

**BOROUGH OF KUTZTOWN
PUBLIC WORKS COMMITTEE MEETING
MINUTES OF March 3, 2026**

A regular meeting of the Public Works Committee was held on Tuesday, March 3, 2026 at the Kutztown Municipal Building, 45 Railroad Street.

The meeting was called to order at 7:28 p.m. by Mr. Snyder, Chairman. Member's present were: Ed Seyler and Ms. Lisa Ladd-Kidder Also in attendance: Mr. Gabriel Khalife, Borough Manager; Mrs. Sharon Dalickas, Finance Director and assistant Borough Manager; Mr. Brian Bailey, Public Works Superintendent; Mr. Joe Rogosky, P.E. of Great Valley Consultants; Mr. James Schlegel, Mayor, Mr. Shawn Rohrbach and Mrs. Erin Rohrbach of Heritage Bible Fellowship Church and Mr. Nate Herrlin of Cornerstone Church.

APPROVAL OF MINUTES

Committee members reviewed the February 3, 2026 minutes.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve February 3, 2026 minutes. The motion passed by unanimous vote.

ENGINEERING REVIEW

Mr. Rogosky reviewed and discussed the 2026 paving and storm project noting that he anticipates having the bid ready for the May public works meeting.

Mr. Rogosky reviewed and discussed the Keiter Alley storm project bids, noting that GVC is recommending that the Borough goes with J. Phillips Excavating and Hauling, LLC to do the work for the amount of \$51,230.00.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve going with J. Phillips Excavating and Hauling, LLC to do the work for the amount of \$51,230.00 to do the Keiter Alley Storm project. The motion passed by unanimous vote.

The committee reviewed and discussed the request of HBFC Church to put up sandwich board signage at the corner of East Main Street and Veterans Way and at South Laurel Street and Kohler Road to advertise their services.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve allowing HBFC Church to put up sandwich board signage at the corner of East Main Street and Veterans Way if they do not interfere with traffic sight lines. It was also stated that this request will need to go through the CDO for approval as well. The committee also stated that the sign at South Laurel Street and Kohler Road would need to go through Maxatawny for permission. The motion passed by unanimous vote.

PUBLIC COMMENTS

No public comments.

OLD BUSINESS

No old business.

NEW BUSINESS

The committee reviewed and discussed the request of Kutztown Strong to change the location of the Kutztown Kruizz to use East Main Street from Elm Street to Pine Street on Saturday July 25, 2026 from 9:00am through 5:00pm. Note, this was previously approved for West Main Street.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve Kutztown Strong to changing the location of the Kutztown Kruizz to use East Main Street from Elm Street to Pine Street on Saturday July 25, 2026 from 9:00am through 5:00pm. The motion passed by unanimous vote.

The committee reviewed and discussed the request of Cornerstone Church and other community churches to use of the bandshell, scooter building and ceres pavilion for community wide worship services on Sunday June 28, 2026 and Sunday August 23, 2026 from 7:00am-3:00pm.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve having Cornerstone Church and other community churches use of the bandshell, scooter building and ceres pavilion for community wide worship services on Sunday June 28, 2026 from 7:00am-3:00pm and Sunday August 23, 2026 from 7:00am-3:00pm for the ceres pavilion, scooter building and 7:00am-2:00pm for the bandshell due to a scheduled concert that day. The motion passed by unanimous vote.

The committee reviewed and discussed the request of Sierra Inhoff to use the scooter building on Saturday May 16, 2026 for a birthday party.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve the request of Sierra Inhoff to use the scooter building on Saturday May 16, 2026 for a birthday party. The motion passed by unanimous vote.

The committee reviewed and discussed the request of the Kutztown Library to use the bandshell on Thursday June 11, 2026 for their PA Summer Fest and to have the associated rental fee waived.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve the Kutztown Library to use the bandshell on Thursday June 11, 2026 for their PA Summer Fest and to waive the associated rental fee. The motion passed by unanimous vote.

The committee reviewed and discussed providing free season pool passes for the 2026 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; 5 family passes for the Dolphin Swim Team Coaches 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 for the 2026 season 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; 5 family passes for the Dolphin Swim Team Coaches 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.

