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May 22, 2019
Kutztown, PA

A regular meeting of the Kutztown Borough Council was called to order at 7:31 p.m. in the Kutztown Train Station by the President, Mr. Kevin Snyder, with other members of Borough Council present: Mr. Edwin Seyler, Mr. Richard Diehm, Mr. Scott Piscitelli, Ms. Arabel Elliott, and the Mayor, Mr. James Schlegel. Mr. Derek Mace was absent. Mr. Timothy Dietrich, Borough Solicitor; Mr. Gabriel Khalife, Borough Manager/Treasurer; Ms. Gina M. Wiand, Borough Secretary/Public Relations and Marketing Director; Kutztown Community Partnership/Kutztown University Community Liaison Sandy Green; Kutztown Community Partnership representatives Joel Seidel and Allison Fuller; Borough Planning Commission representatives Lisa Ladd-Kidder, Fred Engelhardt and Pat Snyder; Kutztown Area School District Superintendent George Fiore; Kutztown Area School District Business Administrator David Miller; Urban Resources Development Corporation representative Charlie Schmehl; Kutztown Area Transport Service representative Rodney Freeman; and residents Phila Back, Diane Piscitelli, Craig Koller, Andrew Vogel, Kerri Schegan, Denise Bosler, and Warren Shaub were also present.

President Snyder opened the meeting and introduced the presenters for the Rental Housing Strategy Plan request.

Sara Hailstone gave the presentation on behalf of Hailstone Economic.

After the presentation, Phila Back asked how parking issues would be addressed, and Ms. Hailstone responded that it would need to be studied and a strategy would need to be planned.

Lisa Ladd-Kidder asked about the cost, and Ms. Hailstone responded that the cost for services would be \$48,500.00.

Mark Evans gave the presentation on behalf of Derck & Edson, and Chris Lankenau spoke on behalf of Urban Partners.

After the presentation, Mr. Piscitelli asked if they work in many college communities. Mr. Evans revealed that they have worked in nine town and gown communities and that they are doing similar things in Elizabethtown right now.

Drew Sontag gave the presentation on behalf of Urban Research & Development Corporation.

After the presentation, Warren Shaub asked about transportation alternatives in Kutztown. Mr. Sontag responded that it would have to be studied as a part of the planning process.

President Snyder asked if there was anyone who wished to address Council before proceeding with the agenda.

Ms. Back requested a copy of the air quality monitoring samples collected by Kutztown University. She was told that when the report is made available, she will receive a copy.

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

-) Review and accept the Minutes of the April 16, 2019 Borough Council meeting.
-) Review and accept the Minutes of the April 29, 2019 Special Borough Council meeting.
-) Review and accept the Borough Community Development Report for April, 2019.

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-) 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 13, 2019, through May 17, 2019, as summarized below:

General Fund	\$228,877.40
Refuse and Recycling Fund	\$43,026.99
Fire Protection Tax Fund	\$1.80
Recreation Tax Fun	\$2.87
Road Tax Fund	\$7.21
Water Fund	\$118,336.83
Electric Fund	\$363,836.01
Sewer Fund	\$74,877.22
Telecommunications Fund	\$55,548.31

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 April, 2019 was submitted.

The following fines were collected:

District Justice Greth	March, 2019	\$4,756.00
Clerk of Common Pleas	March, 2019	\$550.78
Secretary's Office	April, 2019	\$5,825.00

A motion was made by Mr. Piscitelli, seconded by Mr. Seyler, Resolved, To approve the proposed Chaplaincy Program Standard Operating Procedure. Passed by unanimous vote.

A motion was made by Mr. Piscitelli, seconded by Mr. Diehm, Resolved, To approve the proposed Vehicle Accident Investigation Standard Operating Procedure. Passed by unanimous vote.

A motion was made by Mr. Piscitelli, seconded by Mr. Seyler, Resolved, To authorize advertisement of the proposed Ordinance amending Chapter 168, section 168-7

B, of the Kutztown Borough Code, entitled “Posting of Signs.” Passed by unanimous vote.

A motion was made by Mr. Piscitelli, seconded by Mr. Diehm, Resolved, To approve a proposed Task Force, for the Rental Housing Strategy Plan, including the following individuals: Sandy Green, Kutztown Community Partnership/Kutztown University Community Liaison; Ben Haas, Kutztown Community Partnership Economic Development Chair; George Fiore, Kutztown Area School District Superintendent; Pete Smith, Kutztown Community Partnership Vice President; Alex Ogeka, Kutztown University Foundation; Chris Pruitt, East Penn Manufacturing President; Jeff Tkach, Rodale Institute; Derek Mace, Kutztown Borough Council; Scot Horst, Strategic Planner; Scott Piscitelli, Kutztown Borough Council; Craig Koller, Borough Resident; Gabriel Khalife, Borough Manager; James Schlegel, Borough of Kutztown Mayor; Ernie Post, Small Business Development Center; Pat Snyder, Borough Planning Commission; Joel Seidel, Borough Planning Commission; Lisa Ladd-Kidder, Borough Planning Commission; Jerry Silberman; Kutztown University; Kerri Schegan, Kutztown Area School District; and Andy Vogel, Kutztown University.

A motion was made by Mr. Seyler, seconded by Mr. Diehm, Resolved, To amend the motion, still on the floor, to add Kevin Snyder to the Task Force. Passed by unanimous vote.

