

**BOROUGH OF KUTZTOWN
FINANCE AND ELECTRIC COMMITTEE MEETING
MINUTES OF AUGUST 14, 2025**

A regular meeting of the Finance and Electric Committee was held on Thursday, August 14, 2025 at the Kutztown Municipal Building, 45 Railroad Street.

The meeting was called to order at 7:30 p.m. by Dr. Derek Mace. Members present were: Dr. Derek Mace and Mr. Ed Seyler. Also in attendance: Mr. Gabriel Khalife, Borough Manager; Mrs. Sharon Dalickas, Finance Director/Asst. Treasurer/Acting Asst. Borough Manager; Ms. Jill Remick, Recording Secretary. Public Attendance: Borough Resident James Schulz.

APPROVAL OF MINUTES

The July 10, 2025 minutes were reviewed by members. A motion was made by Mr. Seyler and seconded by Mr. Snyder to approve the July 10, 2025 minutes as written. The motion passed by unanimous vote.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Mr. James Schulz was in attendance to follow-up on his reimbursement request. Members briefly discussed the electrical issues and deferred their decision until additional information is obtained from Steve Diehl, Electric Superintendent.

NEW BUSINESS

- **Electric FYI from Evan Muller:**

There will be two upcoming invoices for work at the substation which is scheduled for the end of September, depending on the weather. One invoice will be for old equipment recycling and the other will be through Kreitz for a crane and rigging. Both invoices will be around \$7k each

- **Discuss Auditor for 2025**

Mrs. Dalickas will inquire with two other municipalities, who maintain their own electric department, to obtain auditor recommendations.

- **Review Estimate from Henry's Generator Service in the amount of \$1,045.00 for Annual Maintenance**

Committee members recommended the Borough move forward to pay the invoice from Henry's Generator Service for annual maintenance.

- **Review of Draft 2026 Electric Budget**

Mr. Khalife reviewed the draft 2020 Electric Budget and answered member questions.

OLD BUSINESS/UPDATES

None

BUDGET PERFORMANCE REPORT/ELECTRIC FUND BUDGET PERFORMANCE

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

Mrs. Dalickas reviewed the report and answered member questions. Noted for the Committee was Charge Point revenue of \$482.77 for June and July 2025.

OFF AGENDA

None

ADJOURNMENT

There being no further business to discuss, a motion was made by Mr. Seyler and seconded by Dr. Mace to adjourn the meeting. The motion passed by unanimous vote and the meeting adjourned at 8:45 p.m.