

**BOROUGH OF KUTZTOWN
FINANCE AND ELECTRIC COMMITTEE MEETING
MINUTES OF AUGUST 14, 2024**

A regular meeting of the Finance and Electric Committee was held on Thursday, August 14, 2024 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; Mrs. Sharon Dalickas, Finance Director/Asst. Treasurer; Mr. Steve Diehl, Electric Superintendent; Mr. Jim Schlegel, Mayor; and Ms. Jill Remick, Recording Secretary. Public Attendance: Cheri Freeh, Hutchinson, Gillahan & Freeh, PC; Borough resident Cory Neumann.

APPROVAL OF MINUTES

The July 11, 2024 minutes were reviewed by members. A motion was made by Mr. Seyler and seconded by Mr. Snyder to approve the July 11, 2024 minutes as written. The motion passed by unanimous vote.

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

NEW BUSINESS

- **Review 2023 Audit**

Ms. Cheri Freeh reviewed the 2023 Audit. She noted that once again the Borough of Kutztown was given a Clean Opinion and no management letter was issued. She stated she will be at the August Borough Council meeting to review the audit with Council and answer any questions.

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- **Right-of-Way agreement for 152 Portia Boulevard**

Mr. Diehl noted that planning for Phase 3 on Hilltop has started. He explained the electric conduit will be placed along the boundary line with five feet of right-of-way on each side. Motion by Mr. Seyler and seconded by Mr. Snyder to recommend Borough Council take action to approve the Right-Of-Way Agreement for 152 Portia Boulevard. The motion passed by unanimous vote.

- **Right-of-Way agreement for 162 Portia Boulevard**

Motion by Mr. Seyler and seconded by Mr. Snyder to recommend Borough Council take action to approve the Right-Of-Way Agreement for 162 Portia Boulevard. The motion passed by unanimous vote.

- **2025 Per Capita Taxes**

Mr. Khalife explained that the school district will be eliminating the Per Capital Tax in 2025. He noted there is an option for the Borough to collect the tax; however, the Borough would be solely responsible for all costs, labor, materials, mailing the invoices, etc. Committee members discussed if there would be any financial gain for the Borough to handle this in 2025. No action was taken at this time.

OLD BUSINESS/UPDATES

BUDGET PERFORMANCE REPORT/ELECTRIC FUND BUDGET PERFORMANCE

Link: www.kutztownboro.org/departments/finance/index.php

Mrs. Dalickas reviewed the report with Committee members.

OFF AGENDA

ADJOURNMENT

There being no further business to discuss, a motion was made by Mr. Snyder and seconded by Mr. Seyler to adjourn the meeting. The motion passed by unanimous vote and the meeting adjourned at 8:25 p.m.