

**BOROUGH OF KUTZTOWN
PUBLIC WORKS COMMITTEE MEETING
MINUTES OF March 5, 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 7:35 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, Mr. Chris Hartz of Herbert Rowland & Grubic, Inc; Mr. Brendan Strausser of the Kutztown Historical Society; Mr. Mike Bast of the Allentown and Auburn Railroad and Mr. Eric Boyer.

APPROVAL OF MINUTES

Committee members reviewed the February 6, 2024 minutes.

A motion was made by Ms. Ladd-Kidder and seconded by Mr. Seyler to approve the February 6, 2024 minutes. The motion passed by unanimous vote.

ENGINEERING REVIEW

Mr. Hartz reviewed the Multimodal Grant bids.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve awarding the bid and all the alternates to LB/DB Construction in the amount of \$728,964.50 provided that Mr. Hartz checks references of the bidding companies and provides favorable results to Mr. Khalife as well as discussing the midblock crosswalk with council. The motion passed by unanimous vote.

Mr. Hartz discussed construction service management for the Multimodal Grant.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve having HRG do the construction service management for the Multimodal Grant. The motion passed by unanimous vote.

Mr. Rogosky reviewed the Green Light Go Grant noting that we are waiting on materials to be delivered before issuing the notice to proceed.

No action taken.

Mr. Rogosky discussed options for the 2024 Paving Contract and noted that we still need to televise some storm lines to finalize the bid.

No action taken.

PUBLIC COMMENTS

No public comments.

OLD BUSINESS

No old business.

NEW BUSINESS

The Committee reviewed and discussed the Historical Society's request to have the Borough Crew's help install the historic marker for Keith Haring on their property that they are receiving. **A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve having the Borough Crew's help install the historic marker for Keith Haring on their property**
The motion passed by unanimous vote.

The Committee reviewed and discussed the request of Allentown and Auburn Railroad to use the train station on various dates in 2024 for their train rides.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve the Allentown and Auburn Railroad's use of the train station on various dates in 2024. The motion passed by unanimous vote.

The Committee reviewed and discussed the request of the Transportation Authority to have the Borough's crews' trucks help with transporting spoils from Hope Cemetery to the railroad maintenance building property.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve having the Borough's crews and trucks help with transporting spoils from Hope Cemetery to the railroad maintenance building property. The motion passed by unanimous vote.

The Committee reviewed and discussed the request to have the Borough take ownership of a SEPTA railcar and then transfer it to the Kutztown Transportation Authority or another entity.

A motion was made by Mr. Seyler and seconded by Mr. Snyder to have the Borough take ownership of a SEPTA railcar and then transfer it to the Kutztown Transportation Authority or another entity. After discussion the matter was tabled to allow time for a new agreement to be drafted.

The Committee reviewed and discussed the request of the KYAA to have a Borough employee and the front end loader with its forks to help with moving turf for their work day on Saturday March 8, 2024 from roughly 10:00am through 2:00pm.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve having a Borough employee and the front end loader with its forks to help the KYAA with their work day on a date to be determined in case of bad weather. The motion passed by unanimous vote.

The Committee reviewed and discussed the request of the Berks County Board of Elections to renew the polling place renewal agreement for 2024.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve the request of the Berks County Board of Elections to renew the polling place renewal agreement for 2024 and to forgo the payment and the Borough will donate the use of the

train station to the Berks County Board of Elections. The motion passed by unanimous vote.

The Committee reviewed and discussed the request of St. John's Church to use the bandshell on Sunday July 7, 2004, Sunday July 21, 2024, and Sunday July 28 2024 for church service.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve having St. John's Church to use the bandshell on Sunday July 7, 2004, Sunday July 21, 2024, and Sunday July 28 2024 for church service. The motion passed by unanimous vote.

Mr. Bailey discussed roofing issues at the public works buildings and the shoe building and reviewed the quotes he received from Wolfe Roofing.

A motion was made by Ms. Ladd-Kidder and seconded by Mr. Seyler to approve having Wolfe Roofing doing Quotes A and B for the Main Building (the new public works building and the salt bin) for a total of \$40,065 as well as quotes B and C for the old public works building in the amount of \$63,580.00 for a grand total of \$103,645.00. They noted that replacing rotten wood will add to this total as per the quotes. The motion passed by unanimous vote.

Mr. Bailey discussed the need to advertise hiring seasonal staff for 2024.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve advertising for seasonal public works staff for 2024 if needed. The motion passed by unanimous vote.

Mr. Bailey discussed the 2024 weed spraying noting that Natural Lawn said that the pricing was the same and that we spent \$5,746.00 in 2023.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve having Natural Lawn to do the weed spraying for 2024. The motion passed by unanimous vote.

Mr. Bailey reviewed the Recycle Coach pricing for 2024 and asked if we would want to use the program again.

No action taken.

Mr. Bailey asked if the Borough will provide free season pool passes, the 2024 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 2024 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 the Borough providing free season pool passes, the 2024 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 2024 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 requested approval to advertise for lifeguards and office clerks as/if needed for the 2024 pool summer season.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve advertising for lifeguards and office clerks as/if needed for the 2024 pool summer season. The motion passed by unanimous vote.

Mr. Schmoyer requested approval the use of the Kutztown Park facilities, all pavilions, bandshell, scooter building, as needed for Kutztown Day on Sunday, August 4, 2024 for the entire day from 7 AM to 11 PM, and waive the normal rental and permitting fees.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve the use of the Kutztown Park facilities, all pavilions, bandshell, scooter building, as needed for Kutztown Day on Sunday, August 4, 2024 for the entire day from 7 AM to 11 PM, and waive the normal rental and permitting fees. The motion passed by unanimous vote.

OFF AGENDA

Mr. Schmoyer requested that the pool and park rental rates remain the same for the 2024 season. **A motion was made by Ms. Ladd-Kidder and seconded by Mr. Seyler to approve keeping the pool and park rental rates the same for the 2024 season. The motion passed by unanimous vote.**

Mr. Bailey informed the committee that he received 2024 pricing from Buckmans's Inc. for the pool hypochlorite solution at \$3.62 a gallon.

A motion was made by Mr. Syler and seconded by Mr. Snyder to approve using Buckman's Inc for the pool's Hypochlorite solution for the 2024 season. The motion passed by unanimous vote.

Mr. Bailey informed the committee that he received a request from a KU fraternity to have an autism fundraiser in the park at the end of April but he was unable to talk to the person to discuss details.

This item was tabled.

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 8:50p.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)