BOROUGH OF KUTZTOWN
PUBLIC WORKS COMMITTEE MEETING
MINUTES OF February 1, 2022

A regular meeting of the Public Works Committee was held on Tuesday, February 1, 2022 at the Kutztown Municipal Building, 45 Railroad Street.

The meeting was called to order at 7:30 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; Ms. Sandy Green of the KCP; Mrs. Robyn Underwood of Kutztown Thriving; Mr. Kelly Neyhart of Kutztown Strong; Ms. Cheryl Lord and Ms. Mary Neuenschwander of the KU Foundation.

APPROVAL OF MINUTES
Committee members reviewed the January 4, 2022 minutes.
A motion was made by Mr. Syler and seconded by Ms. Ladd-Kidder to approve the December 7, 2021 minutes as long as revisions were made adding the upcoming Highland Avenue project and the EAC greenhouse gas inventory. The motion passed by unanimous vote.

ENGINEERING REVIEW
Mr. Rogosky reviewed and discussed the proposed 2022 Paving and Storm Sewer Improvements Project noting that we are looking to advertise in March and have a bid opening in April.
No action taken.

Mr. Rogosky reviewed the Green light Go Grant noting that GVC will need to get traffic counts to update the traffic timing and that we are looking to replace four controllers and update the condition diagram as PennDont will not do that.
No action taken.

PUBLIC COMMENTS
Mr. Neyhart asked for permission for Kutztown Strong to hold the Kutztown Kruizz on Saturday July 30, 2022. The Kruizz will be on West Main St from College Boulevard to Constitution Boulevard from 9:30am till 4:30pm.
A motion was made by Mr. Syler and seconded by Ms. Ladd-Kidder to approve Kutztown Strong to hold the Kutztown Kruizz on Saturday July 30, 2022 on West Main St from 9:30am till 4:30pm provided that they fill out a parade permit and get permission from PennDot. The motion passed by unanimous vote.
Mrs. Underwood discussed Kutztown Thriving’s plans to add a split rail fence to the Greenwich Street mini park’s garden and to redo part of the garden. She also asked if the Borough would cover the cost of the fencing that she estimated to be around $300.00 to $500.00.

A motion was made by Ms. Ladd-Kidder and seconded by Mr. Seyler to approve Kutztown Thriving’s plans to add a split rail fence to the Greenwich Street mini park’s garden and to redo part of the garden with the Borough paying $300.00 to $500.00 for the fencing. The motion passed by unanimous vote.

Ms. Green showed the committee the final rendering of the new Veterans Way sign for the Laurel Street entrance to the park.
No action taken.

OLD BUSINESS
The committee had a discussion on repairs needed to the two railroad crossings on Kohler Road.
Mr. Bailey informed the committee that he is still coordinating getting more quotes but one company that he was talking with will not be giving a quote.

NEW BUSINESS
The committee reviewed and discussed the request of the Kutztown Community Choir to use the bandshell on Tuesday June 14, 2022, at 7:30pm for their Flag Day Concert and to have the associated rental fee and insurance requirements waived.
A motion was made by Mr. Syler and seconded by Ms. Ladd-Kidder to approve the Kutztown Community Choir to use the bandshell on Tuesday June 14, 2022, at 7:30pm for their Flag Day Concert and to waive the rental fee and insurance requirements. The motion passed by unanimous vote.

The committee reviewed and discussed the request of the Kutztown University Alumni Jamming with Golden Bears Event to use the Bandshell, Scooter Building and Ceres Pavilion on Saturday August 20, 2022, and to have the associated fees waived.
A motion was made by Mr. Syler and seconded by Ms. Ladd-Kidder to approve the Kutztown University Alumni Jamming with Golden Bears Event to use the Bandshell, Scooter Building and Ceres Pavilion on Saturday August 20, 2022, and to waive the rental fees. The motion passed by unanimous vote.

