

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

A regular meeting of the Finance and Electric Committee was held on Thursday, September 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: Todd Evans, Kutztown Fire Company.

**APPROVAL OF MINUTES**

The August 10, 2023 minutes were reviewed by members. A motion was made by Mr. Seyler and seconded by Mr. Snyder to approve the August 10, 2023 minutes as written. The motion passed by unanimous vote.

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

There were no public comments.

**NEW BUSINESS**

- **Current Debt for Kutztown Fire Company/Social Quarters**

Committee members discussed the current debt of the Kutztown Fire Company/Social Quarters utility bill. A motion was made by Mr. Seyler and seconded by Mr. Snyder to recommend Borough Council take action to authorize Mr. Mooney to draft a letter to the Kutztown Fire Company and the Kutztown Social Club regarding payment of the outstanding electric utility debt. The motion passed by unanimous vote.

- **Request for Waiver of Penalty for 757 Seem Drive-Unpaid 2023 Real Estate Tax**

Motion by Mr. Seyler and seconded by Mr. Snyder to recommend Borough Council take action to approve the waiver of penalty for unpaid 2023 Real Estate Taxes, for 757 Seem Drive, allowing the flat rate charge to be paid. The motion passed by unanimous vote.

- **Electric Bill Comparisons**

Dr. Mace distributed various spreadsheets comparing the Borough of Kutztown electric utility rates with the current Met-Ed rates. Dr. Mace noted that the Borough of Kutztown is cheaper than Met-Ed. Motion by Mr. Seyler and seconded by Mr. Snyder to recommend Borough Council take action to post example bills and information, on the Borough's Web site, comparing the billing of electricity between the Borough of Kutztown and Met-Ed. The motion passed by unanimous vote.

- **Expense for Additional PCS Billing Report for Solar Meters**

Mr. Diehl explained that monthly billing for solar meters is currently being done manually; however, Ms. Remick is currently working with both Eaton and PCS to have the readings pull in automatically during the billing process. Mr. Diehl noted this new billing set-up will cost the Borough \$2,000.00. Members discussed adding an additional line item on each utility bill for a solar metering maintenance line.

- **Discuss Sale of 20 Scrap Pole Mounted Transformers**

Mr. Diehl stated T&R Electric is interested in purchasing the Borough's scrap pole mounted transformers. Motion by Mr. Seyler and seconded by Mr. Snyder to recommend Borough Council take action to approve the sale of 20 pole mounted transformers to T&R Electric for scrap value. The motion passed by unanimous vote.

- **Discussion Regarding Tipton Ambulance 2023 and 2024 Financial Contribution**

Committee members briefly discussed a financial contribution to the Tipton Ambulance and deferred additional discussion until the September Borough Council meeting, where all Council members are available for the discussion.

- **Police Pension Annual 5% Contribution Resolution**

- **Note: The Minimum Municipal Obligation (MMO), for 2024, for the Uniform Pension Plan is \$49,771.00 and for the Non-Uniform is \$442,021.00.**

Motion by Mr. Snyder and seconded by Mr. Seyler to recommend Borough Council take action to approve a 5% pension contribution rate for full-time police officers in 2024. The motion carried by unanimous vote.

## **OLD BUSINESS/UPDATES**

- **Shoe Building/Pole Building**

Mr. Diehl discussed the possible size of the pole building for storage and noted two bathrooms should be included in that building.

## **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 with Committee members.

## **OFF AGENDA**

## **ADJOURNMENT**

There being no further business to discuss, a motion was made by Mr. Seyler and seconded by Mr. Snyder to adjourn the meeting. The motion passed by unanimous vote and the meeting adjourned at 9:10 p.m.