AGENDA
KUTZTOWN BOROUGH COUNCIL MEETING
FEBRUARY 16, 2021

PLEASE NOTE THE FOLLOWING VACANCIES:

- Code Appeals Board: Four Member Vacancies
  One Alternate Vacancy
- Zoning Hearing Board: Two Alternate Vacancies
- Civil Service Commission: One Member Vacancy
- Housing License Appeals Board: Three Alternate Vacancies
- Environmental Advisory Commission: Three Member Vacancies
- Telecommunications Advisory Commission: One Member Vacancy

PUBLIC COMMENTS:

CONSENT AGENDA

Consider motion to approve consent agenda:

- Review and accept the Minutes of the January 19, 2021 Borough Council meeting.
- Ratify approval for the payment of bills and necessary transfers of funds, which have been provided to Borough Council in the Accounts Payable G/L Distribution Report, including payment dates from January 16, 2021, through February 12, 2021.

REGULAR AGENDA

BOROUGH PLANNING COMMISSION:
Chairperson: Frederick Englehardt
Members: Nykolai Blichar, Lisa Ladd-Kidder, Karen Feridun, Patricia Snyder, Joel Seidel, and Tim Haring

ENVIRONMENTAL ADVISORY COMMISSION:
Chairperson: Todd Underwood
Members: Keith Leinbach, Warren Shaub and Andrew Bosche

Fines Collected:  
- District Justice Greth  December, 2020  $2,959.41
- Clerk of Common Pleas  December, 2020  $5.13
- Secretary’s Office  January, 2021  $1,675.00
- Parking Kiosk  January, 2021  $81.50

Take action on the proposed Resolution forging a relationship with Altrip, a municipality in Germany, through programming to exchange historical and cultural information in an effort to participate in town twinning.

Take action on the proposed Exposure to Violent or Traumatic Incidents Standard Operating Procedure.

Review PennDOT’s draft Policy and Procedures for PDD (Personal Delivery Devices) Operations, and discuss drafting an Ordinance for the Borough.

Take action to authorize the Borough Solicitor to attend the Housing License Appeals Board meeting, on behalf of the Borough, on March 17, 2021.

PUBLIC WORKS:
Chairperson:  Kevin Snyder
Members:  Edwin Seyler and Zebulon Hull

Take action on the request from Trinity Lutheran Church to use the Band Shell, on April 4, 2021, from 7:00 a.m., through 12:00 noon, for an Easter service, provided they follow all COVID guidelines in place at that time.

Take action on the request from Healthy Kids Running to use the Lower Park, from April 11, 2021, through May 9, 2021, provided they follow all COVID guidelines in place at that time.

Take action to approve the request from St. John’s and Trinity churches to rent the Band Shell each Sunday, from June 7 through August 30, 2021, from 7:00 a.m. until 12:00 noon, provided that the dates are available, that they cannot use the Band Shell on Kutztown Day, and that they follow all COVID guidelines in place at that time.

Take action on the request from the Optimist Club to use the Park for a socially distanced drive through Easter egg hunt, on April 3, 2021.

Take action to approve the 2021 vegetation control program through NaturaLawn of America.

Take action to authorize Brian Bailey to draft an amendment to the current yard waste dumpster Ordinance.
Take action on the request from the Kutztown Area School District to use the ball fields in the Park for the 2021 season, provided they follow all COVID guidelines in place at that time, and to have John Schmoyer finalize the agreement with the School District.

**PERSONNEL:**

*Chairperson:* Arabel Elliott  
*Members:* Kevin Snyder and Amanda Raudenbush

Take action to hire Heidi Hermany, as an Office Clerk, contingent upon completion of a pre-employment physical and other requirements.

Take action to reclassify Karl Schemberg, voluntarily, from Corporal to Officer, effective February 6, 2021.

**FINANCE AND ELECTRIC:**

*Chairperson:* Derek Mace  
*Members:* Kevin Snyder and Edwin Seyler

Take action on the proposed Resolution amending labor and equipment rates.

Take action to release $39,027.46, from the Borough’s fire tax fund, to be used toward the purchase and installation of heating units, in the fire station, to replace the boiler that is in disrepair.

Take action to release $3,322.17, from the Borough’s fire tax fund, to be used toward the purchase and installation of an access control system to better secure the fire station from unauthorized entry.

Take action to enter into a Right-of-Way Agreement for underground electric service, with Tim and Patricia Snyder, of 162 Alex Court.

**TELECOMMUNICATIONS AND INFORMATION TECHNOLOGIES:**

*Chairperson:* Zebulon Hull  
*Members:* Arabel Elliott and Amanda Raudenbush

**WATER AND WASTEWATER:**

*Chairperson:* Edwin Seyler  
*Members:* Derek Mace and Zebulon Hull

Take action to allocate $3,000.00 to support and create a Kutztown Residential Native Tree Planting 50/50 Grant Project.

Take action to approve Kohl Bros., Inc. to replace Well Pump 3A, at the Water Treatment Plant, at a cost of $21,000.00.
Take action to award the 2021-2023 Sludge Hauling contract to Miller's Sanitary Services, Inc. with a unit price of .0770 per gallon.

Take action to approve the sewer credit request for 321-351 E. Walnut Street, in the amount of $1,392.55, since the water was not processed through the Sewer Treatment Plant.

Take action to approve the sewer credit request for 11 E. Main Street, in the amount of $288.39, since the water was not processed through the Sewer Treatment Plant.

Take action to award the College Garden/Briar Cliff Pump Station Project Base Bid Lump Sum amount, of $263,840.04, to Descco Design and Construction, Inc.

Take action to reject the College Garden/Briar Cliff Pump Station Project Alternate Generator Bid amount, of $48,443.04, from Descco Design and Construction Inc.

Take action to approve the Kutztown Municipal Authority request for an additional 3.275 EDUs of water to service the existing customer at 15305 Kutztown Road, with the condition that the EDUs be held for one year. NOTE: This is billed through the Kutztown Municipal Authority.

Take action to approve the request for an additional 2.509 EDUs of sewer to service the existing customer at 15305 Kutztown Road, with the condition that the EDUs be held for one year. NOTE: This is billed through the Borough.

Take action to approve the Kutztown Municipal Authority request for 1 EDU of water to service a vacant lot on Commons Road, where the existing water line services other area homes, with the condition that the EDU be held for one year.

Take action to approve a payment to Mr. Rehab, in the amount of $168,489.27, for the CIIP Lining Project at the College Garden/Briar Cliff Pump Station. NOTE: This payment calculation is their invoice amount minus their retribution for costs incurred due to debris they had left in our system.

Take action to approve a $900.00 stipend, to Anna Hull, for her internship work at the Sewer Treatment Plant.

MISCELLANEOUS: