BOROUGH OF KUTZTOWN
COMMUNITY DEVELOPMENT AND PUBLIC SAFETY
COMMITTEE MEETING
MINUTES OF DECEMBER 10, 2019

A regular meeting of the Community Development and Public Safety Committee was held on Tuesday, December 10, 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. James Schlegel, Mayor; Ms. Judith Danko, Director of Community Development; Mr. Craig Summers, Chief of Police; and Ms. Carolann Moody, Recording Secretary. Public Attendance: Ms. Sandy Green representing Kutztown Community Partnership and Mr. Warren Shaub, Borough Resident.

PUBLIC COMMENTS
Mr. Shaub asked if Dr. Mace would be attending the January Community Development/Public Safety meeting. Dr. Mace stated that he is available for the meeting, however, he will not know if he is on this committee until the Borough Council reorganization meeting. Mr. Shaub stated that he will be attending the next meeting with members of CROWW (Concerned Residents of West Walnut.) Mr. Shaub went on to suggest that there is a “myth” that he is the sole complainant of incidents that occur on West Walnut Street. He argued with Chief Summers regarding Police Department “drive byes” by suggesting students know when officers will drive by, even though officers drive by at random times. He also complained about where officers park on West Walnut Street to verify noise complaints, claiming that students renting properties on West Walnut Street know when the police are in the area so they send text messages to each other to shut down the party. There was a lengthy discussion regarding subpoenas for court, policy changes, the number of DCR’s all per semester, and the possibility of revoking housing licenses for landlords who rent to people who continue to receive DCR’s. Mr. Diehm stated that there was a stronger policy in place, but because local landlords and the make-up of council members at that time felt the policy was too harsh, therefore, the policy was changed to be more lenient. It was agreed that the policy needs to be revisited and strengthened.

FIRE COMPANY
There was no one from the Fire Company in attendance. Mayor Schlegel stated that there is a meeting taking place tonight at the Fire Company to discuss many issues as well as electing new officers.

APPROVAL OF MINUTES
Members reviewed the November 12, 2019 Committee meeting minutes. Motion by Mr. Diehm and seconded by Dr. Mace to approve the November 12, 2019 minutes as written. The motion passed by unanimous vote.
PLANNING AND ZONING

- Review Zoning Hearing Regarding Appeal No. Z-19-03 for 126 West Main Street, Rear
Ms. Danko mentioned that the appeal was approved by the Zoning Hearing Board. There were no questions or comments.

- Review Minor Subdivision/Annexation of 26 South Whiteoak Street, Herring Alley and Stimmel Alley
Ms. Danko stated that this item will be on the Borough Council agenda at the December meeting for approval of the final sketch plan. There were no questions or comments.

- Letter of Recommendation Regarding PA Small Water Grant for Wastewater/Sewer Department that was sent on Behalf of the Planning Commission
Ms. Danko reviewed the grant, adding that a copy of the letter was included in the packet for this meeting. There were no questions or comments.

CODE ENFORCEMENT

- DCR Report – November, 2019
Ms. Danko reviewed the report. There was a discussion regarding the number of DCR’s are allowed per rental and if they are counted per semester or per year. There were no additional questions or comments.

COMMUNITY DEVELOPMENT

- CDO Monthly Report – November, 2019
Ms. Danko reviewed the report. Ms. Danko discussed her meeting with Mr. Khalife regarding changes that can be made to the current Borough Complex. There was a discussion regarding ideas for the Borough Complex including to have the Community Development Office and Kutztown Community Partnership occupy the same building within the Borough Complex.

Ms. Danko asked committee members if they wanted to discuss the housing and Mr. Piscitelli stated that there will be a public meeting in January to announce the plan. No official date has been scheduled as of this meeting.

