

**BOROUGH OF KUTZTOWN  
PUBLIC WORKS COMMITTEE MEETING  
MINUTES OF February 4, 2025**

A regular meeting of the Public Works Committee was held on Tuesday, February 4, 2025 at the Kutztown Municipal Building, 45 Railroad Street.

The meeting was called to order at 7:26 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, Mrs. Dawn Harakal of Brandywine heights Parrent Teacher Club, Mr. Nate Herrlin of Cornerstone Church, Mr. Todd Underwood of the Kutztown Environmental Advisory Committee and Mr. Eric Boyer.

**APPROVAL OF MINUTES**

Committee members reviewed the January 7, 2025 minutes.

**A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve the January 7, 2025 minutes. The motion passed by unanimous vote.**

**ENGINEERING REVIEW**

Mr. Rogosky discussed possible options for the 2025 paving contract.

**A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve rebuilding Constitution Boulevard from Normal Avenue to Trexler Avenue as well as miscellaneous patching and crack seal for the 2025 paving contract. The motion passed by unanimous vote.**

Mr. Rogosky reviewed and discussed HRG's Letter of recommendation for payment application No.6 submitted by LB Construction Enterprises, Inc. in the amount of \$24,684.99 for the Multimodal Grant work.

**A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve payment No.6 in the amount of \$24,684.99 to LB Construction Enterprises, Inc. for the Multimodal Grant work. The motion passed by unanimous vote.**

Mr. Rogosky reviewed and discussed Change Order No.3 in the amount of \$8,850.20 to reconcile the final contract amount noting it provides for extending the final payment date to May 2, 2025 for completion of the weather dependent punch list items.

**A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve Change Order No.3 in the amount of \$8,850.20 to reconcile the final contract amount to LB Construction Enterprises, Inc. for the Multimodal Grant work. The motion passed by unanimous vote.**

**PUBLIC COMMENTS**

**No public comments.**

## **OLD BUSINESS**

Mr. Bailey informed the committee that he and Mr. Horvath are still waiting on updated numbers for the gasboy system and that if they arrive in time he will send them to council.

**No action taken.**

## **NEW BUSINESS**

The committee reviewed and discussed the request of the Brandywine Heights Parrent Teacher Club to donate a 2025 family pool pass for their fundraiser on March 8, 2025.

**A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve donating a 2025 family pool pass to the Brandywine Heights Parrent Teacher Club for their fundraiser on March 8, 2025. The motion passed by unanimous vote.**

The committee reviewed and discussed the request of the EAC to possibly extend the Sacony Trail south and add a meadow.

**A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve extending the Sacony Trail south and adding a meadow at the cost of \$1,850.00. The motion passed by unanimous vote.**

**A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve updating the easement agreement with the KASD for extending the Sacony Trail south and adding a meadow. The motion passed by unanimous vote.**

The committee reviewed and discussed the request of Cornerstone and other Churches to rent the bandshell on Sunday June 29, 2025 and August 10, 2025 for community worship services.

**A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve renting the bandshell to Cornerstone and other Churches on Sunday June 29, 2025 and Sunday August 10, 2025 for community worship services. The motion passed by unanimous vote.**

The committee reviewed and discussed the agreement with the YMCA for their 2025 park program.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve the YMCA 2025 park program. The motion passed by unanimous vote.

Mr. Bailey reviewed the annual sponsor request from the Berks County Solid Waste Authority to help support the County Recycling Program.

**A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve the annual sponsor request from the Berks County Solid Waste Authority in the amount of \$500.00 to help support the County Recycling Program. The motion passed by unanimous vote.**

Mr. Schmoyer reviewed the annual KASD request to use the park baseball and softball fields and to place port a potties at the fields for their 2025 spring season.

