

**BOROUGH OF KUTZTOWN
COMMUNITY DEVELOPMENT AND PUBLIC SAFETY
COMMITTEE MEETING
MINUTES OF APRIL 14, 2026**

The meeting was called to order at 7:36 PM by Dr. Derek Mace. Members present: Ms. Katharine Keegan. Mr. George Kusterer was absent. Also present: P. Michael Clery, Chief of Police; Mr. James Schlegel, Mayor; Ms. Michele Lopez Gudino, Code Enforcement Officer; Ms. Sharon Dalickas, Finance Director; and Ms. Carolann Bartik, Recording Secretary. Public Attendance: Gabriella Arnone representing Delta Phi Epsilon, Mr. Nick Timpe, representing Kutztown Community Partnership, Ms. Mindy Wagaman, Mr. Eric Boyer and Mr. Bob Gately, Kutztown residents.

PUBLIC COMMENTS:

• **Delta Phi Epsilon Fundraising Event**

Ms. Gabriella Arnone reviewed the request of the Delta Phi Epsilon Sorority to sell hotdogs as a fundraiser Caroline's Hope, which is an organization that helps children with spinal cord injuries. Following a brief discussion regarding the locations, permission from landlords, keeping the noise down and cleanup, there was a motion by Ms. Keegan and seconded by Dr. Mace to approve the request of Delta Phi Epsilon Sorority to sell hotdogs on April 24, 2026 at 204 W Main Street and 368 W Main Street from 9:00pm until midnight. The motion passed by unanimous vote.

There were no additional comments from the public.

KUTZTOWN FIRE & RESCUE:

• **Update**

Deputy Chief Evans mentioned that they responded to 76 calls in February, adding that they are averaging about 80 calls per month.

Deputy Chief Evans stated that the renovations are coming along very well, adding that they are on schedule for completion at the beginning of June.

Deputy Chief Evans mentioned that "Weed Fest" will be held this weekend at Renninger's, so they expect a lot of traffic.

EMERGENCY MANAGEMENT:

Deputy Chief Evans mentioned that the EOC was open at the Firehouse on Kutzpatty's Day.

TOPTON AMBULANCE:

Deputy Chief Evans mentioned that they will be getting a new ambulance at the end of the month. He added that they started doing routine transports for extra income as they are doing 50 to 60 transports per month.

REVIEW AND ACCEPT THE MINUTES:

Members reviewed the March 10, 2026, Committee meeting minutes. Motion by Ms. Keegan and seconded by Dr. Mace to approve the March 10, 2026, minutes as written. The motion passed by unanimous vote.

PLANNING AND ZONING:**• Proposed Knox Box Ordinance**

Ms. Lopez Gudino reviewed the proposed Knox Box Ordinance with Committee members. Following a brief discussion, motion by Ms. Keegan and seconded by Dr. Mace to recommend Borough Council approve the proposed Knox Box Ordinance. The motion passed by unanimous vote.

There was nothing else to discuss under Planning and Zoning.

CODE ENFORCEMENT:**• DCR Report – March 2026**

Ms. Lopez Gudino mentioned that there was 1 DCR for the month of March, which occurred on KutzPatty's day.

There was nothing else to discuss under Code Enforcement.

COMMUNITY DEVELOPMENT:**• Monthly Report – January 2026**

Ms. Lopez Gudino reviewed the monthly report with Committee members. There was a brief discussion regarding some upcoming projects Borough residents are pulling permits for.

Ms. Lopez Gudino mentioned that there has been some interest in the 3 empty parcels on E Main Street as well as a property on College Blvd. There was a brief discussion regarding those properties.

KCP/MAIN STREET:

Mr. Nick Timpe, Vice President of the Board of Kutztown Community Partnership stated that they have resumed their monthly business breakfast meetings at 8:00 am on the first Wednesday of each month. He reviewed with committee members details of the upcoming Fall Fest, which will be held on September 19, 2026, as well as other events on which they are working.

Mr. Timpe mentioned that they are waiting to hear back from Harrisburg regarding the façade grant.

Mr. Timpe reviewed with committee members an update on The Strande. Dr. Mace mentioned that KCP approached the Borough Council about a year or so ago regarding financial assistance, adding that Borough Council was split on the decision. Dr. Mace stated that he would like KCP to come back to Borough Council again for some sort of financial assistance.

There were no questions or comments.

POLICE DEPARTMENT:

● **Incidents reported – Year to Date 2026**

Chief Clery reviewed the report with Committee members. There were no questions or comments.

● **Arrest report – Year to Date 2026**

Chief Clery reviewed the report with Committee members. There were no questions or comments.

● **Reportable crimes – March 2026**

Chief Clery reviewed the report with Committee members. There were no questions or comments.

● **Parking Tickets – March 2026**

Chief Clery reviewed the report with Committee members.

Mr. Kevin Snyder reviewed with committee members an update on the Mueller parking lot.

There was a brief discussion regarding the Trinity Church parking lot.

● **Missing Persons SOP**

Chief Clery reviewed the Missing Persons SOP. He added that this has been revised to be compliant with current law. Following a brief discussion, motion by Ms. Keegan and seconded by Dr. Mace to recommend Borough Council approval of the Missing Persons SOP. The motion passed by unanimous vote.

Chief Clery mentioned that KutzPatty's Day went well. He mentioned that it was a busy day with the Fools Run, and a protest on Main Street. He added that Kutztown University also had multiple events on that day.

MAYOR'S REPORT:

Mayor Schlegel reviewed his hours for the month of March. There were no questions or comments.

Mayor Schlegel mentioned that there are several municipalities that are currently in a burn ban, adding that he thinks Kutztown should be in a burn ban as well. Deputy Chief Evans stated that he believes that it is a good idea as well. Following a brief discussion, it was decided to have Ms. Gina Wiand, Borough Secretary, put the information on the Borough Website.

MISCELLANEOUS:

There was nothing to discuss under Miscellaneous.

OFF AGENDA:

There was nothing to discuss under Off Agenda

ADJOURNMENT:

With no further business to discuss, a motion was made by Ms. Keegan and seconded by Dr. Mace to adjourn the meeting. The motion carried and the meeting adjourned at 8:26.