

**BOROUGH OF KUTZTOWN
COMMUNITY DEVELOPMENT AND PUBLIC SAFETY
COMMITTEE MEETING
MINUTES OF AUGUST 11, 2026**

The meeting was called to order at 7:30 PM by Mr. George Kusterer, Chairperson. Members present: Dr. Derek Mace. Also present: P. Michael Clery, Chief of Police; Mr. James Schlegel, Mayor; Ms. Michele Lopez, Code Enforcement Officer; Ms. Lisa Ladd-Kidder, Borough Council member; Ms. Carolann Bartik, Recording Secretary; and Ms. Andrea Coaxum, Borough Manager. Public Attendance: Deputy Chief Todd Evans representing Kutztown Fire & Rescue, Mr. Bob Weller representing Kutztown Planning Commission, Mr. Bob Gately, Maxatawny Township Resident, and Ms. Martha Kuhns, Mr. Jeff Dietrich, and Mr. Eric Boyer, Kutztown Borough Residents.

PUBLIC COMMENTS:

There were no comments from the public.

KUTZTOWN FIRE & RESCUE:

• **Review Chief's Report**

Deputy Chief Todd Evans mentioned that Kutztown Fire & Rescue responded to 78 calls in July and 10 calls so far for August. To date, they responded to 502 calls.

Deputy Chief Evans stated that they currently have one person approved for the Live-In Program, adding that there are five who are interested in the program.

• **LSA Grant Assistance**

Ms. Andrea Coaxum, Borough Manager, stated that she and Ms. Sharon Dalickas, Director of Finance, toured the renovated Kutztown Fire & Rescue building. She mentioned that part of the discussion was KF&R wanting to pursue an LSA grant to purchase a mini-pumper apparatus. Ms. Coaxum stated that Kutztown Borough Council would need to apply for the grant on behalf of KF&R, therefore, requesting support from this committee so they can begin on the grant application. Once complete, it would then come back to this Committee for approval to forward to Borough Council for final approval. Dr. Mace and Mr. Kusterer both expressed their support for KF&R to begin the grant application.

• **Funds Request from tax account**

Deputy Chief Evans reviewed the letter submitted from Kutztown Fire & Rescue requesting money from the Fire Tax Account to make the final payment to the contractor.

Motion by Dr. Mace and seconded by Mr. Kusterer to recommend Borough Council release \$200,000 from the Fire Tax Account to make the final payment to the contractor. The motion passed by unanimous vote.

EMERGENCY MANAGEMENT:

There was nothing to report from Emergency Management.

TOPTON AMBULANCE:

Deputy Chief Evans reviewed the statuses of current ambulances. He added that once they get the new ambulance in 2027, they will have 7 ambulances. He mentioned that they currently have three ambulances that are running 24 7, adding that the 3rd ambulance is running transports in the evening to bring in extra income when it is not on a 911 call.

REVIEW AND ACCEPT THE MINUTES:

Members reviewed the July 14, 2026 Committee meeting minutes. Motion by Dr. Mace and seconded by Mr. Kusterer to approve the July 14, 2026, minutes as written. The motion passed by unanimous vote.

PLANNING AND ZONING:

• Feasibility Study

Ms. Lopez mentioned that Ms. Coaxum set up a meeting with SGS Architects Engineers, Inc. to request a proposal for a Feasibility Study for the existing Borough building.

Ms. Coaxum stated that since several issues with the existing building were discussed at last month's meeting, she wanted to bring at least one proposal to this Committee for their guidance before reaching out to other architectural firms for other proposals. She reviewed the issues with this building again with Committee members.

Ms. Coaxum reviewed the SGS Architects Engineers, Inc. proposal with Committee members.

Following a brief discussion, Dr. Mace and Mr. Kusterer both stated they were in favor of the feasibility study and requested Ms. Coaxum reach out for additional quotes.

• Review Draft Conditional Use Procedures and Standards Ordinance

Ms. Lopez reviewed the Conditional Use Procedures and Standards Ordinance with Committee members.

