

**BOROUGH OF KUTZTOWN
PUBLIC WORKS COMMITTEE MEETING
MINUTES OF January 3, 2024**

A regular meeting of the Public Works Committee was held on Wednesday, January 3, 2024 at the Kutztown Municipal Building, 45 Railroad Street.

The meeting was called to order at 7:32 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. Mike Berger of the Maxatawny Sewer Authority; Mr. Dave Firestone and Mr. Eric Boyer.

APPROVAL OF MINUTES

Committee members reviewed the December 5, 2023 minutes.

A motion was made by Ms. Ladd-Kidder and seconded by Mr. Seyler to approve the December 5, 2023 minutes once a correction was made in the Engineering Review to change the storm work total amount of \$66,000.00 listed to \$138,215.00 to reflect the correct amount. The motion passed by unanimous vote.

ENGINEERING REVIEW

Mr. Rogosky reviewed the ARPA Stormwater Grant for Main St. noting that the Borough was awarded \$135,000.00 to be used to replace the storm line on West Main Street between Constitution Boulevard and Greenwich Street. He informed the committee that this will need to go out on bid.

No action taken.

Mr. Rogosky reviewed payment application No.1 in the amount of \$37,125.00 to CMS for the West Main Street Storm Work.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve payment application No.1 from CMS in the amount of \$37,125.00 for the work done on West Main Street. The motion passed by unanimous vote.

Mr. Rogosky reviewed final payment application No.2 in the amount of \$108,308.59 to CMS for the West Main Street Storm Work.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve payment application No.2 from CMS in the amount of \$108,308.59 for the final payment for work done on West Main Street. The motion passed by unanimous vote.

Mr. Rogosky Reviewed the Green Light Go Grant noting that Telco was the lowest bidder at \$111,775.00 and that he recommends that the Borough awards the Traffic Signal Improvement Project bid to Telco Inc. He also asked if the Borough plans to award the bid to Telco that we give them a notice of intent to award them the bid so they can start the process of ordering supplies due to long lead times.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to recommend that the council award the Traffic Signal Improvement Project bid to Telco Inc. for \$111,775.00 and to send them a notice of intent to award them the bid so they can start the process of ordering supplies due to long lead times. The motion passed by unanimous vote.

Mr. Rogosky and Mr. Bailey discussed options for the 2024 Paving Contract.
The committee asked that Mr. Rogosky and Mr. Bailey narrow down the list of work and factor the cost of the Green Light Go Grant and the Stormwater Grant against the paving contract budget as well as exploring the option of doing some of the work on the list separate from the paving contract.

PUBLIC COMMENTS

Mr. Firestone asked when the handicapped parking sign he requested for his property at 256 East Walnut would be installed.

Mr. Bailey stated that there was a delay due to questions about if the sign was really needed but that it is back on the job board and that he expects the sign to be installed before January is over.

OLD BUSINESS

No old business.

NEW BUSINESS

The Committee reviewed and discussed bulk trash items left at the curb.

The committee asked Mr. Bailey to continue to work with the Community Development Office and try to get bulk trash items removed as quick as possible.

Mr. Schmoyer asked for approval to mail the Sponsor Solicitation letters to merchants, clubs, etc. for the 2024 Concert Series.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve mailing the Sponsor Solicitation letters to merchants, clubs, etc. for the 2024 Concert Series. The motion passed by unanimous vote.

Mr. Schmoyer Recommended re-hiring of Lisa Reilly as Pool Manager for the 2024 summer pool season at the budgeted salary amount.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve re-hiring of Lisa Reilly as Pool Manager for the 2024 summer pool season at the budgeted salary amount. The motion passed by unanimous vote.

Mr. Schmoyer asked for approval to mail Application Packets to all qualified 2023 Pool Staff (Lifeguards & Office Clerks) for consideration for employment for the 2024 season.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve sending application Packets to all qualified 2023 Pool Staff (Lifeguards & Office Clerks) for consideration for employment for the 2024 season. The motion passed by unanimous vote.

OFF AGENDA

Mr. Schmoyer asked for permission to have individuals as 2024 Concert Series Sponsors since he has had request from individuals to donate.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve having individuals as 2024 Concert Series Sponsors. The motion passed by unanimous vote.

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 8:39p.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)