

**BOROUGH OF KUTZTOWN
PUBLIC WORKS COMMITTEE MEETING
MINUTES OF February 6, 2024**

A regular meeting of the Public Works Committee was held on Wednesday, February 6, 2024 at the Kutztown Municipal Building, 45 Railroad Street.

The meeting was called to order at 7:44 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. Joe Rogosky, P.E. of Great Valley Consultants; Mr. John Schmoyer, Recreation Director, James Schlegel, Mayor, and Mr. Eric Boyer.

APPROVAL OF MINUTES

Committee members reviewed the January 3, 2024 minutes.

A motion was made by Ms. Ladd-Kidder and seconded by Mr. Seyler to approve the January 3, 2024 minutes. The motion passed by unanimous vote.

ENGINEERING REVIEW

Mr. Rogosky Reviewed the Green Light Go Grant noting that we were ready to issue the contract and were waiting to send the notice to proceed till the equipment was delivered. Mr. Rogosky also noted that the traffic light time clocks are outdated and have failed, and they need to be replaced with a GPS time clock but that can be handled as a change order.

The committee asked Mr. Rogosky to make sure a GPS time clock will work with the proposed traffic light regulations PennDot is looking to adopt or to find an option that will work with the new regulations.

Mr. Rogosky and Mr. Bailey discussed options for the 2024 Paving Contract.

Mr. Bailey and Mr Rogosky are to work up a 2024 road bid with items 1 D, E, F, G and 2 A from the proposed paving list. The committee asked Mr. Bailey to televise some recent storm lines that are having issues to see if they could be added to the 2024 paving list while remaining withing the budgeted amount for 2024. The committee asked that Mr. Bailey and Mr. Rogosky keep working with Larry Lloyd and Maxatawny to come up with a way to deal with the storm runoff issues on Koffee Lane so it may hopefully be fixed in 2025.

PUBLIC COMMENTS

No public comments.

OLD BUSINESS

No old business.

NEW BUSINESS

The Committee reviewed and discussed the library's request to use the bandshell on Thursday June 13, 2024 and have the rental fee waived to host the PA Shakespeare Festival's production of "A Comedy of Errors".

A motion was made by Ms. Ladd-Kidder and seconded by Mr. Seyler to approve the library's request to use the bandshell on Thursday June 13, 2024 and have the rental fee waived. The motion passed by unanimous vote.

The Committee reviewed and discussed the request of Grace Church to use the multipurpose field and its bleachers for an Easter Sunrise Service from 6:30am till 7:30am on March 31, 2024.
A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve Grace Church to use the multipurpose field and its bleachers for an Easter Sunrise Service from 6:30am till 7:30am on March 31, 2024. The motion passed by unanimous vote.

The Committee reviewed and discussed the request of the Brandywine Heights Area School District to have a yearend pool event at the Kutztown Pool.
A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve having the Brandywine Heights Area School District plan a yearend pool event at the Kutztown Pool providing that the pool manager, park director and public works superintendent all agree that this will work and that the school will be able to pay for the event and for an officer to be on duty for that event. The motion passed by unanimous vote.

The Committee reviewed and discussed the request of the Kutztown American Legion Post 480 to have their annual Memorial Day parade on Monday May 27, 2024.
A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve the Kutztown American Legion Post 480 to have their annual Memorial Day parade on Monday May 27, 2024 and to waive the associated fees. The motion passed by unanimous vote.

The Committee reviewed and discussed the request of the Kutztown Rotary Club to add something to the park to memorialize their 100th anniversary.
The committee asked for a list of ideas for the park to give to the Rotary Club for consideration.

The Committee reviewed and discussed the request of the Kutztown Historical society to have the permit fees waived for the placement of a Pennsylvania Historical Marker on its grounds.
A motion was made by Ms. Ladd-Kidder and seconded by Mr. Seyler to approve waiving the permit fees associated with the placement of a Pennsylvania Historical Marker on its grounds. The motion passed by unanimous vote.

The Committee reviewed and discussed the request of Nate Herrlin to use the bandshell on Sunday May 5, 2004 as a backup location for a community worship, Sunday June 23, 2024, and Sunday August 25, 2024 for a few community churches to have service. If possible, they would like to do a BBQ fundraiser on August 25, 2024 as well.
A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve the use the bandshell on Sunday May 5, 2004 as a backup location for a community worship, Sunday June 23, 2024, and Sunday August 25, 2024 for a few community churches to have

service. If possible, they would like to do a BBQ fundraiser on August 25, 2024 as well provided they meet all of the insurance and food regulations. The motion passed by unanimous vote.

The Committee reviewed and discussed the request of Tina Bertha to place a memorial bench by the tennis courts in the park.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve Tina Bertha to place a memorial bench by the tennis courts in the park. The motion passed by unanimous vote.

Mr. Bailey discussed roofing issues at the public works buildings and the shoe building noting that he hoped to have some quotes soon.

No action taken.

Mr. Bailey discussed plumbing issues at borough hall.

No action taken.

Mr. Schmoyer reviewed the 2024 YMCA Park Playground contract.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve the 2024 YMCA Park Playground contract. The motion passed by unanimous vote.

OFF AGENDA

Mr. Schmoyer Asked for a band to use the scooter building and have the rental fee waived on Friday August 16, 2024 for a band to have a rehearsal and a meeting before their concert the next day.

A motion was made by Mr. Snyder and seconded by Mr. Seyler to approve a band using the scooter building on Friday August 16, 2024 and to waive the rental fee as part of the 2024 concert series. The motion passed by unanimous vote.

Mr. Schmoyer informed the committee that he received a letter from the KASD to use the ballfields for the 2024 season.

A motion was made by Mr. Syler and seconded by Mr. Snyder to approve the agreement with the KASD to use the ballfields for the 2024 season. The motion passed by unanimous vote.

Mr. Schmoyer asked for permission to draft a rental agreement with Saucony Cafe to run the snack stand at the Babe Ruth Field for 2024 since that field will be in use this season.

A motion was made by Mr. Seyler and seconded by Ms. Snyder to approve having Mr. Schmoyer draft a rental agreement with Saucony Cafe to run the snack stand at the Babe Ruth Field for 2024. 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 9:03p.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
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)