A regular meeting of the Kutztown Borough Council was called to order at 7:28 p.m. in the Kutztown Train Station by the President, Mr. Kevin Snyder, with other members of Borough Council present: Mr. Edwin Seyler, Mr. Derek Mace, Mr. James Schlegel, Ms. Rachael Birckbichler and the Mayor, Ms. Sandra Green. Mr. Malcolm Eidle was absent. Mr. Keith Mooney, Borough Solicitor; Ms. Laura Eberly, representing the Borough’s planning and water/wastewater engineering firm of SSM Group, Inc.; Mr. Gabriel Khalife, Borough Manager/Treasurer; Ms. Andrea Rahn, Assistant Borough Secretary; Community Development Director Daniel Eslinger; Police Chief Craig Summers; Electric Superintendent Steve Diehl; Kutztown Community Library Director Janet Yost; Electric Department employees Evan Muller, Jase Smolnik and Kerry Eckert; Kutztown University Student Ambassadors Colin Quinn and Tayania Brown; Kutztown Community Library representatives Joanne Yoder, Sandi Fisher and Michele Zimmerman; United Greek Council representative Kelsey Keaveney; AMP Inc. representative Gary Shultz; Planning Commission representative Lisa Ladd-Kidder and St. Paul’s UCC representative Merritt Smith were also present.

President Snyder recognized the Electric Department for a safety award received from AMP, and AMP representative Gary Shultz presented Electric Department employees Steve Diehl, Evan Muller, Jase Smolnik and Kerry Eckert with the award. He noted that this is quite an accomplishment and he stated that only a handful of communities, out of 130, receive this award. Steve Diehl thanked Council for their support and stated that they supply the materials for the crew to work safely.
President Snyder noted that Borough Council met in executive session on October 31, 2013, at 6:30 p.m., in Borough Hall, to discuss a personnel matter.

The Kutztown Community Library, Inc. presented their annual report to Council. Kutztown Community Library representatives Joanne Yoder, Sandi Fisher and Michele Zimmerman thanked the Borough for their support in allowing them to continue to grow and stated that the library is in the top half of the libraries in this area. They highlighted some of the activities that the library provides such as a children’s reading book program, workshops, family movie nights, garden club and a knit and crochet club. Mayor Sandra Green thanked the library for their passport service.

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

Kelsey Keaveney addressed council on behalf of the United Greek Council to offer assistance to the community for events such as community clean up, collecting cans for food drives and planning events. Mayor Sandra Green recommended for her to contact the Kutztown Community Partnership.

Merritt Smith addressed Council on behalf of St. Paul’s UCC to ask for permission to install signs at each end of town indicating the location of the church on South Whiteoak Street. He noted that the church will pay for all costs of the signs including installation. Mr. Seyler informed Mr. Smith to contact the Public Works Committee to add their request to the meeting agenda. President Snyder suggested that the church also meet prior to the Public Works Committee meeting to discuss what they want listed on the signs.
A motion was made by Mr. Mace, seconded by Mr. Schlegel, Resolved, To approve the Consent Agenda, consisting of the following items:

- Review and accept the Minutes of the October 15, 2013 Borough Council meeting.

- Review and accept the Borough Community Development Report for October, 2013.

- Approve the request from Betty Kutz to post Relay for Life sponsor signs throughout the Borough in May, 2014.

- Take action to approve payment #1 to Wickersham Construction and Engineering, Inc., in the amount of $144,108.00, for work completed at the Water Plant.

- Take action to approve payment #13 to Wickersham Construction and Engineering, Inc., in the amount of $213,897.00, for work completed at the Wastewater Treatment Plant.

- Take action to approve payment #1 to Wexcon, in the amount of $50,704.65, for I&I work that was completed.

- Ratify approval for the payment of bills and necessary transfers of funds, which have been provided to Borough Council in the Accounts Payable G/L Distribution Report, including payment dates from October 11, 2013 to November 17, 2013, as summarized below:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$246,387.28</td>
</tr>
<tr>
<td>Refuse and Recycling Fund</td>
<td>$43,795.79</td>
</tr>
<tr>
<td>Water Fund</td>
<td>$79,677.55</td>
</tr>
<tr>
<td>Electric Fund</td>
<td>$565,736.60</td>
</tr>
<tr>
<td>Sewer Fund</td>
<td>$298,859.11</td>
</tr>
<tr>
<td>Telecommunications Fund</td>
<td>$34,739.98</td>
</tr>
</tbody>
</table>

Passed by unanimous vote.