Ms. Coaxum reviewed the procedure for draft ordinances with Committee members.

There was a lengthy discussion regarding the ordinance and data centers.

CODE ENFORCEMENT:

• DCR Report – July 2026

Ms. Lopez reviewed the July DCR report with Committee members.

There were no questions or comments.

COMMUNITY DEVELOPMENT:

- **Monthly Report – July 2026**

Ms. Lopez reviewed the monthly report with Committee members.

There were no questions or comments.

- **Request from KCP to waive fees for Strand Theatre renovation**

Ms. Lopez reviewed her memo regarding the permit fees for the Strand Theatre and reviewed the options for Borough Council regarding the waiving of those fees.

Following a discussion regarding the fees and whether to waive them, Dr. Mace mentioned that he is in favor of waiving the fees for the Strand Theatre but would like a policy in place for uniformity for future requests.

Motion by Dr. Mace and seconded by Mr. Kusterer to recommend Borough Council consider KCP's request to waive the fees for the Strand Theatre renovation project. Ms. Lisa Ladd-Kidder recommended that the amount of the fees being requested to be waived are listed in the recommendation. Following Ms. Ladd-Kidder's recommendation, Dr. Mace amended his motion and Mr. Kusterer seconded to recommend Borough Council consider KCP's request to waive the \$9,447.02 permit fee invoice. The motion passed by unanimous vote.

KCP/MAIN STREET:

There was no one in attendance from Kutztown Community Partnership/Main Street.

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 – July 2026**

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

- **Parking Tickets – July 2026**

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

Chief Clery mentioned that the Kutztown University students will be back next week.

Chief Clery stated that on Sunday, September 6th the Police Department is hosting Coffee Cars and Cops at the Kutztown Fairgrounds from 7AM until NOON.

Chief Clery mentioned that he is looking into an LSA Grant either for a new police or CSO vehicle, adding that he is still looking into pricing.

Chief Clery stated that he is also looking in a new records management system for the police department. He added that the current system is going through changes, so he would like to see what else is out there. Chief Clery mentioned that he had a meeting with other Chief's and administrators

from other departments last week with a company that presented their records management system. He is currently reviewing pricing and features.

Dr. Mace complimented Chief Clery on the information the department sent out regarding FLOCK. Chief Clery reviewed FLOCK system with Committee members.

There were no additional questions or comments.

MAYOR'S REPORT:

Mayor Schlegel reviewed his hours for the month of July with Committee members.

Mayor Schlegel mentioned that Mr. Nick Snyder of Veterans Affairs at Kutztown University would like to do an event on September 11th recognizing the first responders. Deputy Chief Evans stated that he has already reached out to First Responders for the event.

Mayor Schlegel stated that Kutztown Day was a very good event and they were able to get the fireworks in before the storms came through.

Mayor Schlegel mentioned that Brian Bailey's son, Nick, was a huge help taking things down at the end of Kutztown Day. He stated that he is 14 years old and Mayor Schlegel would like Nick and his friends to help with setting up and tearing down at future Kutztown Days.

Mayor Schlegel expressed his concerns regarding electric bikes in Kutztown, particularly in the Kutztown Park. He added that no bikes are permitted in the park, but the signage specifying that is no longer legible. Mayor Schlegel stated that he has been asking that they be replaced. Ms. Coaxum stated that she will get that taken care of. Chief Clery stated that the Police Department is addressing the E-Bike issue.

MISCELLANEOUS:

There was nothing to discuss under Miscellaneous.

OFF AGENDA:

Dr. Mace addressed what he thought was an issue with the new building regarding the windows on the Peach Street side. There was a brief discussion regarding the windows, and it was determined there is no issue with them.

ADJOURNMENT:

With no further business to discuss, a motion was made by Dr. Mace and seconded by Mr. Kusterer to adjourn the meeting. The motion carried and the meeting adjourned at 8:34 pm.