BOROUGH OF KUTZTOWN
PUBLIC WORKS COMMITTEE MEETING
MINUTES OF October 6, 2026

A regular meeting of the Public Works Committee was held on Tuesday, October 6, 2026 at the Kutztown Municipal Building, 45 Railroad Street.

The meeting was called to order at 7:43 p.m. by Mr. Snyder, Chairman. Member's present were: Ed Seyler and Ms. Lisa Ladd-Kidder Also in attendance: Ms. Andrea Coaxum, 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. Steve Reinert, of AD Moyer, Mr Bob Weller and Mr. Eric Boyer.

APPROVAL OF MINUTES
Committee members reviewed the September 1, 2026 minutes.
A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve September 1, 2026 minutes. The motion passed by unanimous vote.

The committee reviewed Chapter 47-3 Powers and duties of the Public Works Committee.
No action taken.

ENGINEERING REVIEW
Mr. Rogosky reviewed payment application No.1 from CMS in the amount of $36,792.00 for the 2026 paving and storm project.
A motion was made by Ms. Ladd-Kidder and seconded by Mr. Seyler to approve payment application No.1 from CMS in the amount of $36,792.00 for the 2026 paving and storm project. The motion passed by unanimous vote.

Mr. Rogosky reviewed and discuss the South Laurel Street and Grimley Street all way stop analysis noting that the intersection does not meet the warrants for an all-way stop. He noted that the Borough may consider the restriction of parking along South Laurel Street along the northeast and southwest corners to provide a sightline for motorists negotiating turning movements from Grimley Street onto South Laurel Street; and the restriction of parking at the southeast corner of Grimley Street.
A motion was made by Ms. Ladd-Kidder and seconded by Mr. Seyler to approve placing signs and yellow curb to restrict parking on South Laurel Street along the northeast and southwest corners to provide a sightline for motorists negotiating turning movements from Grimley Street onto South Laurel Street; and the restriction of parking at the southeast corner of Grimley Street. The motion passed by unanimous vote.

Building Construction Review
The committee reviewed and discussed the Acela plans for the new building's front sidewalk and drainage that was reviewed by GVC.
A motion was made by Ms. Ladd-Kidder and seconded by Mr. Seyler to approve sending the plans and quote for the work, once available, to council for approval. The motion passed by unanimous vote.

The committee reviewed and discussed change order No. 37 from Kinsley Construction for cutting in windows, painting exposed ceilings, flooring, adding a ceiling in room 203, plumbing upgrades and oil storage tank, reworking hand railings, electrical and lights in the amount of $74,592.63 for the new building.
A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve change order No. 37 from Kinsley Construction for cutting in windows, painting exposed ceilings, flooring, adding a ceiling in room 203, plumbing upgrades and oil storage tank, reworking hand railings, electrical and lights in the amount of $74,592.63 for the new building. The motion passed by unanimous vote.

The committee reviewed and discussed change order No. 38 from Kinsley Construction for added flooring and base in room 111, additional framing and drywall to cover water lines in the bathroom on the first floor and the area above it and adding soffits on the second floor to complete the fire rating requirements in the amount of $8,555.88 for the new building.
A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve change order No. 38 from Kinsley Construction for added flooring and base in room 111, additional framing and drywall to cover water lines in the bathroom on the first floor and the area above it and adding soffits on the second floor to complete the fire rating requirements in the amount of $8,555.88 for the new building. The motion passed by unanimous vote.

The committee reviewed and discussed Payment App No. 13 from Kinsley Construction in the amount of $577,579.39 for the new building.
A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve Payment App No. 13 from Kinsley Construction in the amount of $577,579.39 for the new building. The motion passed by unanimous vote.

The committee reviewed and discussed the invoice from Acella in the amount of $22,437.15 for their work for the new building.
A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve the invoice from Acella in the amount of $22,437.15 for their work for the new building. The motion passed by Mr. Snyder and Mr. Seyler voting yea and Ms. Ladd-Kidder voting nay.

PUBLIC COMMENTS
Mr. Weller asked about a stop sign being placed at the end of North Whiteoak Street at Fairview Drive now that the developments have started groundwork.
Mr. Bailey will reach out to Mr. Hauck at Maxatawny to see if this was part of the plan for the developments.