Dr. Mace stated that part of the implementation of the plan is to be sure that the Community Development Office is sufficiently staffed, adding that is not a new issue, but one that everyone agreed needs to be addressed. Dr. Mace requested a proposal from Ms. Danko for any restructuring and office staff needed as well cross training of her office. Dr. Mace also recommended having the CSO’s (Community Service Officers) work with the Community Development Office by handling enforcement of some of the complaints Ms. Danko’s office receives. There was a discussion regarding the ordinance changes that would be required, who is authorized to write non-traffic citations and following up on complaints. Mr. Piscitelli mentioned that the Task Force proposed the hierarchy is to have Kutztown Community Partnership and the Community Development Office implement what they can, adding that some items will have to be addressed at the Community Development/Public Safety Committee level and for approval by Kutztown Borough Council, if needed. There were no additional questions of comments.
• **Review Meeting with Kutztown University Representative**
  Ms. Danko reviewed with committee members the items that were discussed with the Kutztown University Representative while they walked the campus, adding that the goal is to all work together towards a better quality of life in the Borough of Kutztown.

• **Review Kutztown Borough Housing Task Force November Meeting**
  Ms. Danko, Dr. Mace and Mr. Piscitelli reviewed some of the items that were discussed at the meeting. There were not additional comments or questions.

**KCP/MAIN STREET REPORT:**
Ms. Green mentioned that Christmas in Kutztown was very successful despite the cold weather. She added that the Friday night before there was an Artwork for Sale fundraising event for the Kutztown Art Society, a new organization on Kutztown University Campus, that was held at the Publishing House.

Ms. Green stated that this coming Thursday there will be a film crew at the Hampton Inn filming a commercial promoting the Hilton brand, adding that a drone will fly over Main Street on Saturday as part of the commercial.

Dr. Mace requested that Ms. Green keep him informed of the status of the funding for her position. He added that he has heard good things about the pocket park and the status of the bike rack. There was a brief discussion regarding the pocket park, suggestions to bring foot traffic downtown during the Kutztown Folk Festival to help promote Borough businesses, including the possibility of having Kutztown Community Partnership and the Kutztown Borough Community Development Office move into the Publishing House building.

**POLICE**
- **Incidents Reported – November, 2019**
  Chief Summers reviewed the report. There were no questions or comments.
- **Year to Date Arrest Report – January thru November, 2019**
  Chief Summers reviewed the report. There were no questions or comments.
- **Year to Date Offenses Reported – January thru November, 2019**
  Chief Summers reviewed the report. There were no questions or comments.
- **Review Memorandum of Understanding between the Borough of Kutztown and Zoe’s House, Inc.**
  Chief Summers reviewed the Memorandum of Understanding that the agreement is the same as last year. Motion by Dr. Mace and seconded by Mr. Diehm to recommend Borough Council authorize Mr. Gabriel Khalife, Borough Manager, sign the Memorandum of Understanding between The Borough of Kutztown and Zoe’s House, Inc.
MAYOR’S REPORT
Mayor Schlegel mentioned that there was supposed to be four college students at the meeting tonight to discuss food insecurity, however, they did not show up for the meeting. He added that they will be placed on the January meeting agenda.

Mayor Schlegel mentioned that he and Chief Summers discussed that a “no guns allowed” sign be placed in the train station. Chief Summers reviewed with committee members his reasons for recommending the signage. Following a brief discussion, motion by Dr. Mace and seconded by Mr. Diehm to investigate the possibility of signage stating that no weapons are allowed on any Borough occupied building or property. The motion passed by unanimous vote.

Mayor Schlegel thanked Mr. Diehm for coming back onto Borough Council and serving four good years and he thanked Mr. Piscitelli for his service as well.

Dr. Mace asked the status of the parking meters and Chief Summers stated the parking enforcement for the parking meters will begin on January 2, 2020 as beginning on December 14, 2019 through January 1, 2020 there will be no time limit parking on Main Street. Mr. Piscitelli requested a sign be placed above the parking meters that state the first hour of parking is free and Ms. Green stated that she will put that information in the Kutztown Community Partnership newsletter.

Mayor Schlegel suggested a modern sign, such as a scrolling marque, which would display time, temperature and upcoming events, be place in Kutztown by the railroad station.

EMERGENCY MANAGEMENT:
There was nothing to discuss under Emergency Management

MISCELLANEOUS
● Community Development Office Construction Repair Status
Ms. Danko reviewed with committee members the status of the repairs at the Community Development Office.
● Food Insecurity Presentation
Mayor Schlegel reiterated that there was supposed to be four college students at the meeting to discuss food insecurity. He suggested they are studying for finals, therefore, would like this item added to the January, 2020 agenda.

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 9:07PM.