

**BOROUGH OF KUTZTOWN
PUBLIC WORKS COMMITTEE MEETING
MINUTES OF September 1, 2026**

A regular meeting of the Public Works Committee was held on Tuesday, September 1, 2026 at the Kutztown Municipal Building, 45 Railroad Street.

The meeting was called to order at 7:28 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. Derek Mace; Mr. Steven Schucker, of Schucker and Company LLC.; Mr. Todd Underwood, of the EAC; and Mr. Eric Boyer.

APPROVAL OF MINUTES

Committee members reviewed the August 4, 2026 minutes.

A motion was made by Mr. Ms. Ladd-Kidder and seconded by Mr. Seyler to approve August 4, 2026 minutes. The motion passed by unanimous vote.

ENGINEERING REVIEW

Mr. Rogosky reviewed the 2026 paving and storm project noting that there was a preconstruction meeting with CMS and some local businesses and that work started last week. Mr. Rogosky noted that we will need to use flowable fill to create a seal between the new pipes and the old pipes at three locations due to the old pipe being in worse shape than anticipated. He also noted that the Borough's water main will need to be lowered due to it being in the way of the storm pipe and while we don't have an exact cost, CMS said that they can lower the water main at a cost not to exceed \$20,000.00 until their estimator returns and give us an exact cost estimate.

A motion was made by Mr. Ms. Ladd-Kidder and seconded by Mr. Seyler to approve having CMS proceed with lowering the water main immediately at a cost not to exceed \$20,000.00 so the 2026 paving and storm project at Maple and James isn't delayed any longer and to have them provide the exact cost as soon as possible for council to ratify. The motion passed by unanimous vote.

Building Construction Review

The committee reviewed and discussed change order No. 31 from Kinsley Construction for swapping door 207 with the eliminated door 116 and adding additional lighting in the amount of \$3,260.65 for the new building.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve change order No. 31 from Kinsley Construction in the amount of \$3,260.65 for swapping door 207 with the eliminated door 116 and adding additional lighting to the new building. The motion passed by unanimous vote.

The committee reviewed and discussed change order No. 33 from Kinsley Construction for adding a ceiling to room 116, the coiling fire door to be upsized, glass windows being added to some doors, two additional windows being installed and a credit for eliminating the partition walls in the amount of \$8,680.73 for the new building.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve change order No. 33 from Kinsley Construction in the amount of \$8,680.73 for adding a ceiling to room 116, the coiling fire door to be upsized, glass windows being added to some doors, two additional windows being installed and a credit for eliminating the partition walls to the new building. The motion passed by unanimous vote.

The committee reviewed and discussed Payment App No. 12 from Kinsley Construction for the new building.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve Payment App No. 12 from Kinsley Construction in the amount of \$728,648.21 for the new building. The motion passed by unanimous vote.

The committee reviewed and discussed signage for the new building.

Ms. Coaxum will report back with more information.

The committee reviewed and discussed the old Kutztown E.L.&P. sign.

Ms. Coaxum will report back with more information.

PUBLIC COMMENTS

No public comments.

OLD BUSINESS

The discussion on the park water fountains was tabled.

Mr. Bailey reviewed the draft of the new park rules.

The committee asked that Mr. Bailey and Ms. Coaxum make changes to the rules and report back.

NEW BUSINESS

The committee reviewed and discussed the request of the Kutztown EAC to partner with Berks Nature for a habitat restoration project at North Park to control invasive plants and native trees and shrubs.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve the Kutztown EAC to partner with Berks Nature for a habitat restoration project at North Park to control invasive plants and native trees and shrubs. The motion passed by unanimous vote.

The committee reviewed and discussed the request of the Kutztown EAC to establish two small deer exclosures at North Park to help the native vegetation grow.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve the Kutztown EAC to establish two small deer exclosures at North Park to help the native vegetation grow. The motion passed by unanimous vote.

The committee reviewed and discussed the request of the Kutztown EAC and KASD to extend the Sacony Trail south from the observation deck and to plant a meadow with the Borough funding \$1,800.00 to help cover the cost of the project possibly as part of the 2027 budget or as an unbudgeted item on the 2026 budget.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve sending the easement agreement to the KASD for review. The motion passed by unanimous vote.

The committee reviewed and discussed the request of Kutztown University to have their biology students conduct an insect collecting event on Thursday September 10, 2026 or Saturday September 12, 2026 like they have done in previous years.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve Kutztown University to have their biology students conduct an insect collecting event on Thursday September 10, 2026 or Saturday September 12, 2026 like they have done in previous years. The motion passed by unanimous vote.

The committee reviewed and discussed the request of the Rotary Club to use the Main Street Park on Saturday June 12, 2027 and Saturday June 10, 2028 for their Taste of Kutztown event.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve having the Rotary Club use the Main Street Park on Saturday June 12, 2027 and Saturday June 10, 2028 for their Taste of Kutztown event. The motion passed by unanimous vote.

The committee 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.

The committee asked Ms. Coaxum and Mr. Bailey to investigate the ordinance and report back.

Mr. Bailey reviewed the KYAA's request to have the Borough get three loads of infield mix so they can do field maintenance during the offseason. Mr Bailey noted that it would cost \$6,465.00 for 75tons of infield mix.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve having the Borough get 75tons of infield mix at a cost of \$6,465.00 so the KYAA can do field maintenance during the off season. The motion passed by unanimous vote.

Mr. Bailey reviewed the 2026 leaf collection schedule.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve the 2026 leaf collection schedule. The motion passed by unanimous vote.

Mr. Schmoyer reviewed the Kutztown Soccer Club's request to use the multipurpose field as well as the ballfields and their lights in the park for their fall practices and games.

A motion was made by Mr. Seyler and seconded by Ms. Ladd-Kidder to approve the Kutztown Soccer Club's request to use the multipurpose field as well as the ballfields and their lights in the park for their fall practices and games. The motion passed by unanimous vote.

Mr. Schmoyer reviewed the Kutztown Park pavilion rental rates for the 2027 season noting that he doesn't recommend any changes at this time.

No action taken.

OFF AGENDA

Mr. Bailey discussed quotes for a paper shredding event.

No action taken.

Mr. Bailey informed the committee that the Borough's work crew and the Maxatawny work crew were going to collaborate on some work on College Bouvard.

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 8:50p.m.

cc: Kevin Snyder, Committee Chairman, Council President
Ed Seyler, Committee Member
Lisa Ladd Kidder, Committee Member
Derek Mace, Councilman
George Kusterer, Councilman
Jim Schlegel, Mayor(hardcopy)
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 (email)
Planning Commission (email)

