

**BOROUGH OF KUTZTOWN
FINANCE AND ELECTRIC COMMITTEE MEETING
MINUTES OF JUNE 12, 2025**

A regular meeting of the Finance and Electric Committee was held on Thursday, June 12, 2025 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. Kevin Snyder and Mr. Ed Seyler. Also in attendance: Mr. Steve Diehl, Electric Superintendent; Mr. Gabriel Khalife, Borough Manager; Mrs. Sharon Dalickas, Finance Director/Asst. Treasurer/Acting Asst. Borough Manager. There was no public in attendance.

APPROVAL OF MINUTES

The February 13, 2024 minutes were reviewed by members. A motion was made by Mr. Snyder and seconded by Mr. Seyler to approve the February 13, 2024 minutes as written. The motion passed by unanimous vote.

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

NEW BUSINESS

- **Discuss Possible Reimbursement for Electrical Damages at 308 Pennsylvania Ave.**

The owner of 308 Pennsylvania Avenue was not present at the meeting to discuss the matter.

- **Review Bid Tabulations for Public Works Building**

Committee Members reviewed the bid tabulations. Motion by Mr. Snyder and seconded by Mr. Seyler to recommend Borough Council take action to accept Kinsley Construction, the lowest responsible bidder, for the Public Works Construction Project, upon review and recommendation by the Borough's project architects and engineers. The bid amount is \$5,976,619.00, with the rock excavation option of \$29,150.00. The motion passed by unanimous vote.

Committee members also discussed the Acela CPS Services Proposal. Members stated they need to look at the proposal and decide which option to approve. The engineer is suggesting option #3.

- **Discuss Possible Pole Attachment Agreement with Windstream**

Noted for the Committee is the agreement is ready if needed.

- **Review of Recent Work at the 69KV Substation**

Mr. Diehl reviewed the work completed and noted a new breaker and switch was installed.

- **Altered Check/Positive Pay**

Mrs. Dalickas explained that someone changed the payee on one of our checks and it was cashed. The Borough reissued a check to the original payee and have since signed up for Payee Positive Pay with our bank. This allows the bank to verify the date, the payee, the check number, and the amount. If any one of these do not match the file that is sent to the bank, Mrs. Dalickas will get a notification and will have the ability to not pay the check.

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.

OFF AGENDA

None

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 8:15 p.m.