Under Public Works Committee, a motion was made by Mr. Seyler, seconded by

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Mr. Piscitelli, Resolved, To approve the request from the Kempton Youth baseball program to use the Babe Ruth Field in the park, for their home games, provided there are no conflicts with the KYAA program. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Mr. Piscitelli, Resolved, To approve the request from the Talisman Players to perform in an open area of the park, on May 31, 2019, provided there are no conflicts with scheduled games in the park. Passed by unanimous vote.

A motion was made by Mr. Piscitelli, seconded by Mr. Seyler, Resolved, To approve the request from Mark Arnold to use the Scooter Building on June 2, 2019. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Mr. Piscitelli, Resolved, To approve the request from the Kutztown Rotary Club, to use the Ceres pavilion on June 5, 2019, for Taste of Kutztown and to waive the rental fee. Passed by unanimous vote.

A motion was made by Mr. Piscitelli, seconded by Mr. Seyler, Resolved, To approve the request from the PA Board of Probation & Parole to hold their annual meeting and picnic, on July 12, 2019, in the Brick Pavilion and to waive the rental fee. Passed by unanimous vote.

A motion was made by Mr. Piscitelli, seconded by Mr. Seyler, Resolved, To approve the request, from Girl Scout Troop 1110, to rent the North Park Pavilion on 5/20, 6/3, 6/17, 7/1, 7/15, 7/29, 8/12, 8/26, 9/9, 9/23, 2019, from 6:00 p.m. until 7:30 p.m. and to waive the rental fee. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Mr. Piscitelli, Resolved, To award the 2019 Street and Storm Improvements contract to Schlouch Inc. for the base bid

(items A through H) and the alternate bid (item I), for a total amount of \$304,499.73.

Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Mr. Piscitelli, Resolved, To approve hiring Berks Traffic for 2019 line painting. Passed by unanimous vote.

Off of the agenda, a motion was made by Mr. Piscitelli, seconded by Mr. Seyler, Resolved, To the request from the Kutztown Brandywine Cougar Youth Football and Cheerleading Association to use the Park multipurpose field, for their 2019 football season, which runs from August 1, 2019, through November 30, 2019. Passed by unanimous vote.

Under Personnel Committee, a motion was made by Mr. Diehm, seconded by Ms. Elliott, Resolved, To accept the resignation of Library Clerk, Donna Farley, effective May 20, 2019. Passed by unanimous vote.

A motion was made by Mr. Diehm, seconded by Ms. Elliott, Resolved, To approve hiring the list of pool employees for the 2019 season. Passed by unanimous vote.

A motion was made by Mr. Diehm, seconded by Ms. Elliott, Resolved, To approve a salary of \$11.29 per hour, for the 2019 pool season head lifeguard, and a salary of \$10.60 per hour for the 2019 pool season assistant head lifeguard. Passed by unanimous vote.

A motion was made by Mr. Diehm, seconded by Ms. Elliott, Resolved, To hire Timothy Jany, as a summer seasonal laborer, for the Public Works Department. Passed by unanimous vote.

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A motion was made by Mr. Diehm, seconded by Ms. Elliott, Resolved, To Lucas Summers, as a summer seasonal laborer, for the Public Works Department. Passed by unanimous vote.

Off of the agenda, a motion was made by Mr. Diehm, seconded by Ms. Elliott, Resolved, To approve the Contract for Professional Services, with Sheila Sacks, for graphic design services. Passed by unanimous vote.

An Executive Session requested to discuss personnel and legal matters was deferred until the end of the meeting.

Under Finance and Electric Committee, there was nothing to report.

Under Telecommunications and Information Technologies Committee, Ms. Elliott read aloud the following update provided by Mark Arnold: “The yondoo beta test period started May 15 with conversion of 10 customers to the yondoo Video feed. The set-top box installation went very well. They are pre-provisioning the boxes in the office, which reduces the time in the customer’s home. Full deployment will start on May 29 with conversion anticipated to be completed within 45 to 60 days.”

Under Water and Wastewater Committee, a motion was made by Mr. Seyler, seconded by Mr. Piscitelli, Resolved, To approve a sewer credit, in the amount of \$89.50, for 42 S. Whiteoak Street. Passed by unanimous vote.

A motion was made by Mr. Piscitelli, seconded by Mr. Diehm, Resolved, To authorize advertisement of the proposed Ordinance amending Section 177-79 (D) of the Kutztown Borough Code, entitled “Sewer Connection.” Passed by unanimous vote.

Under Miscellaneous, President Snyder noted the following vacancies:

Code Appeals Board:

Three Member Vacancies
One Alternate Vacancy

Zoning Hearing Board:
Housing License Appeals Board:

Environmental Advisory Commission:

Two Alternate Vacancies
One Member Vacancy
Three Alternate Vacancies
Two Member Vacancies

President Snyder called for an Executive Session at 9:14 p.m. to discuss personnel and legal matters. The Executive Session ended and the meeting reconvened at 9:34 p.m.

No action was taken.

A motion was made by Mr. Piscitelli, seconded by Ms. Elliott, Resolved, To adjourn the Council meeting upon vote. Passed by unanimous vote. The meeting ended at 9:34 p.m.

Prepared and Attested by: Gina M. Wiand
Borough Secretary

Kevin Snyder and Andrea Rahn hereby ordered payment of the expenditures listed in the Accounts Payable G/L Distribution Report, including payment dates from April 13, 2019, through May 17, 2019, in accordance with Section 1106 of the Borough Code, Commonwealth of Pennsylvania.

Kevin J. Snyder

Gina M. Wiand