OLD BUSINESS
Mr. Bailey reviewed and discussed the request of Schucker and Company LLC. for an exemption from the Borough trash service for their business located at 429 West Main Street noting that in Chapter 185-2 A 1 of the Borough Code states that properties are required to be served by, and liable for the fees and costs for collection and disposal services.
The committee agreed that Mr Schucker will need to pay for trash service.

NEW BUSINESS

The committee reviewed and discussed the request of the Kutztown Kindergarten to have the rental fee waived for their Ceres pavilion rental on October 9, 2026 with a rain date of October 16, 2026.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve waving the Ceres pavilion rental fee for the Kutztown Kindergarten on October 9, 2026 with a rain date of October 16, 2026. The motion passed by unanimous vote.

The committee reviewed and discussed the request of Steve Reinert to close Willow Street from Industrial Alley to Normal Avenue for a classic car show on Sunday May 16, 2027 as a fundraiser for Special Olympics.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve closing Willow Street from Industrial Alley to Normal Avenue for a classic car show on Sunday May 16, 2027 as a fundraiser for Special Olympics. The motion passed by unanimous vote.

The committee reviewed and discussed the request of Grace EC Church to have an outdoor Christmas Eve service, weather permitting at the Train Station's yard.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve Grace EC Church having an outdoor Christmas Eve service, weather permitting at the Train Station's yard. The motion passed by unanimous vote.

The committee reviewed and discussed the request of Kristen Schroeder for a refund from her Brick pavilion rental on Sunday September 27, 2026 due to not having access to the lights and wasps.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve refunding **Kristen Schroeder $75.00 for her Brick pavilion rental on Sunday September 27, 2026 due to not having access to the lights and wasps. The motion passed by unanimous vote.**

The committee reviewed and discussed the request of the KYAA to have a Borough employee with a loader and the roller help move the infield mix on Saturday November 7, 2026.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve having a Borough employee with a loader and the roller help the KYAA move the infield mix on Saturday November 7, 2026. The motion passed by unanimous vote.

The committee reviewed and discussed the traffic signal maintenance contract with Signal Service, Inc.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve having the contract reviewed by the solicitor so it can be presented to council at the October meeting. The motion passed by unanimous vote.

Mr. Bailey reviewed the 2027 Electronic recycling events.
A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve having the Borough host electronic recycling events through RRS on May 22, 2027 and August 7, 2027 at a cost of $1,790.00. The motion passed by unanimous vote.

Mr. Bailey reviewed the 2027 refuse and recycling schedule.
A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve the 2027 refuse and recycling schedule. The motion passed by unanimous vote.

Mr. Bailey and Ms. Coaxum discussed the possibility of switching to a toter style trash can for refuse collection.
The committee asked MS. Coaxum and Mr. Bailey to explore different options and update the committee.

Mr. Schmoyer reviewed the 2026 concert series.
No action taken.

Mr. Schmoyer informed the committee that the pool concession stand lease agreement is expiring and that we will need to look for someone else to run the pool stand.
Mr. Coaxum and Mr. Schmoyer will explore some options of how to structure the new lease before it is advertised.

OFF AGENDA
Mr. Schmoyer asked about a potential parking issue on South Laurel Street near James Alley and if Mr. Rogosky, Mr. Boyer, or Mr. Bailey could investigate this.
The Committee asked Mr. Rogosky, Mr. Boyer, and Mr. Bailey to investigate this.

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 9:07p.m.

cc: Kevin Snyder, Committee Chairman, Council President
Ed Seyler, Committee Member
Lisa Ladd Kidder, Committee Member
Pat Snyder, Councilperson
Derek Mace, Councilman
George Kusterer, Councilman
Jim Schlegel, Mayor
Joe Rogosky, P.E., Great Valley Consultants (email)
Brian Bailey, Public Works Superintendent

Ms. Andrea Coaxum, Borough Manager
John Schmoyer, Seasonal Recreation Director (hardcopy)
Evan Muller, 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
Planning Commission