

**BOROUGH OF KUTZTOWN
FINANCE AND ELECTRIC COMMITTEE MEETING
MINUTES OF JULY 13, 2023**

A regular meeting of the Finance and Electric Committee was held on Thursday, July 13, 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 and Mr. Ed Seyler. Also in attendance: Mr. Gabriel Khalife, Borough Manager; Mr. Steven Diehl, Electric Superintendent; Mrs. Sharon Dalickas, Finance Director/Asst. Treasurer; and Ms. Jill Remick, Recording Secretary. Public Attendance: Mark Fedorov.

APPROVAL OF MINUTES

The April 13, 2023 minutes were reviewed by members. A motion was made by Mr. Seyler and seconded by Dr. Mace to approve the April 13, 2023 minutes as written. The motion passed by unanimous vote.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Mark Fedorov, owner of several rental units located in Kutztown, attended to discuss the Borough's Solar Policy. He requested the Borough review the current policy to see if any changes should be made so that the Borough's policy would be similar to other utility's policies. Mr. Diehl noted he has processed several residential requests for solar energy. Committee members discussed the Borough's policies and financial structure with Mr. Fedorov.

NEW BUSINESS

- **Changes to Banking at Santander**

Mrs. Dalickas reviewed the new Santander restrictions for banking. Committee members directed Mrs. Dalickas to contact other local banks to review their standards and restrictions.

- **Discuss Increase of Electric Deposits**

Mrs. Dalickas explained that the current electric deposits normally don't cover a final bill and asked members if they wish to increase the deposit amounts. Member's discussed an increase of \$50.00 to each level. A motion was made by Mr. Seyler and seconded by Dr. Mace to increase each electric deposit amount by \$50.00, and to review this process with the Administrative Office. The motion passed by unanimous vote.

- **Discuss Electric Contracts with Landlords**

Committee members discussed setting a minimum time limit for the tenant/landlord contract to be in place. Members asked that the Administrative Staff make a recommendation to Borough Council.

- **Interconnection Agreement with 129 W. Walnut St.**

Mr. Diehl noted the proper permits were received and reviewed by the Borough engineer. A motion was made by Mr. Seyler and seconded by Dr. Mace to recommend Borough Council take the appropriate action to enter into agreement with the owners of 129 West Walnut Street. The motion passed by unanimous vote.

- **Donation for Maxatawny Concerned Citizens**

Mr. Khalife and Committee members discussed the various support and publicity requests made on behalf of the Maxatawny Concerned Citizens group. A motion was made by Mr. Seyler and seconded by Dr. Mace to recommend the discussion of the requests should continue at the July 2023 Borough Council meeting. The motion passed by unanimous vote.

OLD BUSINESS/UPDATES

There was no old business to discuss.

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

Mr. Khalife stated that Sam Harter, from Tompkins Insurance, will make a brief policy renewal presentation at the Borough Council meeting. Motion by Mr. Seyler and seconded by Dr. Mace to recommend Borough Council approve the presented insurance renewals. The motion passed by unanimous vote.

Mr. Khalife stated he is currently reviewing the current tax rate and noted more discussion will follow in the upcoming months regarding a small tax rate increase.

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 8:55 p.m.