

November 17, 2020
Kutztown, PA

A regular meeting of the Kutztown Borough Council was called to order at 7:48 p.m., via Zoom, by the President, Mr. Kevin Snyder, with other members of Borough Council present: Mr. Derek Mace, Mr. Edwin Seyler, Ms. Arabel Elliott, Ms. Amanda Raudenbush, Mr. Zebulon Hull, and the Mayor, Mr. James Schlegel. Mr. Keith Mooney, Borough Solicitor; Mr. Gabriel Khalife, Borough Manager/Treasurer; Ms. Gina M. Wiand, Borough Secretary/Public Relations and Marketing Director; Police Chief Craig Summers; Ms. Judith Danko, Community Development Director; Planning Commission representatives Lisa Ladd-Kidder and Joel Seidel; Allentown & Auburn Railroad representative Mike Bast; Anne Franke, Lisa Mitchell, Phila Back, Tim Seyler and Warren Shaub were also present.

President Snyder noted 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:	Two Member Vacancies

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

Phila Back addressed Council with concern about rising Coronavirus numbers in relation to the Allentown & Auburn Railroad's operation of holiday trains. She asked Council to reconsider allowing them to run the trains right now.

Lisa Ladd-Kidder read aloud a statement regarding the potential negative impact

of the proposed Duke Realty project that Council voted to deny at their October meeting.

Warren Shaub read aloud a statement making the following requests for Council to consider:

1. To move public comments to the end of the full Council meeting.
2. To have all elected and appointed officials take a course in Parliamentary Procedure.
3. To create protocols for public Zoom meetings.
4. To keep public Zoom meetings as an option when the Borough moves back to in-person meetings.

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

- Review and accept the Minutes of the October 20, 2020 Borough Council meeting.
- Review and accept the Borough Community Development Report for October, 2020.
- 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 October 17, 2020, through November 13, 2020, as summarized below:

General Fund	\$369,973.21
Refuse and Recycling Fund	\$58,614.05
Water Fund	\$116,273.91
Electric Fund	\$453,236.81
Sewer Fund	\$116,297.80
Telecommunications Fund	\$59,647.15

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 October, 2020 was submitted.

Ms. Raudenbush noted that the following fines were collected:

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District Justice Greth	September, 2020	\$2,143.07
Clerk of Common Pleas	September, 2020	\$583.22
Secretary's Office	October, 2020	\$5,525.00
Parking Kiosk	October, 2020	\$232.75

A motion was made by Mr. Mace, seconded by Ms. Elliott, Resolved, To donate \$500.00 to Crime Alert Berks County. All those in favor, except for Ms. Raudenbush and Mr. Hull, who voted Nay. There being a majority in favor, the motion passed.

Mr. Seyler noted that the Borough already donates, and wondered what the extra \$500.00 would go toward. Mr. Mace said it would go toward awards for tips that lead to arrests, and Chief Summers said it would also help the "Shop with a Cop" program for children in need.

A motion was made by Ms. Raudenbush, seconded by Ms. Elliott, Resolved, To execute a monthly lease agreement option for the Community Development Office located at 324 West Main Street. Passed by unanimous vote.

Under Public Works Committee, a motion was made by Mr. Seyler, seconded by Ms. Raudenbush, Resolved, To approve Change Order No. 4, from Schlouch Incorporated, for the 2019 Paving and Storm Sewer Improvements Project, in the amount of, \$18,349.28. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Mr. Mace, Resolved, To approve payment No. 6, to Schlouch Incorporated, for the 2019 Paving and Storm Sewer Improvements Project, in the amount of, \$67,386.92. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Raudenbush, Resolved, To approve Change Order No. 1, from Schlouch Incorporated, for the 2020 Paving and

Storm Sewer Improvements Project, in the amount of, \$5,980.00. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Mr. Mace, Resolved, To approve payment No. 1, to Schlouch Incorporated, for the 2020 Paving and Storm Sewer Improvements Project, in the amount of, \$242,208.55. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Mr. Mace, Resolved, To approve Change Order No. 2, from Schlouch Incorporated, for the 2020 Paving and Storm Sewer Improvements Project, in the amount of, \$5,110.00. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Mr. Mace, Resolved, To award the 2021-2023 janitorial services bid to Jan-Pro Clean Systems. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Raudenbush, Resolved, To approve paving the Borough-owned section of road, from 737 to the bridge at North Park, concurrently with Weber Steel Services located at 661 Krumsville Road. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Mr. Mace, Resolved, To enter into an agreement with the Kutztown Area School District to provide salt for the 2020-2021 winter season. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Raudenbush, Resolved, To authorize advertisement of the proposed Ordinance vacating and removing from the topographical survey of the Borough of Kutztown, a portion of Baldy Alley, as shown on exhibit "A." Passed by unanimous vote.

