

**BOROUGH OF KUTZTOWN  
PUBLIC WORKS COMMITTEE MEETING  
MINUTES OF August 1, 2023**

A regular meeting of the Public Works Committee was held on Tuesday, August 1, 2023 at the Kutztown Municipal Building, 45 Railroad Street.

The meeting was called to order at 7:46 p.m. by Mr. Kevin Snyder, Chairman. Member's present were: Ms. Lisa Ladd-Kidder and Mr. Ed Seyler. Also in attendance: Mr. Gabriel Khalife, Borough Manager; Mr. Brian Bailey, Public Works Superintendent; Mr. John Schmoyer; Director of Parks and Recreation; Mr. Joe Rogosky, P.E. of Great Valley Consultants; Mr. Jim Schlegel, Mayor and Mr. Eric Boyer

**APPROVAL OF MINUTES**

Committee members reviewed the July 5, 2023 minutes.

**A motion was made by Ms. Ladd-Kidder and seconded by Mr. Syler to approve the July 5, 2023 minutes as written. The motion passed by unanimous vote.**

**ENGINEERING REVIEW**

Mr. Rogosky discussed the 2023 Paving and Storm Sewer Improvement Project bid and reviewed the application for payment No.1 from Schouch Inc for a total amount of \$77,523.85.

**A motion was made by Mr. Syler and seconded by Ms. Ladd-Kidder to approve payment No.1 in the amount of \$69,771.47 and to hold \$7,752.39 in retainage. The motion passed by unanimous vote.**

Mr. Bailey stated that he has quotes to do the Commons Road restoration and that Folk Paving had the lowest quote at \$2,025.00 for the Boroughs portion of the restoration.

**The committee instructed Mr. Bailey to move forward with Folk Paving to do the Commons Road restoration.**

Mr. Rogosky stated that the Small Water Grant award announcement has been pushed back till September.

**The committee decided to proceed with CMS to do the Main Street storm line replacement.**

**PUBLIC COMMENTS**

Mr. Boyer asked about the status of the Multimodal Grant.

**Mr. Khalife stated that it was going through a PennDot review.**

**OLD BUSINESS**

Mr. Bailey discussed the memorandum of understanding with Kutztown University for the traffic light at College Boulevard and West Main Street.

**A motion was made by Mr. Syler and seconded by Ms. Ladd-Kidder to approve sending the memorandum of understanding with Kutztown University for the traffic light at College Boulevard and West Main Street to council for review after the heading is amended to the correct intersection, to try to have the total amount amended to \$15,000 and to have Mr. Mooney review the document. The motion passed by unanimous vote.**

## **NEW BUSINESS**

The Committee reviewed and discussed the request of the Parole Board to use the brick pavilion and have the rental fee waived on Friday August 25, 2023 for their annual picnic in support of the Pennsylvania Probation and Parole Week.

**A motion was made by Mr. Syler and seconded by Ms. Ladd-Kidder to approve the Parole Board to use the brick pavilion and have the rental fee waived on Friday August 25, 2023 for their annual picnic in support of the Pennsylvania Probation and Parole Week. The motion passed by unanimous vote.**

The Committee reviewed and discussed the request of the Kutztown Day Committee to have the Borough provide 8 port-a-potties, 4 regular and 4 ADA, for Kutztown Day.

**A motion was made by Mr. Syler and seconded by Ms. Ladd-Kidder to approve having the Borough provide 8 port-a-potties, 4 regular and 4 ADA, for Kutztown Day. The motion passed by unanimous vote.**

Mr. Bailey informed the committee that the public works department only has a few alleys left in zone two and then they are finished sweeping the entire town.

**No action taken.**

## **OFF AGENDA**

Mr. Bailey noted that he talked to Glory 2 God Church about their upcoming event in the park and that the Borough still needs the insurance paperwork from the Church.

**No action taken.**

Mr. Bailey informed the committee that the Berks History Center has a driving tour, Road Ramble, of historic sites throughout the County on October 21, 2023 and the train station is included in the tour. Mr. Bailey noted that they were asking if they could have access to the inside of the train station. Mr. Bast is in favor of this even though there are train rides scheduled for that day.

**A motion was made by Mr. Syler and seconded by Ms. Ladd-Kidder to approve allowing the Berks History Center to have access to the train station on October 21, 2023 during their Road Ramble event. The motion passed by unanimous vote.**

Mr. Bailey stated that Kutztown Cub Pack 101 has asked to use the bandshell in September but that he is still coordinating the date with them.

**A motion was made by Mr. Syler and seconded by Ms. Ladd-Kidder to approve Kutztown Cub Pack 101 to use the bandshell on a September date that works with the park calendar and to waive the rental fee. The motion passed by unanimous vote.**

Mr. Bailey stated that there is a request to have Walt Skavinsky add a VHF antenna to the train station to improve communications for the Allentown and Auburn Railroad.

**A motion was made by Mr. Syler and seconded by Ms. Ladd-Kidder to approve having Walt Skavinsky add a VHF antenna to the train station to improve communications for the Allentown and Auburn Railroad. The motion passed by unanimous vote.**

Mr. Bailey stated that Kutztown Police made a request to use the mechanic's bay in the public works building to host a child seat safety check once a month.

**A motion was made by Mr. Syler and seconded by Ms. Ladd-Kidder to approve having the Kutztown Police use the mechanic's bay in the public works building to host a child seat safety check once a month provided that they coordinate with the mechanic. The motion passed by unanimous vote.**

## **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 carried and the meeting adjourned at 8:22p.m.

cc: Kevin Snyder, Committee Chairman, Council President  
Ed Seyler, Committee Member  
Lisa Ladd Kidder, Committee Member  
Fred Engelhardt, Councilman  
Derek Mace, Councilman  
George Kusterer, Councilman  
Jim Schlegel, Mayor(hardcopy)  
Joe Rogosky, P.E., Great Valley Consultants (email)  
Brian Bailey, Public Works Superintendent  
Gabriel Khalife, Borough Manager  
John Schmoyer, Seasonal Recreation Director (hardcopy)  
Steve Diehl, Electric Superintendent  
Troy Smith, Water Plant Manager  
Mike Miller, Wastewater Plant Manager  
P. Mike Clery, Acting Chief of Police  
Dave Horvath, Director of IT  
Mark Arnold, Telecommunications Director  
Gina Wiand, Borough Secretary/Public Relations, and Marketing Director  
Sharon Dalickas, Finance Director  
Community Development Office  
Environmental Advisory Commission (email)  
Planning Commission (email)

