

July 16, 2019
Kutztown, PA

A regular meeting of the Kutztown Borough Council was called to order at 7:33 p.m. in the Kutztown Train Station by the President, Mr. Kevin Snyder, with other members of Borough Council present: Ms. Arabel Elliott, Mr. Edwin Seyler, Mr. Richard Diehm, Mr. Derek Mace, Mr. Scott Piscitelli, and the Mayor, Mr. James Schlegel. Mr. Gabriel Khalife, Borough Manager/Treasurer was absent. Mr. Keith Mooney, Borough Solicitor; Ms. Andrea Rahn, Assistant Borough Secretary; Mr. Craig Summers, Police Chief; Kutztown Area Transport Services representative Rodney Freeman; Allentown and Auburn Railroad representative Mike Bast; Kutztown Community Partnership/Kutztown University Community Liaison Sandy Green; Tompkins Insurance representative Sam Harter; Hutchinson, Gillahan & Freeh, PC representative Cheri Freeh; Friend, Inc. representative Cathy Dill; Kutztown Community Partnership representative Allison Fuller; Kutztown University students Matthew Bartlett and Seth Haupt were also present.

Cheri Freeh, from Hutchinson, Gillahan & Freeh, PC presented, distributed and reviewed with Council the Borough's 2018 Audit Report.

Sam Harter, from Tompkins Insurance presented and reviewed with Council the Borough's 2019-2020 policy renewals, and he commented that the Borough does a wonderful job in managing their assets. After a lengthy discussion regarding additional coverages, Mr. Harter offered to draft another proposal for additional coverages including microbial, cyber, terrorism and pollution.

A motion was made by Mr. Piscitelli, seconded by Mr. Seyler, Resolved, To

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approve the original policy proposal and to request an estimate for additional coverages.

Passed by unanimous vote.

Matthew Bartlett and Seth Haupt, Kutztown University students presented Council with their findings on Inflow and Infiltration at the Wastewater Treatment Plant. Both Mr. Mace and Mr. Seyler commended them on their work and stated that this is a great example of the University and the Borough working together.

President Snyder asked if there was anyone who wished to address Council before proceeding with the agenda. There were no public comments.

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

-) Review and accept the Minutes of the June 18, 2019 Borough Council meeting.
-) Review and accept the Borough Community Development Report for June, 2019.
-) 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 June 8, 2019, through July 11, 2019. Passed by unanimous vote.

Under Borough Planning Commission, there was nothing to report.

Under Environmental Advisory Commission, Mr. Snyder noted that the Environmental Advisory Commission is planning to plant a garden, at the North Whiteoak Street mini park, in the fall.

Under Community Development and Public Safety Committee, the Monthly Police Report for June, 2019 was submitted.

The following fines were collected:

District Justice Greth	May, 2019	\$5,475.13
Clerk of Common Pleas	May, 2019	\$809.07
Secretary's Office	June, 2019	\$1,000.00

A motion was made by Mr. Piscitelli, seconded by Mr. Diehm, Resolved, To authorize the Borough solicitor to draft a Fireworks Ordinance using the basic language and other local Pennsylvania Ordinances as a guide, and including an ending time of 10:30 p.m. Passed by unanimous vote.

A motion was made by Mr. Piscitelli, seconded by Mr. Diehm, Resolved, To approve the Friend, Inc. Brake the Cycle for Poverty bike ride through the Borough of Kutztown. Passed by unanimous vote.

A motion was made by Mr. Piscitelli, seconded by Mr. Seyler, Resolved, To approve increasing the transient business license fee to \$200.00 per month. Passed by unanimous vote.

Regarding food truck restrictions, Mr. Mace stated that he would like to get the Kutztown Community Partnership's input on it, and he invited Sandy Green to attend the next Community Development and Public Safety Committee meeting to discuss it.

Mr. Mooney advised Council to take action on an Ordinance regarding the transient business license fee increase.