**A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve the KASD request to use the park baseball and softball fields and them placing port a potties at the fields for their 2025 spring season. The motion passed by unanimous vote.**

The committee reviewed and discussed the request of the Kutztown Community Library to use the bandshell on Thursday June 12, 2025 from 5:00pm to around 8:00pm for an event featuring the PA Shakespear Festival. And again, on Thursday July 10, 2025 from roughly 10:00am through 11:15am for their reptile show. And again, on Thursday August 7, 2025 from roughly 10:00am through 11:30am for their magic show.

**A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve the Kutztown Community Library to use the bandshell on Thursday June 12, 2025 from 5:00pm to around 8:00pm for an event featuring the PA Shakespear Festival. And again, on Thursday July 10, 2025 from roughly 10:00am through 11:15am for their reptile show. And again, on Thursday August 7, 2025 from roughly 10:00am through 11:30am for their magic show and to waive all associated rental fees. The motion passed by unanimous vote.**

Mr. Bailey discussed the sweeper repairs noting that a broom motor needs to be replaced, and that the elevator rebuild will need to wait.

**No action taken.**

Mr. Bailey informed the committee that one of the trash trucks was out for repair and that it would cost around \$8,000.00 and as soon as that truck was fixed another trash truck was going back for warranty repair.

**No action taken.**

Mr. Bailey informed the committee that some changes were made to the proposed building layout which resulted in a reduced overall estimated cost. He also informed the committee that ACELA was asking for a \$24,000.00 increase in the design fee due to changes being made after the 65% completion portion of the agreement including adding a public bathroom to the first floor.

**A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve paying ACELA \$24,000.00 for the late changes to the building design. The motion passed by unanimous vote.**

Mr. Bailey informed the committee that there is a Girl Scout interested in doing a service project in town and if he gets the final details in time, he will pass them along to council.

**No action taken.**

Mr. Bailey asked the committee if we are going to provide free season pool passes, the 2025 season, as we have done in the past for the following people/organizations: family passes for all full-time and part-time Borough employees; 15 family pass vouchers to the Kutztown Fire Company for the Chief to distribute to active members at his discretion; family passes to active 5

family passes for the Dolphin Swim Team Coaches; 2 family pool passes for the 2025 Friend, Inc., Community Services Benefit Auction and adult passes to the St. John's and Shaynah Kinner Daycare employees, which are only to be used when the employees are working.

**A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve providing free season pool passes, the 2025 season, as we have done in the past for the following people/organizations: family passes for all full-time and part-time Borough employees; 15 family pass vouchers to the Kutztown Fire Company for the Chief to distribute to active members at his discretion; family passes to active 5 family passes for the Dolphin Swim Team Coaches; 2 family pool passes for the 2025 Friend, Inc., Community Services Benefit Auction and adult passes to the St. John's and Shaynah Kinner Daycare employees, which are only to be used when the employees are working. The motion passed by unanimous vote.**

Mr. Schmoyer asked the committee about potentially updating the park rental agreement to inform people that insurance and safe serve certificates will be required if they serve food for an event open to the public as well as adding language for canceling the reservation for anyone caught breaking the park rules.

**The committee asked Mr. Schmoyer to make the changes and send them to council for approval.**

#### **OFF AGENDA**

Mr. Rogosky informed the committee that we are in a PennDot test period for the work done to the traffic lights under the Green Light Go and Multimodal Grants. He noted that changes can be made during this time if needed with less paperwork.

**No action taken.**

Mr. Bailey informed the committee that Tim Mertz is interested in working as a seasonal employee in the park.

**A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve hiring Tim Mertz as a seasonal employee in the park provided, he passes all the requirements. The motion passed by unanimous vote.**

Mr. Bailey informed the committee that the proposed crosswalk at South Baldy St and Trexler Avenue was at an impasse due to hardship and cost.

**The committee asked Mr. Bailey to send a letter to Mr. Downing explaining the situation.**

#### **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 8:35p.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  
Community Development Office  
Environmental Advisory Commission (email)  
Planning Commission (email)