



## **AGENDA**

### **KUTZTOWN BOROUGH COUNCIL MEETING**

**MAY 21, 2025**

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PLEASE NOTE THE FOLLOWING VACANCIES:

Code Appeals Board:	Four Member Vacancies
Planning Commission:	One Alternate Vacancy
Zoning Hearing Board:	One Member Vacancy
Housing License Appeals Board:	Two Alternate Vacancies
	Two Member Vacancies
	Three Alternate Vacancies
Environmental Advisory Commission	One Member Vacancy
	One Student Representative

### **PUBLIC COMMENTS:**

### **CONSENT AGENDA**

Consider motion to approve consent agenda:

- Review and accept the Minutes of the April 15, 2025, Borough Council meeting.
  - Review and accept the Borough Community Development Report for April 2025.
  - 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 April 12, 2025, through May 16, 2025.
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### **REGULAR AGENDA**

#### **BOROUGH PLANNING COMMISSION:**

*Chairperson: Robert Weller*

*Members: Patricia Snyder, Steve Fenstermacher, Joel Seidel, Chad Master and Drew Myers*

#### **ENVIRONMENTAL ADVISORY COMMISSION:**

*Chairperson: Todd Underwood*

*Members: Kathleen Kelly, Randall Wert, Constantine Penzone and Lisa Foreback*

**COMMUNITY DEVELOPMENT AND PUBLIC SAFETY:***Chairperson: George Kusterer**Members: Derek Mace and Frederick Engelhardt*

Police Report for April 2025.

Fines Collected:	District Justice Greth	April 2025	\$3,631.18
	Clerk of Common Pleas	April 2025	\$367.26
	Secretary's Office	April 2025	\$650.00

Take action to approve Standard Operating Procedure 2025-01 regarding Issued Equipment, Usage, and Control.

**PUBLIC WORKS:***Chairperson: Kevin Snyder**Members: Edwin Seyler and Lisa Ladd-Kidder*

Take action to approve awarding the 2025 Street Improvements Project bid, to Construction Master Services, LLC, in the amount of \$454,300.00.

Take action to approve payment No.7 to LB Construction Enterprises, Inc., in the amount of \$25,472.50, for the Pedestrian Improvements Project.

Take action to approve the request from the Kutztown Dolphin Swim Team to hold a "Meet and Greet Night" at the pool, on June 5, 2025, at 5:30 p.m.

Take action to ratify the quote from Main Line Pools to replace the pool chemical pumps in the amount of \$2,321.95.

Take action to approve the proposal from ProMax to install a fence along the front bank of the Park, from the Band Shell to the "Welcome to Kutztown" sign, in the amount of \$16,745.00. Note: Pricing is through COSTARS.

Take action to approve the estimate from Hafer Equipment, to upgrade the Gasboy Islander PRIME system, in the amount of \$17,259.00. Note: Pricing is through Sourcewell.

Take action to approve the estimate from Lehigh Valley Sight & Sound, to upgrade the pool's audio system, in the amount of \$2,537.66.

Take action to approve the estimate from Natural Lawn to treat the Softball and Little League fields for grubs and weeds, in the amount of \$290.00, for one application.

Take action to approve the request from St. John's Church to rent the Scooter Building on July 27, 2025, for a church picnic.

Take action to approve the request from the Kutztown Rotary Club to reserve the Park on June 13, 2026, for the Taste of Kutztown event.

Take action to approve the request from the Kutztown Optimist Club to work on projects in the Park involving the playground, quoit pits, and basketball court areas, sometime in June or July, and to have them coordinate with Brian Bailey for assistance from Borough employees and with Borough equipment.

Take action on the request from Scout Troop 101 to use the Ceres Pavilion on June 17, 2025, for the Flag Retirement Ceremony, and to waive any applicable fees.

Take action to approve the request from Girl Scout Junior Troop 1315 to plant a pin oak tree in the Park, as part of their Bronze Award service project, and to have them coordinate with the Environmental Advisory Commission and Brian Bailey.

**PERSONNEL:**

*Chairperson:* Frederick Engelhardt

*Members:* Kevin Snyder and George Kusterer

Take action to renew the professional service agreement with Sheila Sacks.

Take action to approve the summer pool employee hire list as provided to Council.

Take action to adopt a Pilot Program Policy to govern Borough employees, who are Kutztown Fire and Rescue Volunteer members, to respond during work hours.

Take action to provide a conditional offer of employment to two Police Officer Cadets who will be sponsored by the Borough to attend the Police Academy starting in July 2025, and to make the offer contingent upon their passing all remaining tests, clearances, successful entrance to the Academy and graduating from the Academy.

Take action to have a separate Springbrook Payroll software module installed for the Kutztown Community Library payroll.

Take action to approve waiving the Water Rescue Certification for the pool manager, for the 2025 season, although it is preferred that the manager gets that certification if possible.

An Executive Session is requested to discuss personnel and legal matters.

**FINANCE AND ELECTRIC:**

*Chairperson:* Derek Mace

*Members:* Kevin Snyder and Edwin Seyler

**TELECOMMUNICATIONS AND INFORMATION TECHNOLOGIES:**

*Chairperson:* Lisa Ladd-Kidder

*Members:* George Kusterer and Frederick Engelhardt

**WATER AND WASTEWATER:**

*Chairperson: Edwin Seyler*

*Members: Derek Mace and Lisa Ladd-Kidder*

Take action to approve payment to Mr. Rehab, in the amount of \$154,112.50, for cleaning and televising 2,705 feet of sewer line; installing a Cure in Place Plastic (CIPP) liner; and reinstating all laterals into the main.

Take action to approve the final payment to Allgyer Enterprises, LLC, in the amount of \$10,025.00, for the Highland Avenue Sewer Repairs project.

Take action to accept the SSM Water Aquifer Report.

**MISCELLANEOUS:**

Take action to introduce and authorize advertisement of the proposed Ordinance amending Chapter 170 of the Code of the Borough of Kutztown, entitled “Public Records”, by amending §170-7.A. by repealing and reenacting said section to amend the fee structure to reflect that which is promulgated by the Pennsylvania Office of Open Records.

Update on CGI Web site videos.