Under Borough Planning Commission, Lisa Ladd-Kidder reviewed the Planning Commission’s recommendation for Zoning Appeal No. Z-13-03 regarding 245 Grimley Street. The Planning Commission members voted to recommend the Zoning Hearing Board deny the request for a variance to KGH Properties for the construction of a storage facility. No action was taken by Council.
Under Environmental Advisory Commission, there was nothing to report.


Mr. Mace reported the following fines were collected:

<table>
<thead>
<tr>
<th>Source</th>
<th>Month</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Justice Greth</td>
<td>September, 2013</td>
<td>$13,735.96</td>
</tr>
<tr>
<td>Clerk of Common Pleas</td>
<td>September, 2013</td>
<td>$209.18</td>
</tr>
<tr>
<td>Secretary’s Office</td>
<td>October, 2013</td>
<td>$5,825.00</td>
</tr>
</tbody>
</table>

Council reviewed the proposed changes to Chapter 135 of the Kutztown Code titled Housing Standards. Daniel Eslinger reviewed the proposed changes which would charge property owners for police calls to a disturbance in excess of one each per housing license year. Keith Mooney stated that he will look into the legality of the proposed changes.

A motion was made by Mr. Mace, seconded by Mr. Schlegel, Resolved, To approve a $250.00 donation to Berks County Crime Alert. Passed by unanimous vote.

A motion was made by Mr. Mace, seconded by Mr. Seyler, Resolved, To approve the Standard Operating Procedure 2013-01 regarding Overtime and Leave Submission and Completion. Passed by unanimous vote.

Under Public Works Committee, a motion was made by Mr. Schlegel, seconded by Mr. Seyler, Resolved, To approve the quote for new recycling bins from Busch Systems. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Mr. Schlegel, Resolved, To approve the bid received for janitorial services from Berks Property Maintenance. Passed by unanimous vote.
A motion was made by Mr. Seyler, seconded by Mr. Mace, Resolved, To approve the bid received for yard waste and dumpster service from Quality Disposal. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Mr. Mace, Resolved, To reject the bids received for fuel oil. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Mr. Mace, Resolved, To reject the bids received for gasoline and diesel fuel. Passed by unanimous vote.

Mr. Khalife noted that fuel oil and gasoline and diesel fuel will be purchased through the Berks County Cooperative Purchasing Council.

Under Personnel Committee, a motion was made by Mr. Seyler, seconded by Mr. Schlegel, Resolved, To promote Troy Smith to the position of Water Crew Leader, effective November 20, 2013. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Mr. Schlegel, Resolved, To promote Evan Muller to the position of Electric Crew Leader, effective November 20, 2013. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Mr. Mace, Resolved, To appoint Nathan Keller to the position of Apprentice/Meter Reader, at his current pay rate, effective November 20, 2013. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Mr. Schlegel, Resolved, To reappoint the following individuals as members of the Police Pension Advisory Committee, whose terms shall expire on December 1, 2015: P. Michael Clery, Jeffrey Deturk and Gabriel Khalife. Passed by unanimous vote.
A motion was made by Mr. Seyler, seconded by Mr. Schlegel, Resolved, To reappoint Timothy Seyler as a member of the Kutztown Transportation Authority, whose term shall expire on December 1, 2018. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Birckbichler, Resolved, To appoint Amber Bungo, as a member of the Kutztown Community Library, Inc. Board of Directors, whose term shall expire January 1, 2017. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Birckbichler, Resolved, To appoint Mary Paterno, as a member of the Kutztown Community Library, Inc. Board of Directors, whose term shall expire January 1, 2017. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Mr. Schlegel, Resolved, to authorize the advertisement for a Public Works Laborer II. Passed by unanimous vote.

