

**BOROUGH OF KUTZTOWN  
COMMUNITY DEVELOPMENT AND PUBLIC SAFETY  
COMMITTEE MEETING  
MINUTES OF DECEMBER 12, 2023**

The meeting was called to order at 7:30 PM by Mr. George Kusterer, Chairperson. Members present were: Mr. George Kusterer, and Dr. Derek Mace. Mr. Fred Engelhardt was absent. Also present: P. Michael Clery, Chief of Police; Mr. Joshua Young, Code Enforcement Officer, Mr. Gabriel Khalife, Borough Manager, and Ms. Carolann Bartik, Recording Secretary. Public Attendance: Chief Todd Evans, representing Kutztown Fire & Rescue and Topton Ambulance; Ms. Mindy Wagaman and Mr. Eric Boyer, Borough Residents

**PUBLIC COMMENTS:**

There were no comments from the public.

**KUTZTOWN FIRE & RESCUE:**

Chief Evans stated that so far this year, Kutztown Fire & Rescue has responded to 683 calls. He added that the total for November was 54 and 14 of those calls were in the Borough of Kutztown.

Chief Evans mentioned that he submitted a request to Mr. Gabriel Khalife to release \$30,000 from Borough Tax Funds for new hose and also for items that they can use to deenergize electric cars.

Chief Evans added that they are still looking for volunteers, as there is a manpower shortage.

**EMERGENCY MANAGEMENT:**

Mr. Young mentioned that from January 10<sup>th</sup> through January 12<sup>th</sup> he will be in Lehigh County taking the ICS300 training.

**TOPTON AMBULANCE:**

Chief Todd Evans mentioned there were 103 transports out of the Borough of Kutztown. He reviewed the status of the trucks and the amount/types of calls with Committee members.

**REVIEW AND ACCEPT THE MINUTES:**

Members reviewed the November 14, 2023, Committee meeting minutes. Motion by Dr. Mace and seconded by Mr. Kusterer to approve the November 14, 2023, minutes as written. The motion passed by unanimous vote.

**PLANNING AND ZONING:**

Mr. Young mentioned that there have not been any zoning applications for new business.

He stated that Hive Café submitted a request to change ownership, but nothing else at this time.

Mr. Young stated that they have been receiving several permits for residential roofs.

He added that Dunkin' Donuts submitted their plans for the remodel, and they will be starting next week.

Mr. Young mentioned that the Planning Commission is working on the Hailstone action items.

**CODE ENFORCEMENT:**

- **DCR Report – November 2023**

Mr. Young mentioned that there were 2 DCRs for November.

There was a brief discussion regarding a property that may be in violation of a Code Ordinance.

There were no additional questions or comments.

**COMMUNITY DEVELOPMENT:**

- **Monthly Report – November 2023**

Mr. Young reviewed the Monthly Report with Committee members. There were no questions or comments.

**KCP/MAIN STREET:**

There was nothing to discuss under KCP/Main Street

**POLICE DEPARTMENT:**

- **Incidents Reported – Year to Date 2023**

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

- **Arrest Report – Year to Date 2023**

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

- **Reportable Crimes – November 2023**

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

- **Review Draft 2024 Meeting Schedule**

Chief Clery mentioned that the draft 2024 meeting schedule was placed on SharePoint and asked if Committee members were able to review the schedule. Committee members mentioned they had no conflicts, and the draft schedule will be placed on the Borough Council meeting agenda.

Chief Clery added that he did advertise for a new police officer and expect to be receiving applications mid-January.

**MAYOR'S REPORT:**

Mayor Schlegel requested the parking meters be covered so that when people come to Kutztown to do their holiday shopping, they do not have to pay for parking.

Mayor Schlegel mentioned that there was no official ceremony for the lighting of the Christmas tree across the street from Borough Hall this year. He added that for next year, he would like to be sure that there is a ceremony for the lighting of the Christmas tree.

**OFF AGENDA:**

Mr. Young mentioned that there will be two feasibility studies done at the Fire Station. One for the building for the renovations they are looking to do. The other feasibility would be for staffing for the next five to ten years. He added that a third-party company will do the studies.

There was a brief discussion regarding the new Beneficiary President, as well as amount that is still owed to the Borough of Kutztown for utilities and to set up a payment plan.

Mr. Kusterer mentioned that he noticed that there is one handicapped spot in each block. He added that he noticed people struggling to find handicapped parking and questioned the process for adding handicapped parking spaces. There was a brief discussion regarding handicapped parking spaces.

**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 8:00