

**BOROUGH OF KUTZTOWN
FINANCE AND ELECTRIC COMMITTEE MEETING
MINUTES OF DECEMBER 14, 2023**

A regular meeting of the Finance and Electric Committee was held on Thursday, December 14, 2023 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, Mr. Kevin Snyder and Mr. Ed Seyler. Also in attendance: Mr. Gabriel Khalife, Borough Manager; Mr. Steven Diehl, Electric Superintendent; Mrs. Sharon Dalickas, Finance Director/Asst. Treasurer; Mr. Jim Schlegel, Mayor; and Ms. Jill Remick, Recording Secretary. Public Attendance: Travis Danenhower and Jed Dietrich representing the Kutztown Beneficial Association.

APPROVAL OF MINUTES

The October 14, 2023 minutes were reviewed by members. A motion was made by Mr. Snyder and seconded by Mr. Seyler to approve the October 14, 2023 minutes as written. The motion passed by unanimous vote.

PUBLIC COMMENT ON NON-AGENDA ITEMS

There were no public comments.

NEW BUSINESS

- **Request from Kutztown Volunteer Fire Co. for Release of Funds (\$28,418.00) for Equipment**

Committee members reviewed the listing of expenses submitted by the Fire Company. Motion by Mr. Seyler and seconded by Mr. Snyder to recommend Borough Council approve the release of funds in the amount of \$28,418.00. The motion passed by unanimous vote.

- **Social Quarters Letter/Review Outstanding Balance**

The incoming president and vice present of the Kutztown Beneficial Association, formerly the fire company social quarters, discussed the future status of the "social quarters". Committee members directed Mr. Danenhower and Mr. Dietrich to review the finances of the Kutztown Beneficial Association and attend the January 2024 meeting with a plan to start to pay down the outstanding utility bill balance. Committee members emphasized the need for communication and timely payments based off of their plan.

- **Discuss Generator at Public Works Building**

Mr. Diehl explained the Public Works generator is continually having problems and the generator was serviced again on December 14th. Mr. Diehl is recommending the Borough begin looking into purchasing a new generator and a new transfer switch. Committee members recommended Mr. Diehl research pricing for a new generator and a new larger transfer switch.

- **Discuss New Electric Service at 135 South Maple Street**

Mr. Diehl reviewed the equipment needed to perform the installation of a new service at 135 South Maple Street. Motion by Mr. Seyler and seconded by Mr. Snyder directing Mr. Diehl to begin the process of upgrading the service at 135 South Maple Street. The motion passed by unanimous vote.

- **Review 2024 Meeting Dates**

Members reviewed the 2024 meeting dates.

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 8:32 p.m.