball court lines to the tennis court closest to the farm field making that court a dual use court, and to have the electric crew work up a price to improve the lighting at the existing pickle ball court. The motion passed by unanimous vote.

The Committee reviewed and discussed the issues of bulk trash and illegal dumping of trash. After some discussion, it was proposed to make changes to Chapter 185-5 Notice of Violations and Enforcement in the Solid Waste chapter of the Borough Code. The changes that were discussed were to drop the amount of time a property owner has to dispose of large amounts of trash and bulk items to 10 days after being notified by the Community Development Office. Any trash left on the property after those 10 days will be collected by the Borough and billed to the property owner. Failure to pay a bill could result in a rental license from being renewed until the outstanding balance is paid if that property is a rental unit. The committee also requested that this issue be added to the Community Development and Public Safety Committee’s agenda for discussion.

Mr. Rogosky updated the Committee of the progress of the 2019 Road and Storm Sewer Project stating that Strausser Alley was nearing completion and by next week the storm basins currently under repair on North Kemp Street should be completed.

Mr. Schaub questioned if any signage or warnings would be used when the alley is closed to traffic.

The Committee stated that a warning would be put in place when it is time to close the alley.

Mr. Rogosky reviewed the Draft Application for Payment No. 1 from Schhlouch Incorporated. He stated that he needs to confirm that the quantities in the application are correct and will have the final application ready for the Borough Council meeting.
Mr. Schaub questioned the total amount the Borough is paying for Strausser Alley to be converted to a pocket park.

It was explained to Mr. Schaub that the Borough contribution would be $2,500.00 or slightly less and that a majority of the park improvements were being paid through a grant obtained by the KCP.

A motion was made by Mr. Piscitelli and seconded by Mr. Seyler to approve Payment No. 1 to Schlouch Incorporated contingent upon Mr. Rogosky verifying that all items are correct in the application and presenting the final application to council. The motion passed by unanimous vote.

Mr. Rogosky also discussed Change order No. 1 in the amount of $2,215.04 for the concrete and bollard changes.

A motion was made by Mr. Piscitelli and seconded by Mr. Seyler to approve Change Order No. 1 to Schlouch Incorporated for $2,215.04. The motion passed by unanimous vote.

Mr. Schmoyer discussed a letter he received from the High School Softball coach asking about the possibility of doing upgrades to the existing softball field and/or making the senior baseball field the varsity softball field. Mr. Schmoyer stated that he was going to look into the request and get back to the Committee. He stated that he needs to look into the matter some more before a final recommendation can be made.

No Action taken.

OFF AGENDA
Mr. Bailey stated that the buffer fence between the playground and the skate park was installed.
No Action taken.

Mr. Bailey stated that the garden installation at the North Whiteoak mini park was done. He reminded the Committee that he was to see if there was room in the budget to buy a new bench for that mini park and he noted he does have funds available in the budget to purchase one.

The Committee directed Mr. Bailey to put that money towards supplies the KYAA will need for the ball field improvements.

Mr. Bailey stated that he was in contact with Mrs. Clauss and that she would soon be contacting the Committee to see what direction they would like to take with the skate park moving forward.

No Action taken.

ADJOURNMENT
There being no further business to discuss, a motion was made by Mr. Piscitelli and seconded by Mr. Seyler to adjourn the meeting. The motion 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
    Arabel Elliot, 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
Jim Schlegel, Mayor
Steve Diehl, Superintendent of Electric
Troy Smith, 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
Sue Kline, Community Development Office
Environmental Advisory Committee (email)