An Executive Session to discuss a legal matter was deferred until the end of the meeting.

Under Finance and Electric Committee, Mr. Khalife introduced and reviewed the proposed budget for 2014. Mr. Khalife reviewed the status of departmental funds and advised Council of upcoming projects.

A motion was made by Mr. Mace, seconded by Mr. Seyler, Resolved, To authorize advertisement that the proposed budget for 2014 is available for public inspection. Passed by unanimous vote.

A motion was made by Mr. Mace, seconded by Mr. Seyler, Resolved, To authorize advertisement of the proposed Ordinance to adopt the 2014 real estate tax rates. Passed by unanimous vote.
A motion was made by Mr. Mace, seconded by Mr. Schlegel, Resolved, To authorize advertisement of the proposed Resolution amending refuse rates. Passed by unanimous vote. Mr. Khalife noted that the increase was due to the purchase of a new refuse truck.

A motion was made by Mr. Mace, seconded by Mr. Schlegel, Resolved, To approve the purchase of a Bobcat 770 All Wheel Steer Loader, in the amount of $44,066.57, and a Bobcat 418 Mini Excavator, in the amount of $16,131.80, both of which are under state contract pricing. Passed by unanimous vote.

Under Telecommunications and Information Technologies Committee, off of the agenda, a motion was made by Mr. Mace, seconded by Mr. Schlegel, Resolved, To approve cell phone purchases for employees and to set prices as submitted by Mark Arnold. Passed by unanimous vote.

A motion was made by Ms. Birckbichler, seconded by Mr. Schlegel, Resolved, To authorize advertisement of the proposed Resolution amending the fees associated with the Borough’s provision of video, television, Internet and telephone services as provided for in Chapter 110 of the Kutztown Code. Passed by unanimous vote.

Under Water and Wastewater Committee, a motion was made by Mr. Schlegel, seconded by Mr. Mace, Resolved, To approve Change Order #01, from Wickersham Construction and Engineering, Inc., in the amount of $9,820.00, for work completed at the Water Plant. Passed by unanimous vote.

A motion was made by Mr. Schlegel, seconded by Mr. Mace, Resolved, To approve Change Order #02, from Wickersham Construction and Engineering, Inc., in the amount of $33,329.00, for work completed at the Water Plant. Passed by unanimous vote.
A motion was made by Mr. Schlegel, seconded by Mr. Mace, Resolved, To approve Change Order #03, from Wickersham Construction and Engineering, Inc., in the amount of $7,708.00, for work completed at the Water Plant. Passed by unanimous vote.

A motion was made by Mr. Schlegel, seconded by Mr. Mace, Resolved, To authorize advertisement of the proposed Resolution amending water rates. Passed by unanimous vote.

A motion was made by Mr. Schlegel, seconded, by Mr. Mace, Resolved, To authorize advertisement of the proposed Resolution amending sewer rates. Passed by unanimous vote.

Under Miscellaneous, President Snyder noted the following vacancies:

- Borough Planning Commission: One Member Vacancy
- Code Appeals Board: One Member Vacancy
- Housing License Appeals Board: One Alternate Vacancy
- One Member Vacancy
- Three Alternate Vacancies
- Zoning Hearing Board: Two Alternate Vacancies
- Environmental Advisory Commission: Two Member Vacancies
- Telecommunications Advisory Commission: Two Member Vacancies

President Snyder called for an Executive Session at 9:05 p.m. to discuss a legal matter. The Executive Session ended and the meeting reconvened at 9:31 p.m. No action was taken.

A motion was made by Mr. Mace, seconded by Mr. Schlegel, Resolved, To adjourn the Council meeting upon vote. Passed by unanimous vote. The meeting ended at 9:32 p.m.

Prepared and Attested by: Andrea Rahn
Assistant Borough Secretary
Kevin Snyder and Andrea Rahn hereby ordered payment of the expenditures listed in the Accounts Payable G/L Distribution Report, including payment dates from October 11, 2013 to November 7, 2013, in accordance with Section 1106 of the Borough Code, Commonwealth of Pennsylvania.

_____________________________  _____________________________
Kevin Snyder     Andrea Rahn