BOROUGH OF KUTZTOWN
PUBLIC WORKS COMMITTEE MEETING
MINUTES OF September 6, 2022

A regular meeting of the Public Works Committee was held on Tuesday, September 6, 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 and Mr. Ed Seyler. Also in attendance: Mr. Brian Bailey, Public Works Superintendent; Mr. Joe Rogosky, P.E. of Great Valley Consultants; Mr. Jim Schlegel, Mayor; Mr. Mike Berger from the Maxatawny Municipal Authority; Mrs. Allison Fuller and Ms. Sandy Green from the Kutztown Community Partnership and Ms. Lisa Houser from the US Tennis Association.

APPROVAL OF MINUTES
Committee members reviewed the August 2, 2022 minutes.
A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve the August 2, 2022 minutes with the following changes; to make the distinction between Mr. Ed Seyler and Mr. Tim Seyler. The motion passed by unanimous vote.

ENGINEERING REVIEW
Mr. Rogosky reviewed and discussed the north park bridge noting that the test bores are scheduled for next week. He also noted that we will be able to go down to a 100-foot span on the replacement bridge since it will be permanent vs a temporary bridge and that Acro has updated the bridge estimate accordingly with a cost of $362,200 for the 100-foot bridge and that it would cost $141,610.40 to have Desco remove the old bridge. There was also some discussion about the agreement that the Borough and Maxatawny solicitors were working on to share all of the costs involved with this project.
A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve moving forward with the 100-foot bridge and the new estimate from Acro provided that the cost is shared with Maxatawny Township under the agreement that the solicitors are working on and that Maxatawny Township also approves the 100-foot bridge as well. The motion passed by unanimous vote.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve moving forward with the estimate from Desco to remove the old north park bridge at a cost of $141,610.40 provided that Maxatawny Township agrees to share the cost under the new agreement that the solicitors are working on. The motion passed by unanimous vote.

Mr. Rogosky reviewed and discussed the 2022 Paving and Storm Sewer Improvements Project noting that the catch basin tops were finally in and being installed.
No action taken.
Mr. Rogosky reviewed and discussed the application for payment No.1 from Schlouch Inc. for the 2022 paving project. A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve Payment No.1 to Schlouch Inc. in the amount of $59,224.59 for the 2022 paving project. The motion passed by unanimous vote.

Mr. Rogosky reviewed and discussed the Multimodal Grant and noted that the traffic count will be coordinated between GVC and HRG for the Multimodal Grant and for the Green Light Go Grant. No action taken.

Mr. Rogosky reviewed the possibility of GVC filling out a permit with the DEP for a proposed soil stabilization project along the Sacoony creek. Mr. Bailey noted that he needed to gather more information before GVC could give an estimate of what it will cost to do the permit. No action taken.

PUBLIC COMMENTS
Mrs. Fuller stated that the KCP will no longer be operating the snack stand at the pool in 2023 and that they wanted to give the Borough ample time to look for a replacement. The committee thanked her and the KCP for running the stand and giving us the time needed to look for a replacement.

OLD BUSINESS
Mr. Schlegel informed the committee that the KTA, Maxatawny and the Borough have discussed what would be needed as well as options to fix the crossings and that there will be a formal plan made in the future. No action taken.

Mr. Bailey informed the committee that he was unable to get pricing for new pickleball courts at this time but that he did know of someone that was interested in the hockey rink if the Borough decides to get rid of it. No action taken.

NEW BUSINESS
The Committee reviewed and discussed the request letter that was drafted for the transfer of goods between Topton and Kutztown. The committee directed Mr. Bailey to make some revisions to the agreement letter for Topton.
The Committee reviewed and discussed the request of Grace Church to host a movie night in the park and to use the brick pavilion on Friday October 7, 2022 with a rain date of Saturday October 8, 2022. The event will be open to everyone.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve the Grace Church to host a movie night in the park and to use the brick pavilion on Friday October 7, 2022 with a rain date of Saturday October 8, 2022. The motion passed by unanimous vote.

The Committee reviewed and discussed the request of Grace Church for a $25.00 reimbursement for their rental of the flora pavilion on August 7, 2022 due to vandalism issues.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve reimbursing Grace Church $25.00 for their rental of the flora pavilion on August 7, 2022 due to vandalism issues. The motion passed by unanimous vote.

The committee reviewed and discussed the request of Lisa Houser to host a tennis event in the park.

The committee asked Mr. Schmoyer to looking into this and report back to the committee.

The committee reviewed and discussed the request of Maria Kemp to use the scooter building on Saturday October 1, 2022 for her son’s birthday party.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve Maria Kemp to use the scooter building on Saturday October 1, 2022 for her son’s birthday party. The motion passed by unanimous vote.

The committee reviewed and discussed the request of Kutztown Cub Scout Pack 101 to use the bandshell on Saturday September 17 from 3:00pm till 5:00pm for their fall kickoff. They are asking if the rental fee could also be waived.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve Kutztown Cub Scout Pack 101 to use the bandshell on Saturday September 17 from 3:00pm till 5:00pm for their fall kickoff and to waive the rental fee. The motion passed by unanimous vote.

The committee reviewed and discussed the 2022 leaf collection schedule.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve the 2022 leaf collection schedule. The motion passed by unanimous vote.

The committee reviewed and discussed the 2023 electronic recycling dates.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve the 2023 electronic recycling dates. The motion passed by unanimous vote.

The committee reviewed and discussed the 2023 refuse and recycling schedule.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve the 2023 refuse and recycling schedule. The motion passed by unanimous vote.
The committee reviewed and discussed the 2022-2023 public works on call schedule and snow program. Mr. Bailey asked for permission to update the contractor rates in the snow agreement as they are out of date and low. **The committee directed Mr. Bailey to look into updating the contractor rates in the snow agreement and report back.**

The committee reviewed and discussed the 2022-2023 salt sales agreement with the Kutztown Area School District. Mr. Bailey noted that he is still waiting on the cost per gallon of the salt additive for this winter season to complete the agreement. **The committee noted that Mr. Bailey could send this to council if he got the pricing needed before the council meeting.**

The committee reviewed and discussed the Signal Service traffic signal maintenance contract. **A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve the Signal Service traffic signal maintenance contract. The motion passed by unanimous vote.**

The committee reviewed and discussed getting rid of an old fuel tank that is in the pile for the scrap yard. **No formal action taken.**

Mr. Schmoyer and Mr. Bailey informed the committee that they would like to make revisions to the park rental form to take care of some issues that have come up recently with things like vandalism and insurance requirements being needed. **The committee asked Mr. Schmoyer and Mr. Bailey to work on the revisions and report back to the committee.**

Mr. Schmoyer and Mr. Bailey informed the committee that they would like to streamline the process of renting the scooter building and bandshell for 2023 by being able to approve basic and or standard requests in an effort to limit how many requests will need to be brought to the committee and council. **The committee agreed that this would be a good idea and asked for Mr. Schmoyer and Mr. Bailey to work on this for 2023.**

Mr. Schmoyer did a final review of the 2022 concert series. **No action taken.**

**OFF AGENDA**

Mr. Bailey stated that he wanted to pass along a thank you message from Cheryl Lord for the Borough allowing the KU Alumni Jamming with the Golden Bears event to happen in the park. **No action taken.**
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 9:05p.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
     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)