

**BOROUGH OF KUTZTOWN  
FINANCE AND ELECTRIC COMMITTEE MEETING  
MINUTES OF JULY 9, 2026**

A regular meeting of the Finance and Electric Committee was held on Thursday, July 9, 2026 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: Mr. Kevin Snyder, Mr. Ed Seyler 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. Public Attendance: Borough residents Christianna Sheetz and Steve Struss; Mr. Todd Joseph, MVA Audit PLLC.

**APPROVAL OF MINUTES**

The June 11, 2026 minutes were reviewed by members. Mr. Snyder noted the company name Acela was misspelled. He also noted he made the motion to approve Change Order #9. A motion was made by Mr. Snyder and seconded by Mr. Seyler to approve the June 11, 2026 minutes with the noted changes. The motion passed unanimously.

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

Ms. Christianna Sheetz and Mr. Steve Struss spoke regarding the recent paving of Keeter Alley. They stated someone drove on their driveway, while the road was closed, and damaged the seal coat which Mr. Struss had sealed a year prior. Members discussed the issue and recommended the homeowners present the issue at a Public Works Committee meeting and provide pictures to show the issue.

**NEW BUSINESS**

- **Presentation of the 2025 Audit**

Mr. Joseph presented the results of the 2025 audit and noted it was a clean audit.

- **Discuss Insurance Renewal**

Ms. Dalickas stated there are two options for the insurance renewal. A motion was made by Mr. Snyder and seconded by Mr. Seyler to recommend Borough Council approve the 5% increase in total premium. The motion passed by unanimous vote. Ms. Dalickas noted Mr. Sam Harter, Gallagher Insurance, will do a presentation at the upcoming Borough Council meeting.

- **Take Action on Kinsley Payment #10 in the Amount of \$1,065,721.75**

Motion by Mr. Snyder and seconded by Mr. Seyler to recommend Borough Council take action to approve Payment No. 10 to Kinsley Construction, in the amount of \$1,065,721.75, for the Public Works and Administration Building project.

- **Topton Ambulance Request for Tax Funding Disbursement**

Motion by Mr. Snyder and seconded by Mr. Seyler to recommend Borough Council take action to approve the tax fund disbursement to Topton Ambulance for vehicle replacements, equipment, and medical purchases. The motion passed by unanimous vote.

- **Discuss Mutual Aid – Ephrata Borough**

Mr. Muller explained Lineman Chad Gechter was sent to Ephrata Borough to aid in storm damage clean-up and restoration of power on July 6 and 7, 2026.

- **Discuss 45 Railroad Street Building Renovations**

Ms. Coaxum explained she had met with Michele Lopez, Chief Mike Clery and Sharon Dalikas to review the needs of the existing Municipal Building. Ms. Coaxum briefly reviewed a list of items which need to be repaired and updated, which she would like to review with an architect. Committee members directed Ms. Coaxum to move forward with consulting an architect.

- **Jared Babel (Electric Dept) has successfully completed Advanced Line Worker Training through AMP, effective June 18, 2026.**

Mr. Muller noted that Jared Babel has completed Advanced Line Worker training. Motion by Mr. Seyler and seconded by Mr. Snyder to recommend Borough Council take action to promote Jared Babel to the position of First Class Lineman due to the successful completion of his Advanced Line Worker training. The motion passed by unanimous vote.

- **2027 Budget Process**

Ms. Coaxum reviewed the budget process the department heads, financial director and Borough Manager will follow.

- **Capital Reserve Plan**

Ms. Coaxum explained the process she would like the Borough to follow in regards to having a Capital Reserve Plan.

- **Fund Balance Policy**

Ms. Coaxum also explained the process she would like the Borough to follow in regards to initiating and following a Fund Balance Policy

- **Purchasing Policy**

Ms. Coaxum is looking to formalize a policy.

- **Consolidated Fee Schedule**

Ms. Coaxum explained the Borough needs to establish a consolidated fee schedule.

- **Future Budget Amendments**

Ms. Coaxum explained she is looking to develop a formal procedure to amend the budget when a line item is going over the budgeted dollar amount.

## **BUDGET PERFORMANCE REPORT/ELECTRIC FUND BUDGET PERFORMANCE**

Link: [www.kutztownboro.org/departments/finance/index.php](http://www.kutztownboro.org/departments/finance/index.php)

Mrs. Dalickas reviewed the report and answered member questions.

## **OFF AGENDA**

Members discussed change order #25. Motion by Mr. Snyder and seconded by Mr. Seyler to recommend Borough Council take action to approve Change Order #25, from Kinsley Construction, to change the natural gas water heaters to electric and to change the water heater location. The motion passed by unanimous vote.

**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 8:27 p.m.