The Committee reviewed and discussed the request of the Allentown and Auburn Railroad request to use the Train Station in 2022.
A motion was made by Mr. Syler and seconded by Ms. Ladd-Kidder to approve the Allentown and Auburn Railroad’s list of dated to use the Train Station in 2022. The motion passed by unanimous vote.
The Committee reviewed and discussed the request of the Kutztown Area School District to enter into an agreement to sell them salt for the 2021-2022 snow season.

A motion was made by Mr. Syler and seconded by Ms. Ladd-Kidder to approve the agreement to sell the Kutztown Area School District Salt for the 2021-2022 snow season. The motion passed by unanimous vote.

The Committee reviewed and discussed the parade permit from American Legion Post 480 to have their annual Memorial Day Parade on Monday May 30, 2022.

A motion was made by Mr. Syler and seconded by Ms. Ladd-Kidder to approve the parade permit from American Legion Post 480 to have their annual Memorial Day Parade on Monday May 30, 2022. The motion passed by unanimous vote.

The Committee reviewed and discussed the Edge Easement Agreement.

A motion was made by Mr. Syler and seconded by Ms. Ladd-Kidder to approve the Edge Easement Agreement. The motion passed by unanimous vote.

Mr. Bailey informed the committee that the KU recycling study will be starting soon.

No action taken.

Mr. Bailey asked for permission to start the process of hiring seasonal workers for the Public Works Department.

The committee approved starting the hiring process.

Mr. Bailey and Mr. Schmoyer reviewed the 2022 pool rate flyer noting that some corrections to the rates have been made.

A motion was made by Mr. Syler and seconded by Ms. Ladd-Kidder to approve the 2022 pool rate flyer with the corrections. The motion passed by unanimous vote.

Mr. Schmoyer asked the committee for permission to advertise for new hires and to send out the employment application packages to rehire pool staff for the 2022 season.

A motion was made by Mr. Syler and seconded by Ms. Ladd-Kidder to approve advertising for new hires and to send out the employment application packages to rehire pool staff for the 2022 season. The motion passed by unanimous vote.
OFF AGENDA
Mr. Bailey informed the committee that he received a request letter from the Optimist Club to use the park areas around the hockey rink, tennis courts, brick pavilion including the bathrooms from 9:00am till 2:00pm rain or shine on Saturday April 16, 2022 for their annual egg hunt noting that if could be a traditional egg hunt or a drive through egg hunt depending on COVID at that time.
A motion was made by Mr. Syler and seconded by Ms. Ladd-Kidder to approve the Optimist Club to use the park areas around the hockey rink, tennis courts, brick pavilion including the bathrooms from 9:00am till 2:00pm rain or shine on Saturday April 16, 2022 for their annual egg hunt. The motion passed by unanimous vote.

Mr. Bailey informed the committee that he received a request letter from the Healthy Kids Running Series to use the grass areas in the park around the hockey rink in April and May for their annual event.
A motion was made by Mr. Syler and seconded by Ms. Ladd-Kidder to approve the Healthy Kids Running Series to use the grass areas in the park around the hockey rink in April and May for their annual event. The motion passed by unanimous vote.

Mr. Schmoyer asked the committee to approve the 2022 Concert Series noting that the Borough budgeted $4,000.00 towards the summer concert program and an additional $4,100.00 towards the cost of Kutztown Day to cover the costs of the concerts first if the merchant donations don’t cover the cost, and then the remainder of that money will go towards the Kutztown Day fireworks costs.
A motion was made by Ms. Ladd-Kidder and seconded by Mr. Seyler to approve the 2022 Concert series and noted. The motion passed by unanimous vote.

ADJOURNMENT
There being no further business to discuss, a motion was made by Mr. Syler and seconded by Ms. Ladd-Kidder to adjourn the meeting. The motion carried and the meeting adjourned at 8:28 p.m.

cc: Kevin Snyder, Committee Chairman, Council President
    Ed Seyler, Committee Member
    Lisa Ladd Kidder, Committee Member
    Arabel Elliott, Councilwoman
    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
Jarrad Burkert, Wastewater Plant Manager
Craig Summers, 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)