A motion was made by Mr. Diehm, seconded by Mr. Piscitelli, Resolved, To authorize Mr. Mooney to draft an Ordinance amendment to Chapter 206-3 and to include wording that allows for setting the fee by Resolution. Passed by unanimous vote.

Under Public Works Committee, a motion was made by Mr. Piscitelli, seconded by Mr. Seyler, Resolved, To approve the request from M&M Facility Services, for

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payment application No. 1, for the police HVAC system. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Mr. Piscitelli, Resolved, To authorize selling the following surplus items on Municibid: a 1997 Exmark model LZ25K 60" zero turn lawn mower; a 2000 Exmark Lazer Z model LZ25K 60" zero turn lawn mower; a 2001 John Deere 6x4 diesel Gator; three Echo SRM 2400 weed wackers for parts; and twenty 150-watt High Pressure Sodium Cobra Head Street Lights with bulbs. Passed by unanimous vote.

A motion was made by Mr. Piscitelli, seconded by Mr. Seyler, Resolved, To approve adding a yellow curb drop-off area at the park steps, on E. Main Street, near the Band Shell. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Mr. Piscitelli, Resolved, To approve the request from Jessica Hilbert to rent the Scooter Building on Sunday, July 28, for a birthday party. Passed by unanimous vote.

Under Personnel Committee, a motion was made by Mr. Diehm, seconded by Ms. Elliott, Resolved, To approve a temporary \$8.00 per hour rate increase for Sue Kline, and a temporary \$1.00 per hour rate increase for Shelley Grim, effective July 15, 2019, with authorization for the Borough Manager to roll back the respective rate increases relating to the current vacancies at the Community Development Office. Passed by unanimous vote.

A motion was made by Mr. Diehm, seconded by Mr. Seyler, Resolved, To appoint Andrew Arnold, as a member of the Housing License Appeals Board, whose term shall end on July 1, 2020. Passed by unanimous vote, with Ms. Elliott abstaining,

because Andrew Arnold is her husband.

A motion was made by Mr. Diehm, seconded by Mr. Piscitelli, Resolved, To appoint Craig Koller, as a member of the Housing License Appeals Board, whose term shall end on July 1, 2020. Passed by unanimous vote.

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

Under Finance and Electric Committee, a motion was made by Mr. Mace, seconded by Mr. Seyler, Resolved, To approve sending Kerry Eckert and Chad Gechter to the Pennsylvania Rural Electric Association Underground School, at Adams Electric Corporation, for a fee of \$3,400.00. Passed by unanimous vote.

A motion was made by Mr. Mace, seconded by Mr. Seyler, Resolved, To hire Gary's Tree and Shrubbery Service to remove a large dead ash tree, located in the Borough's utility right-of-way, in the area behind 100 N. Constitution Boulevard, for a fee not to exceed \$7,200.00. Passed by unanimous vote.

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 Mr. Diehm, Resolved, To purchase a new influent flow meter, for the Wastewater Treatment Plant, in the amount of \$8,396.00. Passed by unanimous vote.

Under Miscellaneous, President Snyder noted the following vacancies:

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

President Snyder called for an Executive Session at 9:07 p.m. to discuss personnel and legal matters.

The Executive Session ended and the meeting reconvened at 9:18 p.m.

A motion was made by Mr. Piscitelli, seconded by Mr. Mace, Resolved, To hold a meet and greet with Hailstone Economic and the Rental Housing Strategy Plan Task Force in the Train Station, on July 31, at 7:00 p.m.

A motion was made by Mr. Piscitelli, seconded by Mr. Seyler, Resolved, To adjourn the Council meeting upon vote. Passed by unanimous vote. The meeting ended at 9:19 p.m.

Prepared and Attested by: Andrea Rahn
 Assistant 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 June 8, 2019, through July 11, 2019, in accordance with Section 1106 of the Borough Code, Commonwealth of Pennsylvania.

Kevin J. Snyder

Andrea Rahn