

**BOROUGH OF KUTZTOWN  
FINANCE AND ELECTRIC COMMITTEE MEETING  
MINUTES OF MARCH 12, 2026**

A regular meeting of the Finance and Electric Committee was held on Thursday, March 12, 2026 at the Kutztown Municipal Building, 45 Railroad Street.

The meeting was called to order at 7:35 p.m. by Dr. Derek Mace, Chairman. Members present were: Dr. Derek Mace, Mr. Kevin Snyder and Mr. Ed Seyler. Also in attendance: Mr. Gabriel Khalife, Borough Manager; Mrs. Sharon Dalickas, Finance Director/Asst. Treasurer/Acting Asst. Borough Manager; Mr. Evan Muller, Electric Crew Leader; and Mr. James Schlegel, Mayor. Public Attendance: none.

**APPROVAL OF MINUTES**

The February 12, 2026 minutes were reviewed by members. A motion was made by Mr. Seyler and seconded by Mr. Snyder to approve the February 12, 2026 minutes as written. The motion passed unanimously.

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

None

**NEW BUSINESS**

**Order Confirmation of New Pad Mount Switch**

Mr. Muller reported the pad mount switch has been ordered through CoStars with a purchase price of \$24,391.00.

**Purchase of 37.5 KVA Pole Mount Transformers**

Mr. Muller explained he will be purchasing four or five pole mount transformers with a target cost of \$13,500.00

**Take Action on the Interconnection Agreement for 256 East Walnut Street**

Motion by Mr. Seyler and seconded by Mr. Snyder to recommend Borough Council take action to enter into an Interconnection Agreement for 256 E. Walnut Street. The motion passed unanimously.

**Review Change Order #6 (Change from 600 amp to 1200 amp Automatic Transfer Switch)**

Committee members reviewed Change order No. 6. Motion by Mr. Seyler and seconded by Mr. Snyder to recommend Borough Council take action to approve Change Order No. 6, in the amount of \$138,467.32, from Kinsley Construction, for an RFI 032 1200 ATS transfer switch for the Public Works and Administration Building project. The motion passed unanimously.

**Review Change Order #10 (Equip. & Labor Costs Associated with Heat Change)**

Committee members reviewed Change order No. 10. Motion by Mr. Seyler and seconded by Mr. Snyder to recommend Borough Council take action to approve Change Order No. 10, in the amount of \$5,794.25, from Kinsley Construction, for AHU 2/3 added

electric heat circuits and AHU 2/3 added electric heat units for the Public Works and Administration Building project. The motion passed unanimously.

**Review Change Order #11 (Change to Floor Mounted Heating Units in Stairwells)**

Committee members reviewed Change order No. 11. Motion by Mr. Seyler and seconded by Mr. Snyder to recommend Borough Council take action to approve Change Order No. 11, in the amount of \$5,766.73, from Kinsley Construction, for floor mounted stair cabinet heaters for the Public Works and Administration Building project. The motion passed unanimously.

**Agreement with Allegheny Electric Cooperative, Inc.**

Motion by Mr. Snyder and seconded by Mr. Seyler to recommend Borough Council take action to enter into the revised NYPA Electric Service Agreement. The motion passed unanimously.

**OLD BUSINESS/UPDATES**

None

**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 noted income from Charge Point for January was \$314.56.

**OFF AGENDA**

Committee members reviewed Change order No. 9. Motion by Mr. Seyler and seconded by Mr. Snyder to recommend Borough Council take action to approve Change Order No. 9, in the amount of \$14,863.93, from Kinsley Construction, for specified air separator and heat exchanger for the Public Works and Administration Building project. The motion passed unanimously.

**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.