BOROUGH OF KUTZTOWN
COMMUNITY DEVELOPMENT AND PUBLIC SAFETY
COMMITTEE MEETING
MINUTES OF MARCH 12, 2019

A regular meeting of the Community Development and Public Safety Committee was held on Tuesday, March 12, 2019, at the Kutztown Municipal Building, 45 Railroad Street.

The meeting was called to order at 7:30 PM by Mr. Scott Piscitelli, Chairperson. Members present were: Mr. Richard Diehm and Dr. Derek Mace. Also present: Mr. Matthew Hafer, Director of Community Development; Mr. James Schlegel, Mayor; Mr. Craig Summers, Chief of Police; and Ms. Carolann Moody, Recording Secretary. Public Attendance: Ms. Sandy Green representing Kutztown Community Partnership.

PUBLIC COMMENTS
There were no public comments

FIRE COMPANY
There was nothing to report from the Fire Company, however, there was a brief discussion regarding the subdivision of the fire company building including the separation of the truck crew and social quarters utility bills.

APPROVAL OF MINUTES
Members reviewed the January 8, 2019 Committee meeting minutes. Motion by Mr. Diehm and seconded by Mr. Piscitelli to approve the January 8, 2019 minutes as written. The motion passed by unanimous vote.

PLANNING AND ZONING
  • Approved Application for Wholesale Bakery at 207 Railroad Street
Mr. Hafer mentioned that he approved the zoning application for the wholesale bakery at the former Radius building. He added that all of their permits are in order and he expects that there will be some employment opportunities available.

Mr. Hafer updated the committee on the Radius project.

CODE ENFORCEMENT
  • DCR Report – January, 2019
Mr. Hafer reviewed the DCR report. There were no questions or comments.
    • DCR Report – February, 2019
Mr. Hafer reviewed the DCR report. There were no questions or comments.
  • Housing License Appeals Board Hearing for 456 W Main Street
Mr. Hafer mentioned there is a Housing License Appeals Board Hearing next week regarding the property at 456 W Main Street, adding that the current owner wants to renovate the property
to be a rental, but not a student rental. Mr. Hafer stated that during the inspection there were some ceiling height issues in two rooms, however, he does expect the Appeals Board to grant his request.

- **PA Labor & Industry Audit**
Mr. Hafer reviewed the letter he received from the PA Labor & Industry regarding the audit adding that neither the Borough nor the property owner need to go back and do additional inspections or repairs. Mr. Hafer mentioned that a copy of the report will go in the inspector’s file.

- **Complaint Regarding Flyers/Door Hangers Placed on Vehicles**
Mr. Hafer mentioned that he received two complaints regarding flyers that were placed on vehicles throughout the Borough and subsequently ended up being thrown on the streets and sidewalks by the vehicle owners. These flyers were placed on vehicles by Advantage Point Student Apartments, adding that our current 168 Ordinance does not cover this specific situation. Following a brief discussion and review of an ordinance from Allentown, it was decided that when other ordinances are going to be amended, this item will be included to amend Chapter 168, the committee will address this issue at that time.

**COMMUNITY DEVELOPMENT**

Mr. Hafer reviewed the report. There were no questions or comments.

- **CDO Monthly Report – February, 2019**
Mr. Hafer reviewed the report. There were no questions or comments.

**KCP/MAIN STREET REPORT:**
Ms. Green mentioned that Kutztown Community Partnership just had their annual meeting and it was well attended. She added that the Block Party will be held on Sunday, May 5, 2019 from 1:00PM to 5:00PM.

Dr. Mace mentioned an idea for a partnership between the Borough, KCP and Kutztown University for school age children to have the opportunity to attend events or programs either evenings or during inclement weather when they are not able to go to the park.

Ms. Green stated that about 22,000 people will be coming to Kutztown this summer for various camps including the Boy Scout Jamboree. Dr. Mace mentioned that Dinner on Main will possibly be moved to June. Ms. Green said that KCP is going to help organize Kutztown Day with the idea of having restaurants from Kutztown becoming more involved and selling food during the event. She added that having Dinner on Main on Friday night only gives them a small window of opportunity to prepare for Kutztown Day on Sunday.

**POLICE**

- **Year to Date Incidents Reported – February, 2019**
Chief Summers reviewed the report. There were no questions or comments.

- **Police Year to Date Arrest Report – February, 2019**
Chief Summers reviewed the report. There were no questions or comments.
• Uniforms and Appearance SOP
Chief Summers reviewed the Uniforms and Appearance SOP with committee members. After a brief discussion, motion by Dr. Mace and seconded by Mr. Diehm to recommend Borough Council approve the proposed Uniforms and Appearance SOP. The motion passed by unanimous vote.

• Residence and Vehicle Lockouts SOP
Chief Summers reviewed the Residence and Vehicle Lockouts SOP adding that there is currently a Vehicle Lockout SOP, but the SOP is updated to include Residences. Following a brief discussion, motion by Dr. Mace and seconded by Mr. Diehm to recommend Borough Council approve the updated Residence and Vehicle Lockouts SOP. The motion passed by unanimous vote.

MAYOR’S REPORT
Mayor Schlegel mentioned that KutzPatty’s Day is coming up on Saturday, March 23, 2019 adding that he and Mr. Hafer drafted a letter and sent it out to students and landlords and Mr. Hafer will follow-up with an email next week. Ms. Green said that Mr. McCargo from the university will be sending out a letter to students reminding that they live in a community and when the weather gets warm to make sure that they are good neighbors, however, there will be no mention of KutzPatty’s Day.

There was a brief discussion regarding placing anchored trash cans at businesses on Main Street on the 23rd to help keep the area clean during the KutzPatty’s Day event.

EMERGENCY MANAGEMENT:
There was no report

MISCELLANEOUS
There was nothing to discuss

OFF AGENDA
There was a brief discussion regarding Sovereign Citizens

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 8:36PM.