

**BOROUGH OF KUTZTOWN**  
**COMMUNITY DEVELOPMENT AND PUBLIC SAFETY**  
**COMMITTEE MEETING**  
**MINUTES OF OCTOBER 14, 2014**

A regular meeting of the Community Development and Public Safety Committee was held on Tuesday, October 14, 2014, at the Kutztown Municipal Building, 45 Railroad Street.

The meeting was called to order at 7:30 PM by Ms. Peggy Devlin, Chairperson. Members present were: Ms. Peggy Devlin, Mr. James Schlegel and Dr. Derek Mace. Also present: Mr. Dan Eslinger, Director of Community Development; Mr. Craig Summers, Chief of Police; Ms. Sandra Green, Mayor; Mr. Dan Noon, Student Ambassador to Council; Mr. Christopher Kril, Student Ambassador to the Mayor and Ms. Carolann Moody, Recording Secretary. Public Attendance: Ms. Jo Stevens, Mr. Andy Arnold representing KCP, Ms. Nancy Brooks representing KCP, Mr. Joel Seidel representing KCP, Ms. Lisa Ladd-Kidder representing the Quality of Life Committee and Mr. Eric Boyer.

**PUBLIC COMMENTS**

There were no public comments.

**FIRE COMPANY**

Dr. Derek Mace mentioned that the Fire Company does have bills in arrears with the Borough and that the Borough has been waiving their late fees. He will continue to work closely with Troy Arndt in getting the bills current.

**APPROVAL OF MINUTES**

Members reviewed the September 9, 2014 committee meeting minutes. Motion by Mr. Schlegel and seconded by Dr. Mace to approve the September 9, 2014 minutes as written. The motion was passed by unanimous vote.

**PLANNING AND ZONING**

**• Monthly Report – September, 2014**

Mr. Eslinger briefly reviewed the report. Mr. Eslinger made note of the increase in revenue under housing license fees and recommended that in another year or two there be another increase in the housing license fee. Mr. Eslinger stated that would be a justified increase every few years.

There were no additional questions or comments.

## **CODE ENFORCEMENT**

- **DCR Report – September, 2014**

Mr. Eslinger reviewed the DCR report and noted that at 326 West Walnut Street an arrest was made; 28 Noble Street has a hearing pending, but it has been quiet there and the others have been dealt with by the landlord and the tenants were told any further problems could result in eviction.

There were no additional questions or comments.

## **COMMUNITY DEVELOPMENT**

- **CDO Monthly Report – September, 2014**

Mr. Eslinger reviewed the monthly report.

There were no questions or comments.

- **CDO Budget Report – September, 2014**

Mr. Eslinger reviewed the budget report and mentioned that the engineering fees are high due to all that is going on within the Borough. However, the over budget is on target and at 74% to date.

There were no additional questions or comments.

- **Lease Renewal Consideration for Community Development Office**

Mr. Eslinger presented a letter from the property owners of 324 West Main Street, which is the office shared by the Community Development Office, Kutztown Community Partnership and KUBoK, for lease renewal beginning November 1, 2014 through November 1, 2015.

Motion by Mr. Schlegel and seconded by Dr. Mace to approve the lease renewal at 324 West Main Street for the period of November 1, 2014 through November 1, 2015 at a rate of \$1,225.00 per month. The motion was passed by unanimous vote.

- **Request for Refund of Housing License Fees for 452 and 454 West Main Street**

Mr. Eslinger stated that he has a request for a refund of housing license fees of properties that have been sold. However, license fees are non-transferable and have not been refunded in the past. After a brief discussion, it was noted that the properties were sold in the first quarter and an exception would be made for that reason.

Motion by Mr. Schlegel and seconded by Dr. Mace to refund a prorated amount equal to  $\frac{3}{4}$  of the license year. The motion was passed by unanimous vote.

- **Update on East Main Street Curbs and Sidewalks**

Mr. Eslinger mentioned the difficulty of enforcement of Borough Code on East Main Street with regard to the current project. After a lengthy discussion, it was decided that Mr. Eslinger and his staff will continue to work with property owners to get the project completed in a timely manner.

## **KCP/MAIN STREET REPORT:**

Mr. Andy Arnold reported that KCP has four interns work with Main Street and Kutztown Strong. He also mentioned that KCP has contracted with KU to develop a website that goes live tomorrow, designed to assist student with downtown living. Landlords will be paying for the site and there are 41 properties listed to date. They are still doing with weekly cleanups and plans are moving along for Christmas in Kutztown that will take place on Saturday, December 6, 2014.