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A motion was made by Mr. Seyler, seconded by Ms. Raudenbush, Resolved, To authorize the Environmental Advisory Commission to use the Borough's logo on promotional items. Passed by unanimous vote.

President Snyder noted that the logo would be used to promote the new recycling schedule.

Under Personnel Committee, a motion was made by Ms. Elliott, seconded by Mr. Seyler to ratify a Memorandum of Understanding regarding a personnel matter. Passed by unanimous vote.

A motion was made by Ms. Elliott, seconded by Ms. Raudenbush, Resolved, To reappoint James Schlegel, as a member of the Kutztown Transportation Authority, whose term shall expire on December 1, 2025. Passed by unanimous vote.

A motion was made by Ms. Elliott, seconded by Mr. Seyler, Resolved, To reappoint John Fry, as a member of the Housing License Appeals Board, whose term shall expire on December 1, 2021. Passed by unanimous vote.

Off of the agenda, a motion was made by Ms. Elliott, seconded by Mr. Mace, Resolved, To appoint Sharon Dalickas as the Borough's Finance Director, at a salary of \$58,000 per year, retroactive to November 1, 2020. Passed by unanimous vote.

President Snyder noted that Council met in Executive Session, prior to the start of this meeting, to discuss personnel and legal matters.

Under Finance and Electric Committee, Mr. Khalife presented the 2021 budget to Council.

Mayor Schlegel announced that there will be no utility or real estate tax increases in 2021.

A motion was made by Mr. Mace, seconded by Mr. Seyler, Resolved, To authorize advertisement that the proposed budget for 2021 is available for public inspection. Passed by unanimous vote.

A motion was made by Mr. Mace, seconded by Mr. Seyler, Resolved, To enter in to an agreement with Hutchinson, Gillahan & Freeh, PC, to perform the Borough's 2020 audit. Passed by unanimous vote.

A motion was made by Mr. Mace, seconded by Mr. Seyler, Resolved, To introduce and authorize advertisement of the proposed Ordinance to adopt the 2021 real estate tax rates. Passed by unanimous vote.

Mr. Mace noted that the rates would stay at the existing levels for 2021.

Mr. Mooney asked Ms. Wiand if she would advertise the Ordinance, and she responded that she would.

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. Mace, Resolved, To approve the security and alarm system project, at the Wastewater Treatment Plant, in the amount of \$12,954.35. Passed by unanimous vote.

Mr. Seyler noted that Creekside Property Services, Inc. will be removing four trees, along the fence line at the Wastewater Treatment Plant, for a cost of \$4,000.00.

Mr. Seyler also noted that the Water Department has been awarded the AWOP (Area Wide Optimization Program) for the 10th year. This National award is given to water plants to recognize the operators' outstanding efforts toward optimizing filter plant

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turbidity performance. This award is possible because of the outstanding work and dedication of the Borough's Water Plant Operators in operating and maintaining the plant as well as Borough Council's support of the staff and plant needs.

Under Miscellaneous, a motion was made by Mr. Seyler, seconded by Mr. Hull, Resolved, To adjourn the Council meeting upon vote. Passed by unanimous vote. The meeting ended at 8:28 p.m.

Prepared and Attested by: Gina M. Wiand
Borough Secretary

Kevin Snyder and Gina Wiand hereby ordered payment of the expenditures listed in the Accounts Payable G/L Distribution Report, including payment dates from October 17, 2020, through November 13, 2020, in accordance with Section 1106 of the Borough Code, Commonwealth of Pennsylvania.

Kevin J. Snyder

Gina M. Wiand