

**BOROUGH OF KUTZTOWN
PUBLIC WORKS COMMITTEE MEETING
MINUTES OF October 3, 2023**

A regular meeting of the Public Works Committee was held on Tuesday, October 3, 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 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 was present via telephone.

APPROVAL OF MINUTES

Committee members reviewed the September 5, 2023 minutes.

A motion was made by Ms. Ladd-Kidder and seconded by Mr. Seyler to approve the September 5, 2023 minutes provided that the motions that listed Mr. Syler are changed to Mr. Snyder and that the \$500.00 donation amount to the County recycling program is listed in the motion. The motion passed by unanimous vote.

ENGINEERING REVIEW

Mr. Bailey discussed the 2023 Paving and Storm Sewer Improvement Project and noted that the chip and seal in carriage point will be finished this Thursday and that only punch list items would be left after that.

No action taken.

Mr. Rogosky reviewed payment application No.2 from Schlouch Inc. from the 2023 Paving and Storm Sewer Improvement Project

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve payment application No.2 from Schlouch Inc. in the amount of \$159,792.87. The motion passed by unanimous vote.

Mr. Bailey informed the committee that CMS is still waiting for the storm basins and plans to have the work done by the end of October if possible.

No action taken.

Mr. Rogosky discussed the available DECD grant. Ms. Ladd-Kidder noted that she would like to see the Borough pursue using this grant to help fund projects like replacing Highland Avenue water and sanitary lines and well as having it repaved, to do work on the shoe building and or the public works building or to help purchase a new street sweeper.

The committee asked Mr. Rogosky and Mr. Khalife to investigate what information this grant will need and to try to work up any pricing in conjunction with HRG for Highland Avenue and or resolutions that are required before the grant deadline in November.

PUBLIC COMMENTS

Ms. Ladd-Kidder asked about the Sacony Trail resurfacing.

Mr. Bailey stated that he is still trying to reach out to the contractors about pricing and availability.

OLD BUSINESS

No public comments.

NEW BUSINESS

The Committee reviewed and discussed the request of the Kutztown Elementary School to have the ceres pavilion rental fee waived for their field trip on Friday October 6, 2023 with a rain date of Wednesday October 11, 2023.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve waiving the ceres pavilion rental fee for the Kutztown Elementary School field trip on Friday October 6, 2023 with a rain date of Wednesday October 11, 2023. The motion passed by unanimous vote.

The Committee discussed the grant that was awarded to the EAC for riparian buffer work

The committee asked that this goes to the council to ratify the final paperwork.

Mr. Bailey informed the committee that Mr. Diehl and himself did about as much as they could for shoe building and the public works building replacement plans and that they would have to have an engineer, or an architect take over. Mr. Bailey noted that they needed to find a map with the wellhead protection zones.

The committee discussed sending this to Great Valley Consultants to work on it and having this discussed at the electric and finance committee.

Mr. Bailey informed the committee that there is a beehive in the legion field press box and that he will need to reach out to a beekeeper to have them removed.

No action taken.

Mr. Bailey informed the committee that he is waiting on numbers for redoing the railing and deck at the train station. He also noted that he is recommending that the wood be switched to a thermally modified poplar wood.

The committee agreed that switching to a thermally modified poplar wood would be a good idea.

Mr. Bailey reviewed the 2023 leaf collection schedule.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve the 2023 leaf collection schedule. The motion passed by unanimous vote.

Mr. Bailey reviewed the 2024 refuse and recycling schedule.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve the 2024 refuse and recycling schedule. The motion passed by unanimous vote.

Mr. Bailey reviewed the 2024 electronic recycling dates.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve May 4, 2024 and August 10, 2024 as the 2024 electronic recycling dates. The motion passed by unanimous vote.

Mr. Bailey reviewed the 2024 landfill agreement.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve the 2024 landfill agreement. The motion passed by unanimous vote.

Mr. Bailey informed the committee that the cleaning contract expires on December 31, 2023 and will need to go out to bid.

The committee directed Mr. Bailey to move forward with what was needed to send the cleaning contract out to bid.

Mr. Bailey informed the committee that Mr. Schmoyer and himself were recommending that the Borough reimburse Archer Scaffidi his lifeguard CPR first aid certification fee as recommended by Lisa Reilly for doing a good job and as an incentive to have the lifeguards do a good job and return for the next season.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve reimbursing Archer Scaffidi his lifeguard CPR first aid certification fee in the amount of \$350.00. The motion passed by unanimous vote.

The update on the 2023 concert series was tabled.

Mr. Bailey discussed adding additional pickleball and tennis courts where the hockey rink was located.

The committee directed Mr. Bailey to price adding two more pickleball courts for 2024 in the same orientation as the existing pickleball court.

The commercial rental rate for the bandshell discussion was tabled.

OFF AGENDA

Grace Church asked to use the grass area to the right of the train station for an outdoor church service on Christmas Eve like they have done for the last two years.

A motion was made by Mr. Snyder and seconded by Ms. Ladd-Kidder to approve Grace Church using the grass area to the right of the train station for an outdoor church service on Christmas Eve. The motion passed by unanimous vote.

Mr. Khalife informed the committee that the refuse rates will be going up 4% for 2024.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve raising the refuse rates by 4% for 2024. The motion passed by unanimous vote.

Mr. Snyder noted that Todd Underwood was asking for permission to have his animal behavior class students do some research projects at North Park. And for Dr. Christopher Sacchi's plant ecology class to measure trees in the Main Street Park as part of their class project.

A motion was made by Mr. Snyder and seconded by Ms. Ladd-Kidder to approve Dr. Underwood's animal behavior class students do some research projects at North Park and for Dr. Sacchi's plant ecology class to measure trees in the Main Street park as part of their class project. The motion passed by unanimous vote.

ADJOURNMENT

There being no further business to discuss, a motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to adjourn the meeting. The motion carried and the meeting adjourned at 8:35p.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)