## POLICE

- **Police Monthly Arrest Report – September, 2014**

Chief Summers reviewed the report. There were no questions or comments.

- **Police Year to Date Arrest Report – September, 2014**

Chief Summers reviewed the report. There were no questions or comments.

- **Police Incidents Reported – January to September, 2014**

Chief Summers reviewed the report. There were no questions or comments.

- **Police Budget Report – September, 2014**

Chief Summers reviewed the report and noted the Expense Budget was at 73% through September. Chief Summers mentioned that the Telephone/Communication charges are going up again due to the County system and radios. Chief Summers also mentioned that Officer Gately has retired and Officer Hirko is back on duty.

There were no questions or additional comments.

- **Crime Alert Berks County Request for Donation**

Chief Summers stated that he received a letter from the Berks County District's Attorney's Office requesting a donation of \$125 that would assist their Crime Alert Berks County Program. Motion by Mr. Schlegel and seconded by Dr. Mace to make a donation in the amount of \$125 to the Berks County District Attorney's Office. The motion was passed by unanimous vote.

- **Discussion Regarding Weekly Police Report Being Forwarded to KU Faculty**

Chief Summers mentioned that after discussion with Dr. Mace, the Police Department is forwarding the weekly Police Report to the liaison of the Keystone newspaper. A brief discussion about sending the report, which is a public document, to KU professors was held among the committee. Dr. Mace mentioned that he will discuss it with professors and if they would like to use it as a tool to reach out to students, we will add them to the email list.

- **Parking**

A discussion regarding the current draft update of several sections of the Parking Ordinance resulted in the following:

PARKING PROHIBITED: Cemetery Lane ~ Southside from North Whiteoak Street to Greenwich Street and East Walnut Street\*~ North side from North Maple Street to North Cedar Street (\*Pending future traffic study)

PARKING PROHIBITED CERTAIN HOURS: Constitution Boulevard ~ Westside / School Zone Restriction and Seem Drive ~ North side near Cleftstone Works.

TIME LIMIT PARKING: Fairview Drive ~ Both Sides from College Boulevard to North Whiteoak Street

SPECIAL PURPOSES ZONES: Fairview Drive ~ Both Sides from College Boulevard to North Whiteoak Street and Spruce Street ~ Both Sides

NO STOPPING, STANDING, PARKING: (Sightline Setbacks) Greenwich Street ~ Westside at Wentz Street and South Baldy Street ~ Eastside at Trexler Avenue

Motion by Dr. Mace and seconded by Mr. Schlegel to recommend Borough Council approve the requested changes to the sections of the Parking Ordinance. The motion was passed by unanimous vote.

## **MAYOR'S REPORT**

Mayor Green stated that the meeting between herself, Dr. Vargas, Chief Summer, Bob Watrous and Chief Dillon went very well. There was a brief discussion about a geo map type app that Lehigh University is currently using and how that might be a useful tool for Kutztown University students as well as Kutztown residents.

Mayor Green also mentioned that she and Dr. Vargas attended a department with the Kutztown Borough Police officers and he was very receptive to what the officers had to say.

## **EMERGENCY MANAGEMENT**

- No Report.

## **QUALITY OF LIFE**

- Rooftop Ban

There was a brief discussion regarding the Rooftop Ban Ordinance, how landlords and tenants will be informed of the ordinance and how it should be enforced.

Motion made by Mr. Schlegel and seconded by Dr. Mace to recommend Borough Council incorporate a Rooftop Ban Ordinance into Borough Code as written, "It is not permitted to occupy and/or use a roof or overhang of a building when such roof or overhang is not designed and permitted for such occupancy by the Borough Building Code except when performing repairs or maintenance of the roof or in emergency situations". The motion was passed by unanimous vote.

## **MISCELLANEOUS**

- **Handicapped Parking Request**

Members had a brief discussion regarding the handicapped parking request for the resident of 149 West Walnut Street. The request will no be granted.

- **Request for St. John's Thanksgiving Event to be Posted on Website**

After a brief discussion, members approved this request.

- **Request for KUBoK to Place Ad on Website for Community Volunteers**

After a brief discussion, members approved this request.

## **ADJOURNMENT**

With no further business to discuss a motion was made by Mr. Schlegel and seconded by Dr. Mace to adjourn the meeting. The motion carried and the meeting was adjourned at 9:39pm.

