

**BOROUGH OF KUTZTOWN  
PUBLIC WORKS COMMITTEE MEETING  
MINUTES OF November 7, 2023**

A regular meeting of the Public Works Committee was held on Tuesday, November 7, 2023 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. Absent were Mr. Ed Seyler and Mr. Gabriel Khalife, Borough Manager. Also in attendance: Mr. Brian Bailey, Public Works Superintendent; Mr. Joe Rogosky, P.E. of Great Valley Consultants and Mr. Eric Boyer.

**APPROVAL OF MINUTES**

Committee members reviewed the October 3, 2023 minutes.

**A motion was made by Ms. Ladd-Kidder and seconded by Mr. Snyder to approve the October 3, 2023 minutes as written. The motion passed by unanimous vote.**

**ENGINEERING REVIEW**

Mr. Rogosky reviewed payment application No.3 and No.4 from Schlouch Inc. from the 2023 Paving and Storm Sewer Improvement Project

**A motion was made by Ms. Ladd-Kidder and seconded by Mr. Snyder to approve payment application No.3 from Schlouch Inc. in the amount of \$43,898.08 and application No.4 in the amount of \$30,384.71 for a grand total of \$74,282.79 for the 2023 Paving and Storm Sewer Improvement Project. The motion passed by unanimous vote.**

Mr. Rogosky informed the committee that CMS is scheduled to start work at Constitution Boulevard and West Main Street tomorrow and they hope to be done by Thanksgiving.

**No action taken.**

Mr. Rogosky informed the committee that we are on pace to have a December or January Bid for the Green Light Go Grant and that we are waiting on PennDOT to approve the condition diagrams.

**No action taken.**

Mr. Rogosky informed the committee that the Borough Manager needs to be authorized to sign the signal permit plans with PennDOT.

**A motion was made by Ms. Ladd-Kidder and seconded by Mr. Snyder to approve authorizing the Borough Manager to sign the signal permit plans with PennDOT. The motion passed by unanimous vote.**

Mr. Rogosky discussed the available through the DCED for the LSA- statewide grant and noted that he and HRG are working on getting detailed cost estimates for the council to act on at the November council meeting. He did state that the rough estimate to do Highland Avenue from Pine Street to Cedar Street was around 1.3 million dollars to do the water and sewer upgrades and that paving could push that total up to roughly 1.8 million. He also reminded the committee that the grant has a limit of 1 million so anything over that will be at the Borough's expense.

**A motion was made by Ms. Ladd-Kidder and seconded by Mr. Snyder to have Mr. Rogosky come up with the detailed costs to replace and or repair the sewer lines, water lines and include paving on Highland Avenue from Pine Street to North Cedar Street and to provide a sample resolution so council can look over the numbers and decide if they want to pursue this LSA-statewide grant that is due November 30, 2023. The motion passed by unanimous vote.**

## **PUBLIC COMMENTS**

**No public comments.**

## **OLD BUSINESS**

**No old business.**

## **NEW BUSINESS**

The Committee reviewed and discussed the cleaning contract bid.

**A motion was made by Ms. Ladd-Kidder and seconded by Mr. Snyder to reject the bid from M&M Odds & Ends, LLC. and to ask the council to approve sending the cleaning contract out for a rebid. The motion passed by unanimous vote.**

Mr. Bailey informed the committee that after talking with a local bee expert on the EAC that we have yellow jackets in the legion field press box and that he was advised to wait until the temperatures drop before removing the hive or sealing the holes in the building.

**No action taken.**

Mr. Schmoyer reviewed the proposed commercial rental rate adjustment for the park pavilions.

**A motion was made by Ms. Ladd-Kidder and seconded by Mr. Snyder to approve adding a \$50.00 dollar fee to the intown and out of town rental rates as an in town commercial rental rate and for an out of town commercial rate and asked Mr. Schmoyer to send a draft to Mrs. Wiand and Mr. Bailey so they can work on updating the park pavilion rental rate sheets. The motion passed by unanimous vote.**

Mr. Schmoyer reviewed the Final update on the 2023 concert series.

**The committee thanked Mr. Schmoyer for his hard work.**

Mr. Bailey informed the committee that he was waiting to hear back from Ms. Miller about a possible grant for the pickleball court upgrades.

**No action taken.**

Mr. Schmoyer informed the committee that the Soccer club asked for permission to use the ballfields and their lights for practice due to it getting darker early.

**A motion was made by Ms. Ladd-Kidder and seconded by Mr. Snyder to approve the Soccer club to use the ballfields and their lights in the park for practice. The motion passed by unanimous vote.**

#### **OFF AGENDA**

The KYAA asked for a Borough employee to operate the Borough's backhoe Saturday November 11, 2023 from roughly 8:00am till around noon to help move and spread infield mix. **A motion was made by Ms. Ladd-Kidder and seconded by Mr. Snyder to approve a Borough employee to operate the Borough's backhoe Saturday November 11, 2023 from roughly 8:00am till around noon to help the KYAA move and spread infield mix. The motion passed by unanimous vote.**

Mr. Bailey stated that he has recently received complaints about people feeding peanuts to the squirrels in the park and the health effects that has on people with peanut allergies.

**No action taken.**

Mr. Bailey informed the committee that the freezer at the park stand died at the end of the season but Doug said that he didn't really lose any food and that the seal on the pool freezer went bad and the pool stand lost \$1,264.76 worth of food until it was determined that the freezer seal was bad. Mr Bailey asked for permission to replace both freezers before the 2024 season. Mr Schmoyer asked that the Borough deduct the \$1,264.76 that the pool stand lost from the amount that they owe the Borough from the lease agreement.

**A motion was made by Ms. Ladd-Kidder and seconded by Mr. Snyder to approve replacing both freezers before the 2024 season and to have the Borough deduct the \$1,264.76 that the pool stand lost from the amount that they owe the Borough from the lease agreement. The motion passed by unanimous vote.**

Mr. Snyder noted that the Borough will be buying some new Main Street light decorations.

**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 8:44p.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)