BOROUGH OF KUTZTOWN
COMMUNITY DEVELOPMENT AND PUBLIC SAFETY
COMMITTEE MEETING
MINUTES OF JULY 9, 2019

A regular meeting of the Community Development and Public Safety Committee was held on Tuesday, July 9, 2019, at the Kutztown Municipal Building, 45 Railroad Street.

The meeting was called to order at 7:34 PM by Mr. Scott Piscitelli, Chairperson. Members present were: Mr. Richard Diehm and Dr. Derek Mace. Also present: Mr. Craig Summers, Chief of Police; Mr. Gabriel Khalife, Borough Manager; and Ms. Carolann Moody, Recording Secretary. Public Attendance: Ms. Emily Reiss representing Alex’s Lemonade Stand Foundation.

PUBLIC COMMENTS
There were no public comments

FIRE COMPANY
There were no comments from the Fire Company

APPROVAL OF MINUTES
Members reviewed the June 11, 2019 Committee meeting minutes. Motion by Mr. Diehm and seconded by Mr. Piscitelli to approve the June 11, 2019 minutes as written. The motion passed by unanimous vote.

PLANNING AND ZONING
- **Status on Application to Subdivide 26 South Whiteoak Street**
  Mr. Khalife mentioned that this application is under review as it needs to be determined if Herring Alley creates a natural division of the property or if there needs to be a formal subdivision of the property. Following a brief discussion, motion by Mr. Diehm and seconded by Dr. Mace contingent upon when complete, the parking is identified on both deeds. The motion passed by unanimous vote.

- **Approved Applications for the Construction of two Detached Houses in Hilltop Estates**
  Mr. Khalife stated that this item was just an update for the Committee and no action will be needed from them.

- **Application for Tea Room at 363 East Main Street ~ Denied**
  Mr. Khalife stated that the application was denied due to it being a change of use. He mentioned that the property is approved for retail, but they plan to establish a retail/food service which creates an extension of the nonconformity. In addition, there are parking requirements that need to be met. Following a brief discussion, Mr. Khalife mentioned that this will be brought to the Planning Commission for their recommendation and the Zoning Hearing Board for final action.
• Approved Application for Vinyl Graphic Store at 13 East Main Street
Mr. Khalife stated that this item was just an update for the Committee and no action will be needed from them.

CODE ENFORCEMENT
• DCR Report – There were no DCRs in June, 2019

COMMUNITY DEVELOPMENT
• CDO Monthly Report – June, 2019
Committee members reviewed the report. There was a brief discussion regarding the open positions in the Community Development Office. There were no additional questions or comments.
• Budget Report – 2nd Quarter, 2019
The budget report was not available due to the transition from New World to Springbrook.

KCP/MAIN STREET REPORT:
Mr. Khalife mentioned the consultant will be meeting the Kutztown Community Partnership need week and that will be followed by a kick off Task Force meeting.

POLICE
• Year to Date Incidents Reported – June, 2019
Chief Summers reviewed the report. There were no questions or comments.
• Year to Date Arrest Report – June, 2019
Chief Summers reviewed the report. There were no questions or comments.
• Offenses Reported – June, 2019
Chief Summers reviewed the report. There was a brief discussion regarding the Kutztown Folk Festival. There were no additional questions or comments.
• Discuss Rate Increase and Prohibitions/Exceptions for Transient Retail Business License
Chief Summers mentioned that the fee to obtain a Transient Retail Business License is $25 and that has not been changed since before 2003. He suggested that rate be increased. After a brief discussion regarding the Transient Retail Business License including the possibility of adding food truck provisions to the ordinance, Mr. Khalife stated that he will reach out to other cities or municipalities to inquire as to what they charge.
• Discuss Possible Fireworks Ordinance
Chief Summers stated that although there were no fireworks complaints in the Borough, the Fireworks Law has changed, adding that aerial fireworks are now legal and the restrictions can be found in the Pennsylvania Tax Code. There was a brief discussion regarding the restrictions, creating a Borough Ordinance that would mirror the State Law and add a time limit to reflect the Kutztown Community Park hours. Motion by Mr. Diehm and seconded by Dr. Mace to have Mr. Keith Mooney, Borough Solicitor, create a simple Borough of Kutztown Fireworks Ordinance using the basic State language and the Borough of Hellertown Firework Ordinance as a guide, but to include the time limit of 10:30PM. The motion passed by unanimous vote.
MAYOR’S REPORT
There was no report

EMERGENCY MANAGEMENT:
There was no report

MISCELLANEOUS
  • Alex’s Lemonade Stand Foundation Fundraiser – Emily Reiss
Ms. Emily Reiss introduced herself to then requested permission from Community
Development/Public Safety Committee members for permission to have a lemonade stand in
front of Pop’s Malt Shoppe on Thursday, July 11, 2019 from 2:00PM until 6:00PM. She
mentioned that Alex’s Lemonade Stand is a fundraiser to raise money for children with
childhood cancer. She added that she did complete the Transient Retail Business License and
has received a letter from Mr. Joel Seidel, owner of Pop’s Malt Shoppe granting permission to
set up in front of his establishment. Motion by Mr. Diehm and seconded by Dr. Mace to
approve Ms. Reiss holding the fundraiser. The Committee thanked her for following through on
the simple process to host an event for a worthy cause.

OFF AGENDA
There was nothing to discuss off agenda

ADJOURNMENT
With no further business to discuss a motion was made by Mr. Diehm and seconded by Dr.
Mace to adjourn the meeting. The motion carried and the meeting was adjourned at 8:22PM.