

**BOROUGH OF KUTZTOWN
FINANCE AND ELECTRIC COMMITTEE MEETING
MINUTES OF AUGUST 13, 2026**

A regular meeting of the Finance and Electric Committee was held on Thursday, August 13, 2026 at the Kutztown Municipal Building, 45 Railroad Street.

The meeting was called to order at 7:30 p.m. by Mr. Ed Seyler. Members present were: Mr. Ed Seyler, Mr. Kevin Snyder, and Dr. Derek Mace. Also in attendance: Ms. Andrea Coaxum, Borough Manager/Treasurer; Mrs. Sharon Dalickas, Finance Director/Asst. Treasurer/Asst. Borough Manager; Mr. Evan Muller, Electric Superintendent; Mr. James Schlegel, Mayor; and Ms. Jill Remick, Recording Secretary. There was no public in attendance.

PUBLIC COMMENT ON NON-AGENDA ITEMS

APPROVAL OF MINUTES

The July 9, 2026 minutes were reviewed by members. A motion was made by Mr. Seyler and seconded by Mr. Snyder to approve the July 9, 2026 minutes as written. The motion passed unanimously.

AGENDA ITEMS

- **Donation Request from Friend Inc.**

Motion by Mr. Snyder and seconded by Mr. Seyler to approve the \$1,000.00 donation to Friend's Inc. which was allocated in the 2026 budget.

- **2026 Budget Status Report**

Ms. Coaxum reviewed the new format and information listed on the report.

- **Discuss the 2027 Budget Process**

Ms. Coaxum explained the process and noted there will be meetings with each department manager to discuss that department's budget and receive the manager's input.

- **Review and Discuss Draft Purchasing Policy**

Ms. Coaxum presented draft information that will become part of the policy and noted there is additional discussion and work to be done.

- **Recommend New Building Furniture Purchase**

Ms. Coaxum presented several pictures of the proposed furniture for the breakrooms, office and Council chambers. Finalized information will be presented at future meetings.

- **Review and Consider Recommending the Purchase of Apple iPads for Borough Council**

Ms. Coaxum explained the simplicity of using the iPads versus the current tablets. Motion by Mr. Snyder and seconded by Mr. Seyler to recommend Borough Council approve the purchase of iPads and cases for Borough Council.

OFF AGENDA

Ms. Coazum noted the current projected completion date is Mid-January 2027. She explained signage for out front of the new building will need to be discussed. Breakroom appliances and roof drainage for the front of the new building will also need to be considered.

Mayor Schlegel suggested the Borough have an open house once the building is completed.

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 8:46 p.m.