The committee reviewed and discussed the request of the Kutztown Community Partnership to hold their Fall Fest on Main St from Constitution Boulevard to College Boulevard on Saturday September 19, 2026 from 3:00pm-9:00pm.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve Kutztown Community Partnership holding their Fall Fest on Main St from Constitution Boulevard to College Boulevard on Saturday September 19, 2026 from 3:00pm-9:00pm and waiving the associated fees. The motion passed by unanimous vote.

The committee reviewed and discussed the request of the Allentown and Auburn Railroad to use the train station on various dates in 2026.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve the Allentown and Auburn Railroad to use the train station on various dates in 2026. The motion passed by unanimous vote.

The committee reviewed and discussed the request to waive the pavilion rental fee for the KASD Kindergarten to use the Ceres Pavilion on Friday, May 1st, with a rain date of Thursday, May 14th, during the hours of 11:00 a.m. – 2:00 p.m. Note this has been an annual field trip.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve waiving the pavilion rental fee for the KASD Kindergarten to use the Ceres Pavilion on Friday, May 1st, with a rain date of Thursday, May 14th, during the hours of 11:00 a.m. – 2:00 p.m. The motion passed by unanimous vote.

The committee reviewed and discussed the request of Kutztown Cub Pack 101 to use the bandshell and scooter building on Sunday May 31, 2026 for their graduation and they are asking to have the rental fees waived.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve Kutztown Cub Pack 101 to use the bandshell and scooter building on Sunday May 31, 2026 for their graduation and waving the rental fee. The motion passed by unanimous vote.

The committee tabled the discussion of change order No.6 from Kinsley Construction to upgrade to a 1200-amp automatic transfer switch for the new Borough building.

The committee reviewed and discussed payment No.6 in the amount of \$41,574.58 to Kinsley Construction for the new Borough building.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve payment No.6 in the amount of \$41,574.58 to Kinsley Construction for the new Borough building. The motion passed by unanimous vote.

The committee reviewed and discussed the request of Sierra Gonzalez to use the scooter building on Saturday May 2, 2026 for a birthday party.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve Sierra Gonzalez use of the scooter building on Saturday May 2, 2026 for a birthday party. The motion passed by unanimous vote.

Mr. Bailey reviewed the memorandum of understanding with Topton for their residents to use the pool through 2028.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve the memorandum of understanding with Topton for their residents to use the pool through 2028. The motion passed by unanimous vote.

Mr. Bailey reviewed the 2026 pool chemical pricing.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve going with Buckmans Inc for the 2026 pool chemicals. The motion passed by unanimous vote.

Mr. Bailey reviewed the quote to do repairs to the medium pool.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve having Mainline Commercial Pools replace the tile and coping on the medium pool in the amount of \$32,609.53. The motion passed by unanimous vote.

Mr. Schmoyer reviewed the 2026 pool rates noting that they would remain the same as they were in 2025

The committee asked that this be placed on the council agenda for Kevin to state that the rates will not be changing.

Mr. Schmoyer reviewed the official dates for the KASD to use the park fields noting that the approval to use the park fields was granted by council in February.

No action taken.

OFF AGENDA

The committee tabled the discussion of change order No.10 from Kinsley Construction for the AHU 2/3 added electric heat circuits and AHU 2/3 added electric heat to units for the new Borough building.

The committee tabled the discussion of change order No.11 from Kinsley Construction for the floor mounted stair cabinet heaters for the new Borough building.

The committee reviewed and discussed the request of the EAC to put seven trail cameras at north park for a vertebrate biology course that Mr. Underwood is teaching this week.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve the EAC putting seven trail cameras at north park for a vertebrate biology course that Mr. Underwood is teaching this week. The motion passed by unanimous vote.

Mr. Bailey informed the committee that Ben Faust will be trimming the Main St trees during KU's spring break. He also asked if it would be possible to take down any of the trees that are getting too big.

The committee stated that for now they just wanted the trees trimmed.

ADJOURNMENT

There being no further business to discuss, a motion was made by Ms. Ladd-Kidder and seconded by Mr. Seyler to adjourn the meeting. The motion carried and the meeting adjourned at 8:36p.m.

cc: Kevin Snyder, Committee Chairman, Council President
Ed Seyler, Committee Member
Lisa Ladd Kidder, Committee Member
Katharine Keegan, Councilwoman
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 and assistant Borough Manager
Community Development Office
Environmental Advisory Commission (email)
Planning Commission (email)