

**BOROUGH OF KUTZTOWN  
PUBLIC WORKS COMMITTEE MEETING  
MINUTES OF December 2, 2025**

A regular meeting of the Public Works Committee was held on Tuesday, December 2, 2025 at the Kutztown Municipal Building, 45 Railroad Street.

The meeting was called to order at 7:36 p.m. by Mr. Snyder, Chairman. Member's present were: Ed Seyler and Ms. Lisa Ladd-Kidder Also in attendance: Mr. Gabriel Khalife, Borough Manager; Mrs. Sharon Dalickas, Finance Director and assistant Borough Manager; Mr. Brian Bailey, Public Works Superintendent; Mr. Joe Rogosky, P.E. of Great Valley Consultants; Mr. James Schlegel, Mayor, Ms. Linda Kolbek and Mr. Eric Boyer.

**APPROVAL OF MINUTES**

Committee members reviewed the November 5, 2025 minutes.

**A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve the November 5, 2025 minutes. The motion passed by unanimous vote.**

**ENGINEERING REVIEW**

Mr. Rogosky reviewed and discuss the 2026 storm and roadwork project, noting that they are preparing for the bid.

**No action taken.**

Mr. Rogosky updated the committee on Keiter Alley LSA Storm Grant project noting that the changes that Mr. Struss asked for have been made and that an onsite meeting is tentatively scheduled for January.

**The committee requested that the onsite meeting scheduled for January of 2026 must be with both Mr. Struss and the property owner, Christiana Sheetz and have Mr. Struss and Ms. Sheetz sign a temporary easement agreement and any other needed paperwork for the project.**

Mr. Rogosky and Mr. Bailey informed the committee that if the water main improvement project proposed by HRG moves forward there could be storm lines that need to be included in the project.

**The committee asked that any storm lines in the HRG proposal be televised so any repairs can be added to the final proposal.**

Mr. Bailey informed the committee that he received the annual UGI work ahead letter.

**The committee asked Mr. Rogosky to send a reply to UGI with the proposed work on James Alley.**

**PUBLIC COMMENTS**

**No public comments.**

## **OLD BUSINESS**

The committee reviewed and discussed the Quotes to put a fence in the park for the playground.  
**No action taken.**

## **NEW BUSINESS**

The committee reviewed and discussed the request of Kutztown Scout Troop 101 to use the Ceres Pavilion on Tuesday June 16, 2026 for their annual Flag Retirement Ceremony and to have the associated rental fee waived.

**A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve Kutztown Scout Troop 101 using the Ceres Pavilion on Tuesday June 16, 2026 for their annual Flag Retirement Ceremony and to have the associated rental fee waived. The motion passed by unanimous vote.**

The committee reviewed and discussed the new municipal building permit drawing change order.

**A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve new municipal building permit drawing change order 002 for the two hour-rated walls and upgraded doors in the new multipurpose room for a total cost of \$4,599.06. The motion passed by unanimous vote.**

The committee reviewed and discussed the new municipal building duct work change order.

**A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve new municipal building duct work change order 004 for a total cost of \$14,045.02 to have double wall insulated ducting in the new building. The motion passed by unanimous vote.**

The committee reviewed and discussed the new municipal building concrete allowance.

**A motion was made by Ms. Ladd-Kidder and seconded by Mr. Seyler to approve allowance adjustment 1001 to use a portion of the \$29,150.00 rock allowance in the contract to cover the \$12,300.00 excessive concrete charge leaving \$16,850.00 balance in the contract's rock allowance. The motion passed by unanimous vote.**

The committee reviewed and discussed the proposed 2026 meeting schedule.

**A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve the proposed 2026 public works meeting schedule. The motion passed by unanimous vote.**

Mr. Bailey informed the committee that Mr. Khalife and himself have been discussing options to limit out-of-town usage of the yard waste dumpsters.

**The committee asked Mr. Bailey to explore more options and report back to the committee.**

The committee reviewed and discussed the request of the Reading Buccaneers Alumni Drum and Bugle Corps to use the Scooter Building on Friday August 14, 2026 from 3:00pm-11:00pm and on Saturday August 22, 2026 for the 2026 concert series and waving the rental fees.

**A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve the Reading Buccaneers Alumni Drum and Bugle Corps using the Scooter Building on Friday August 14, 2026 from 3:00pm-11:00pm and on Saturday August 22, 2026 for the 2026 concert series and waving the rental fees. The motion passed by unanimous vote.**

## **OFF AGENDA**

Mr. Bailey informed the committee of the EAC noticing evidence of people driving through the yard and making ATV trails along the creek in north park.

**Mr. Bailey stated that he will discuss the matter with the Borough work crews and Police Department.**

Ms. Ladd-Kidder asked the committee if the EAC's remaining 2025 budget would carry over to 2026.

**Mr. Khalife informed Ms. Ladd-Kidder that the EAC can run purchase requests through council for approval if there are any budget concerns.**

## **ADJOURNMENT**

There being no further business to discuss, a motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to adjourn the meeting. The motion carried and the meeting adjourned at 8:27p.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, Chief of Police  
Dave Horvath, Director of IT  
Gina Wiand, Borough Secretary/Public Relations, and Marketing Director  
Sharon Dalickas, Finance Director and assistant Borough Manager  
Community Development Office  
Environmental Advisory Commission (email)  
Planning Commission (email)

