

January 16, 2024
Kutztown, PA

A regular meeting of the Kutztown Borough Council was called to order at 7:29 p.m. in the Kutztown Train Station by the President, Mr. Kevin Snyder, with other members of Borough Council present: Mr. Derek Mace, Mr. Edwin Seyler, Ms. Lisa Ladd-Kidder, Mr. George Kusterer, Mr. Frederick Engelhardt, and the Mayor, Mr. James Schlegel. Mr. Keith Mooney, Borough Solicitor; Mr. Gabriel Khalife, Borough Manager/Treasurer; Ms. Andrea Rahn, Assistant Borough Secretary; Mr. Mike Clery, Police Chief; Planning Commission representative Bob Weller; and Kutztown Fire and Rescue representative Todd Evans were also present.

Mr. Kusterer opened the meeting with a prayer.

President Snyder noted the following vacancies:

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

President Snyder asked if there was anyone who wished to address Council before proceeding with the agenda. There were none.

A motion was made by Mr. Seyler, seconded by Mr. Kusterer, Resolved, To approve the Consent Agenda, consisting of the following items:

- Review and accept the Minutes of the December 19, 2023, Borough Council meeting.

- Review and accept the Minutes of the January 2, 2024, Borough Council Reorganization meeting.
- Review and accept the Borough Community Development Report for December 2023.
- 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 December 16, 2023, through January 12, 2024.

Passed by unanimous vote.

Under Borough Planning Commission, there was nothing to report.

Under Environmental Advisory Commission, there was nothing to report.

Under Community Development and Public Safety Committee, the Monthly Police Report for December 2023 was submitted.

The following fines were collected:

District Justice Greth	December 2023	\$2,765.41
Clerk of Common Pleas	November 2023	\$604.89
	December 2023	Not Reported
Secretary's Office	December 2023	\$1,186.25

A motion was made by Mr. Mace, seconded by Ms. Ladd-Kidder, Resolved, To approve George Kusterer as a member of the Topton Ambulance Board. Passed by unanimous vote.

Under Public Works Committee, a motion was made by Mr. Seyler, seconded by Mr. Mace, Resolved, To approve the updated Park Rental Agreement. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To approve Payment No.1, from CMS in the amount of \$37,125.00, for the West Main Street storm work. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To approve Payment No.2, from CMS in the amount of \$108,308.59, as final payment for the West Main Street storm work. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To award the Traffic Signal Improvement Project bid to Telco Inc., in the amount of \$111,775.00, and to send them a notice of award intent so they can start the process of ordering supplies. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To approve mailing the sponsor solicitation letters to merchants, clubs, etc., for the 2024 Concert Series. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To approve having individual sponsors for the 2024 Concert Series. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To hire Lisa Reilly as Pool Manager for the 2024 summer pool season at the budgeted salary amount. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Mr. Mace, Resolved, To approve mailing application packets to all qualified 2023 pool staff (lifeguards and office clerks) for consideration of employment for the 2024 season. Passed by unanimous vote.

Under Personnel Committee, a motion was made by Mr. Engelhardt, seconded by Mr. Kusterer, Resolved, To reappoint Jeffrey Dietrich as a member of the Housing License Appeals Board whose term shall expire on February 1, 2025. Passed by unanimous vote.

A motion was made by Mr. Engelhardt, seconded by Mr. Kusterer, Resolved, To reappoint Randy Jay Haydt as a member of the Telecommunications Advisory Commission whose term shall expire on February 1, 2026. Passed by unanimous vote.

A motion was made by Mr. Engelhardt, seconded by Mr. Kusterer, Resolved, To reappoint David Slabonik as a member of the Telecommunications Advisory Commission whose term shall expire on February 1, 2026. Passed by unanimous vote.

A motion was made by Mr. Engelhardt, seconded by Mr. Kusterer, Resolved, To reappoint Chet Reimer as a member of the Civil Service Commission whose term shall expire on February 1, 2030. Passed by unanimous vote.

A motion was made by Mr. Engelhardt, seconded by Mr. Kusterer, Resolved, To reappoint the following members to the Police Pension Advisory Committee: Derek Mace, George Kusterer, Charles Lawson, and Gabriel Khalife. Passed by unanimous vote.

An Executive Session to discuss personnel and legal matters was not needed.

Under Finance and Electric Committee, a motion was made by Mr. Mace, seconded by Mr. Seyler, Resolved, To introduce and authorize advertisement of the proposed Resolution amending labor and equipment rates. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Mr. Mace, Resolved, To adopt the following Resolution:

RESOLUTION NO. 1-2024

A RESOLUTION OF THE BOROUGH OF KUTZTOWN, BERKS COUNTY, PENNSYLVANIA, ADOPTING A FIVE-YEAR SMOOTHING METHOD TO DETERMINE THE ACTUARIAL VALUE OF ASSETS AS PART OF THE ACTUARIAL VALUATION FOR THE BOROUGH OF KUTZTOWN POLICE PENSION PLAN, ACCORDING TO §203.2 OF THE REGULATIONS COVERING THE IMPLEMENTATION OF THE ACTUARIAL FUNDING RULES OF ACT 205

OF 1984 (P.L. 1005, NO. 205, 53 P.S. §§895.101-895.803) PUBLISHED BY THE PUBLIC EMPLOYEE RETIREMENT COMMISSION, CURRENTLY KNOWN AS THE MUNICIPAL PENSION REPORTING PROGRAM (MPRP).

WHEREAS, the Borough of Kutztown has previously submitted the actuarial valuation reports for the Borough of Kutztown Police Pension Plan using the fair or market value of plan assets to determine the actuarial value of assets; and

WHEREAS, the Borough of Kutztown desires to use a five-year smoothing method to determine the actuarial value of assets, effective with the January 1, 2023, actuarial valuation; and

WHEREAS, the Borough of Kutztown desires to adopt a method for valuing assets for actuarial valuation purposes under §203.2 of the regulations cited above as determined by the Plan's actuary; and

NOW THEREFORE, be it resolved and enacted by the Borough of Kutztown that the five-year smoothing method to determine the actuarial value of assets be adopted for the Plan, effective with the January 1, 2023, actuarial valuation report.

ADOPTED AND RESOLVED by the Council of the Borough of Kutztown, Berks County, Pennsylvania, in a lawful session duly assembled this 16th day of January 2024.

Passed by unanimous vote.

Mr. Khalife noted that the fund amount was low, so smoothing was necessary for next year.

Under Telecommunications and Information Technologies Committee, there was nothing to report.

Under Water and Wastewater Committee, a motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To authorize HRG to complete the 2023 Chapter 94 and Highland Avenue Corrective Action Plan at a cost of \$6,500.00. Passed by unanimous vote.

Under Miscellaneous, a motion was made by Mr. Seyler, seconded by Mr. Kusterer, Resolved, To adjourn the Council meeting upon vote. Passed by unanimous

12618

vote. The meeting ended at 7:44 p.m.

Prepared by: Gina M. Wiand
Borough Secretary

Attested by: Andrea Rahn
Assistant Borough Secretary

Kevin J. Snyder and Andrea Rahn hereby ordered payment of the expenditures listed in the Accounts Payable G/L Distribution Report, including payment dates from December 16, 2023, through January 12, 2024, in accordance with Section 1106 of the Borough Code, Commonwealth of Pennsylvania.

Kevin J. Snyder

Andrea Rahn