BOROUGH OF KUTZTOWN
PUBLIC WORKS COMMITTEE MEETING
MINUTES OF March 2, 2021

A regular meeting of the Public Works Committee was held on Tuesday, March 2, 2021 via a zoom meeting.

The meeting was called to order at 7:35 p.m. by Mr. Kevin Snyder, Chairman. Members present were: 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; Mr. Warren Schaub of the EAC; Ms. Sandy Green of KCP; Ms. Michelle Yearick of the KYAA and Mr. Tyler Shull of KU’s Actors Creating Theater.

APPROVAL OF MINUTES
Committee members reviewed the February 2, 2021 minutes.
A motion was made by Mr. Seyler and seconded by Mr. Snyder to approve the February 2, 2021 minutes as written. The motion passed by unanimous vote.

ENGINEERING REVIEW
Mr. Rogosky reviewed and discussed the 2021 Paving and Storm Sewer Improvements Project bids.
A motion was made by Mr. Seyler and seconded by Mr. Snyder to approve awarding the 2021 Paving and Storm Sewer Improvements Project to Construction Master Services, LLC for the base bid (items A through D) and alternate bid item F for a total amount of $318,776.50. The motion passed by unanimous vote.

PUBLIC COMMENTS
Mr. Schaub informed the committee that Vine Lane has seen a noticeable deterioration in the last few weeks.
No action taken.

OLD BUSINESS
The discussion on the pickle ball courts was tabled and the committee asked Mr. Bailey to remove it from future agendas since no one has been coming to the meetings to discuss the matter.

The Committee reviewed and discussed the 2021 pool season.
A motion was made by Mr. Seyler and seconded by Mr. Snyder to approve starting the hiring process for the pool and contacting KCP about running the pool’s snack stand with the intention of having a normal start date if the pool can be opened safely. The motion passed by unanimous vote.

The Committee reviewed and discussed the park rental policy.
Mr. Schmoyer was directed to look into adding a commercial rental rate and report back to the committee.
NEW BUSINESS
The Committee reviewed and discussed the request of the resident at 426 West Walnut Street to replace part of the curbing that broke off during snow removal. Mr. Bailey was instructed to get a quote to replace all the curbing at the property and figure out the portion that the Borough would be responsible for. He was asked to try to have that ready for the March council meeting.

The Committee reviewed and discussed the request of St John’s to use the bandshell Sundays in May. A motion was made by Mr. Seyler and seconded by Mr. Snyder to approve St John’s to use the bandshell Sundays in May. The motion passed by unanimous vote.

The Committee reviewed and discussed the request of Kathleen Smith to rent the scooter building August 14, 2021. The committee asked that Mr. Bailey and Mr. Schmoyer reach out to Ms. Smith to gather more information since she was not at the meeting.

The Committee reviewed and discussed the request of KU’s Actors Creating Theater to use the bandshell multiple days in April. A motion was made by Mr. Seyler and seconded by Mr. Snyder to approve KU’s Actors Creating Theater to use the bandshell on their requested dates from April 6, 2021 through April 17, 2021. The motion passed by unanimous vote.

Mr. Bailey asked for permission to start hiring seasonal help for 2021. A motion was made by Mr. Seyler and seconded by Mr. Snyder to approve having Mr. Bailey start the process of hiring seasonal help for 2021 as soon as possible. The motion passed by unanimous vote.

OFF AGENDA
Mr. Schmoyer and Mr. Bailey gave some updates on the progress of park upgrades, concert series and upcoming park events. They also asked about the park bathroom policy for 2021 due to covid. The committee stated that the park bathrooms would be looked at on a month to month basis and will only be opened if that could be done safely while meeting any covid guidelines in place at that time.

Mr. Bailey notified the Committee that the Berks County Solid Waste Authority is asking for the yearly donations to help fund the County recycling program. A motion was made by Mr. Seyler and seconded by Mr. Snyder to approve donating $500.00 to the Berks County Solid Waste Authority to help fund the County recycling program. The motion passed by unanimous vote.
Mayor Schlegel informed the committee that the 2021 Kutztown Day has been canceled. He also noted that the Kutztown Day Committee is planning to have a normal Kutztown Day program in 2022 provided that they can do that in a safe manor.
The Mayor also stated that there was a good chance that there will not be a Memorial Day parade but if that is the case that there will still be services held at the cemeteries.

No action taken.

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 8:36 p.m.

cc: Kevin Snyder, Committee Chairman, Council President
    Zebulon Hull, Committee Member
    Ed Seyler, Committee Member
    Arabel Elliot, Councilwoman
    Amanda Raudenbush, Councilwoman
    Derek Mace, Councilman
    Joe Rogosky, P.E., Great Valley Consultants (email)
    Brian Bailey, Superintendent of Public Works
    Gabriel Khalife, Borough Manager
    John Schmoyer, Seasonal Recreation Director
    Jim Schlegel, Mayor
    Steve Diehl, Superintendent of Electric
    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
    Sue Johnston, Finance Director
    Judith Danko, Community Development Director
    Environmental Advisory Committee (email)