BOROUGH OF KUTZTOWN
PUBLIC WORKS COMMITTEE MEETING
MINUTES OF May 3, 2022

A regular meeting of the Public Works Committee was held on Tuesday, May 3, 2022 at the Kutztown Municipal Building, 45 Railroad Street.

The meeting was called to order at 7:30 p.m. by Mr. Kevin Snyder, Chairman. Member’s present were: Ms. Lisa Ladd-Kidder. Mr. Ed Seyler was absent. 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; Ms. Sandy Green of the KCP; Mr. Brian Beck from St Pauls U.C.C; Mr. Eddie Gehringer of the Vietnam Veterans Breakfast Club; Mr. Eric Boyer and Mr. Gabriel Martinez.

APPROVAL OF MINUTES
Committee members reviewed the March 1, 2022 minutes.
A motion was made by Ms. Ladd-Kidder and seconded by Mr. Snyder to approve the March 1, 2022 minutes as written. The motion passed by unanimous vote.

ENGINEERING REVIEW
Mr. Rogosky reviewed and discussed the 2022 Paving and Storm Sewer Improvements Project noting that the notice to proceed was given.
No action taken.

Mr. Rogosky reviewed and discussed the north park bridge issues noting that the Borough needs to have a structural survey done to determine what the best course of action is for the bridge.
A motion was made by Ms. Ladd-Kidder and seconded by Mr. Snyder to have Mr. Rogosky reach out to McCormick Taylor to have the study done to help determine what if any weight restrictions are needed and to recommend the best course of action to take with the bridge. The motion passed by unanimous vote.

Mr. Rogosky reviewed and discussed the Main Street repair status from the broken hydrant and noted that we are waiting on quotes for the repair work.
No action taken.

PUBLIC COMMENTS
Mr. Beck asked if St Pauls could use the bandshell on Thursday June 23, 2022 at 7pm for the Grace Notes Gospel Big Band to have a concert.
A motion was made by Ms. Ladd-Kidder and seconded by Mr. Snyder to have St Pauls use the bandshell on Thursday June 23, 2022 at 7pm for the Grace Notes Gospel Big Band to have a concert and to waive the bandshell rental fee. The motion passed by unanimous vote.

OLD BUSINESS
Mr. Bailey informed the committee that he was in contact with Mr. Wagner about the shoe building and that Mr. Wagner is still working on his proposal.

No action taken.

Ms. Ladd-Kidder informed the committee that she had a meeting with the EAC about reducing junk mail from being delivered. She noted that the EAC is going to provide information about a service that is similar to the National Do Not Call Registry but for junk mail so that residents can sign up to reduce the amount of junk mail they receive.

No action taken.

NEW BUSINESS
The Committee reviewed and discussed the request of the Vietnam Veterans Breakfast Club for permission to bring the Vietnam Traveling memorial to the Kutztown park.

A motion was made by Ms. Ladd-Kidder and seconded by Mr. Snyder to approve the Vietnam Veterans Breakfast Club to apply to bring the Vietnam Traveling memorial to the Kutztown park. The motion passed by unanimous vote.

The Committee reviewed and discussed the request of Diana Andujar to use the scooter building on Sunday June 12, 2022 for her child’s first birthday party.

A motion was made by Ms. Ladd-Kidder and seconded by Mr. Snyder to approve Diana Andujar to use the scooter building on Sunday June 12, 2022 for her child’s first birthday party. The motion passed by unanimous vote.

The Committee reviewed and discussed the request of the KYAA to use the Scooter Building on My 5th 6th and 8th, 2022 and the bandshell on May 7, 2022 during their tournament weekend.

A motion was made by Ms. Ladd-Kidder and seconded by Mr. Snyder to approve the KYAA to use the Scooter Building on My 5th 6th and 8th, 2022 and the bandshell on May 7, 2022 and to waive the rental fees. The motion passed by unanimous vote.

The Committee reviewed and discussed the request of the Kutztown American Legion Baseball Association to have a Senior Regional Tournament July 23, 2022 through July 25, 2022 and use of the Pamona Pavilion those days as well. Note these are the same days the Junior tournament was scheduled for.

A motion was made by Ms. Ladd-Kidder and seconded by Mr. Snyder to approve the Kutztown American Legion Baseball Association to have a Senior Regional Tournament July 23, 2022 through July 25, 2022 and use of the Pamona Pavilion those days as well and to waive the rental fees. The motion passed by unanimous vote.
The Committee reviewed and discussed the request of Jenny Rakus to use the scooter building on May 29, 2022 for a graduation party.

A motion was made by Ms. Ladd-Kidder and seconded by Mr. Snyder to approve Jenny Rakus to use the scooter building on Sunday May 29, 2022 for a graduation party. The motion passed by unanimous vote.

Mr. Bailey informed the Committee that the KU Math Department is still working on the recycling study.

No action taken.

Mr. Bailey informed the Committee of the issues with the yard waste.

The committee asked Mr. Bailey to look into making changes, do a write up and report back to the committee with possible changes.

Mr. Bailey discussed the Borough’s costs for the events that happened recently.

No action taken.

Mr. Bailey discussed the broken water fountains in the park.

Mr. Bailey as asked to defer repairs to the water fountains in the park at this time.

Mr. Bailey asked if the Borough would be providing free season pool passes, the 2022 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 Kutztown Community Partnership concession stand employees; 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 Ms. Ladd-Kidder and seconded by Mr. Snyder to approve providing free season pool passes, the 2022 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 Kutztown Community Partnership concession stand employees; 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.

OFF AGENDA

Mr. Schmoyer and Mr. Bailey discussed an incident that happened at the park over the weekend. They informed the committee that they are looking into the matter and will report back with possible changes to the rules and park ordinance in an effort to avoid future issues.

No action taken.
Mr. Schmoyer discussed that shortage of pool staff applicants this year. He noted that he believed that we would have enough to run the pool and that he will have a list of pool staff people to hire for the May 17, 2022 Council meeting.

**No action taken.**

Mr. Schmoyer informed the Committee that he was adding a concert to the concert series at no cost to the Borough on June 20, 2022.

**No action taken.**

**ADJOURNMENT**

There being no further business to discuss, a motion was made by Ms. Ladd-Kidder and seconded by Mr. Snyder to adjourn the meeting. The motion carried and the meeting adjourned at 9:02 p.m.

cc: Kevin Snyder, Committee Chairman, Council President
    Ed Seyler, Committee Member
    Lisa Ladd Kidder, Committee Member
    Arabel Elliott, 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
    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
    Sharon Dalickas, Finance Director
    Community Development Office
    Environmental Advisory Commission (email)
    Planning Commission (email)