A regular meeting of the Community Development and Public Safety Committee was held on Tuesday, January 14, 2020, at the Kutztown Municipal Building, 45 Railroad Street.

The meeting was called to order at 7:30 PM by Ms. Amanda Raudenbush, Chairperson. Members present were: Ms. Arabel Elliott 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: Mr. Eric Diehl, Mr. Todd Evans, and Mr. George Kusterer representing Kutztown Fire Company; Mr. Chris Holt representing Young Ones, Mr. Eric Boyer, Borough employee; Mr. George Sirrakos, Ms. Denis Bosler, and Mr. Warren Shaub, Borough Residents.

PUBLIC COMMENTS
Mr. Warren Shaub reiterated his concerns/complaints that he addressed at the December 10, 2019 Community Development/Public Safety meeting that included the Borough of Kutztown granting housing licenses that allow a certain number of students but do not have enough parking, retribution from students against residents of W Walnut Street after the police are called for incidents occurring on W Walnut Street, the fine amounts for citations set by Judge Gail Greth and the ongoing incidents that continue to occur in the 300 block of W Walnut Street. He added that due to the Community Development being understaffed the DCR’s are not entered into a database that can be easily accessed.

Mr. Chris Holt asked if the Police Department has been receiving any feedback regarding the parking meters adding that he has received many complaints that the machine is slow and people cannot figure out how to get the free hour. Chief Summers stated that the parking meters are connected to the Borough’s fiber and the software is current adding that it’s possible that people are unfamiliar with the equipment. Following a brief discussion, Chief Summers stated that he will look into having signs posted indicating the parking lot where the parking meters are installed is a municipal lot and adding contact information to the Borough and Police Department websites as well as social media, so that people know where to call if they have questions regarding the parking meters.

Mr. George Sirrakos mentioned that he came to this committee meeting last year and requested someone look into permit parking in the 300 block of W Walnut Street adding that to this date, no one has gotten back to him. He is requesting that someone look into the matter and get back to him as soon as possible.
FIRE COMPANY
Chief Eric Diehl mentioned that in 2019, Kutztown Fire Company was dispatched 592 times, adding that approximately 160 of those calls were in the Borough.

APPROVAL OF MINUTES
Members reviewed the December 10, 2019 Committee meeting minutes. Motion by Dr. Mace and seconded by Ms. Elliott to approve the December 12, 2019 minutes as written. The motion passed by unanimous vote.

PLANNING AND ZONING
- Review Minor Subdivision/Annexation of 26 South Whiteoak Street / in Final Recording Phase
Ms. Danko stated that she is working with the applicant and they are in the final recording phase of this project.

CODE ENFORCEMENT
- DCR Report – December, 2019
Ms. Danko reviewed the report. Dr. Mace inquired if the residence that received the DCR had received a DCR before. There was a brief discussion regarding DCR information being transferred to the new system from the old system.
- Job Advertisement
Ms. Danko reviewed with committee members an advertisement for a Code Enforcement/Inspector/Zoning Officer that has been posted on the Berks County Code Association and Indeed websites. She added that currently she is using a 3rd party agency to help their office get caught up.

COMMUNITY DEVELOPMENT
- CDO Monthly Report – December, 2019
Ms. Danko reviewed the report. There was a brief discussion regarding what types of complaints fall under either “nuisance or other” calls. There were no other questions or comments.
- Review Storage Facility Status in Maxatawny – Water/Sewer Update
Ms. Danko reviewed with committee members the proposed storage facility in Maxatawny Township and their request to use Kutztown water/sewer. There was also a brief discussion regarding sidewalk requirements for the proposed storage facility.
- Quarterly Budget Review – 4th Quarter, 2019
Ms. Danko reviewed the report adding that due to the activity doubling, they are over budget under Zoning and Building Permits.
KCP/MAIN STREET REPORT:
Ms. Danko mentioned that the proposed Crepe Shop to be located where City Cuts used to be has been approved at Zoning Hearing and is in the final stages.

Ms. Danko stated that the proposed Hookah Lounge has been approved.

Ms. Danko mentioned that the proposed Tea Shop was approved, however, the tenant decided to not follow through. Ms. Danko spoke with owner and suggested he speak with Kutztown Community Partnership to assist in finding a tenant for that location.

Ms. Danko added that a CBD Oil Shop put up signage and scheduled a grand opening, however, they never applied with the Community Development Office for the proper permits. She said that she has reached out to them several times, however, no one returned her calls until she mentioned placing a “stop work order sign” on the front of their building. The owner did complete an application, however, it was denied due to the lack of off street parking and lack of information as to what types of products they will be selling.

POLICE
● Incidents Reported – December, 2019
Chief Summers reviewed the report. There were no questions or comments.
● Year to Date Arrest Report – January thru December, 2019
Chief Summers reviewed the report. There were no questions or comments.
● Arrest Type & Location – December, 2019
Chief Summers reviewed the report. There were no questions or comments.
● Quarterly Budget Review – 4th Quarter, 2019
Chief Summers reviewed the report adding that there are some items that are over budget, however, he has no control over these items such as wages, employee benefits, employee pension, taxes and telephone communication charges. There was a brief discussion regarding fixed items that get split between each department’s budget. There were no questions or comments.
● Parking Violations Report – 4th Quarter, 2019
Mr. Boyer reviewed the report. There was a brief discussion regarding the number of warnings that were written and permit parking. There were no additional questions or comments.

MAYOR’S REPORT
Mayor Schlegel reminded committee members that Kutz Patty’s Day is just around the corner. Chief Summers added that students will be back from KU Spring Break before St. Patrick’s Day on Tuesday, March 17th. Chief Summers stated that there are additional officers scheduled for St. Patrick’s Day as well as Kutz Patty’s Days, which is Saturday, March 21st, if traditional holds true. Mayor Schlegel stated that in the past he has worked with the Code Office to write a
letter that will be sent out to all landlords reminding them to enforce discipline on their properties.

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. There was a brief discussion regarding the need for a new roof.
  ● Food Insecurity Presentation
  Mayor Schlegel mentioned that since he has not heard from these students regarding their presentation to not put them on the February, 2020 agenda.

OFF AGENDA
There was nothing to discuss Off Agenda

ADJOURNMENT
With no further business to discuss a motion was made by Dr. Mace and seconded by Ms. Elliott to adjourn the meeting. The motion carried and the meeting was adjourned at 8:56PM.