

**BOROUGH OF KUTZTOWN  
PUBLIC WORKS COMMITTEE MEETING  
MINUTES OF September 3, 2024**

A regular meeting of the Public Works Committee was held on Tuesday, September 3, 2024 at the Kutztown Municipal Building, 45 Railroad Street.

The meeting was called to order at 7:28 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. John Schmoyer, Recreation Director; James Schlegel, Mayor and Mr. Mike Downing.

**APPROVAL OF MINUTES**

Committee members reviewed the August 6, 2024 minutes.

**A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve the August 6, 2024 minutes. The motion passed by unanimous vote.**

**ENGINEERING REVIEW**

Mr. Rogosky discussed the 2024 Paving Contract noting that H&K was planning to start in October due to issues getting materials.

**No action taken.**

Mr. Rogosky reviewed and discussed HRG's Letter of recommendation for payment application No.2 submitted by LB Construction Enterprises, Inc. in the amount of \$67,195.80 for the Multimodal Grant work.

**A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve payment No.2 to LB Construction Enterprises, Inc. in the amount of \$67,195.80 for the Multimodal Grant work. The motion passed by unanimous vote.**

The committee reviewed and discussed the request of Mr. Downing to add crosswalks to the intersection of South Baldy Street and Trexler Avenue.

**The committee asked Mr. Bailey to contact KU about possibly installing a crosswalk at that intersection and sending us the bill for our corner.**

**PUBLIC COMMENTS**

**No public comments.**

**OLD BUSINESS**

The committee reviewed and discussed the public works building and the proposal from ACELA.

**The committee directed Mr. Bailey to send the Acela proposal to the council, Mr. Khalife and the solicitor for review so it can be discussed and reviewed at the September council meeting. The committee noted that they would like to see the signature on the agreement be a commitment to Stage One only. And the item on page 9 about any proposal is good for 3 months only be extended to 6 months or one year.**

## **NEW BUSINESS**

The committee reviewed and discussed the 2025 landfill agreement.

**A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve the 2025 landfill agreement. The motion passed by unanimous vote.**

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

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

The committee reviewed and discussed the request from the Optimist Club to have the Borough waive the fee for a bill insert advertising their trick or treat event.

**No action taken.**

The committee reviewed and discussed the request of the Parole Board to have the brick pavilion rental fee waived for their annual picnic on September 27, 2024.

**A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve waiving the brick pavilion rental fee for the Parole Board's annual picnic on Friday September 27, 2024. The motion passed by unanimous vote.**

Mr. Bailey reviewed the schedule for the pickleball court installation, noting that the coatings will start on September 10, 2024 weather permitting.

**No action taken.**

Mr. Bailey reviewed the proposed 2024 leaf collection schedule.

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

Mr. Bailey reviewed the proposed 2025 electronic recycling dates.

**A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve the 2025 electronic recycling dates. The motion passed by unanimous vote.**

Mr. Bailey reviewed the proposed 2025 refuse and recycling schedule.

**A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve the 2025 refuse and recycling schedule. The motion passed by unanimous vote.**

Mr. Bailey reviewed the status of the veteran's banners.

**No action taken.**

Mr. Bailey reviewed the status of the park pathway.  
**The mayor stated that he would like to see bollards installed.**

Mr. Schmoyer reviewed the final report for the 2024 concert series.  
**The committee thanked Mr. Schmoyer for all his hard work in creating a successful concert series.**

## **OFF AGENDA**

Mr. Bailey reviewed the Polling Place Agreement.  
**A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve the Polling Place Agreement. The motion passed by unanimous vote.**

Mr. Rogosky noted that we may be able to use an alternate work location for the small water grant. Mr. Bailey asked about potentially using an alternative locations for storm line improvements for the small water grant.  
**The committee asked Mr. Bailey and Mr. Rogosky to see what they could find that will be of similar cost as a potential alternate work location for the small water grant if we are allowed to change the scope of work.**

Ms. Ladd-Kidder brought up vandalism on the Saucony Trail noting that pathways were cut into the vegetation, plantings were pulled out and damage to a marker post. She also noted that Chief Cleary has been contacted.  
**No action taken.**

Mayor Schlegel reviewed a letter from the Optimist Club requesting permission for them to coordinate with Mr. Bailey and make upgrades to the horseshoe and quoit pit, and plant trees near the pit.  
**A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve the Optimist Club permission for them to coordinate with Mr. Bailey and make upgrades to the horseshoe and quoit pit, and plant trees near the pit. The motion passed by unanimous vote.**

Mr. Bailey noted that the Gas Boy billing will now go through EKOS.  
**No action taken.**

## **ADJOURNMENT**

There being no further business to discuss, a motion was made by Mr. Snyder and seconded by Mr. Seyler to adjourn the meeting. The motion carried and the meeting adjourned at 8:47p.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)