

**BOROUGH OF KUTZTOWN
COMMUNITY DEVELOPMENT AND PUBLIC SAFETY
COMMITTEE MEETING
MINUTES OF JANUARY 14, 2025**

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

PUBLIC COMMENTS:

Ms. Lisa Ladd-Kidder addressed Committee members regarding the installation of “SLOW Children at Play”/traffic control signs on electric poles at Normal Avenue and Trexler Avenue. Following a brief discussion, motion by Dr. Mace and seconded by Mr. Engelhardt to recommend Borough Council support the request for the traffic control signs.

There were no additional comments from the public.

KUTZTOWN FIRE & RESCUE:

● **YTD Monthly Report – November 2024**

Mr. Young reviewed the report with Committee members, adding that there were 69 calls in the month of November. There were no questions or comments.

● **YTD Monthly Report – December**

Mr. Young reviewed the report with Committee members, adding that there were 76 calls in the month of December. There were no questions or comments.

● **2024 Year End Report**

Mr. Young reviewed the report with Committee members, adding that there were 818 calls for 2024. Mr. Young mentioned that so far in 2025 there are 25 calls. There were no questions or comments.

● **Station Update**

Mr. Young reviewed the station updates with Committee members. There were no questions or comments.

EMERGENCY MANAGEMENT:

● **Certification**

Mr. Young mentioned that he has two more classes to take for his Emergency Management certification. He reviewed the dates for the classes with Committee members as they need to be taken during the day. He completed all of the available independent studies and only has the two final classroom courses.

TOPTON AMBULANCE:

Mr. Kusterer mentioned that in 2024 Tipton Ambulance responded to 3148 calls with the majority of them being in the Borough of Kutztown and Maxatawny Township.

Mr. Kusterer stated that there is a new ambulance in service.

Chief Todd Evans mentioned that one ambulance was sent out to be refurbished, adding that they did receive a grant for a new ambulance.

REVIEW AND ACCEPT THE MINUTES:

Members reviewed the November 12, 2024 Committee meeting minutes. Motion by Mr. Engelhardt and seconded by Dr. Mace to approve the November 12, 2024 minutes as written. The motion passed by unanimous vote.

PLANNING AND ZONING:

Mr. Young reviewed with Committee members a homeowner who wants to turn their garage into a residential structure. Following a brief discussion, Mr. Young stated that this homeowner as well as McDonald's are on the Zoning Hearing Board meeting.

CODE ENFORCEMENT:

- **DCR Report – November 2024** (There were no DCR's in November)
- **DCR Report – December 2024** (There were no DCR's in December)
- **BYOB Update**

Mr. Young mentioned that he did research on the fees that other municipalities charge for a BYOB License. Following a brief discussion there was a motion by Dr. Mace and seconded by Mr. Engelhardt to recommend Borough Council amend the BYOB License fee from \$50 to \$150. The motion passed by unanimous vote.

- **Update to the Berks County UCC Code of Appeals**

Mr. Young reviewed with Committee members the Berks County Uniform Construction Code Board of Appeals Agreement. Following a brief discussion there was a motion by Dr. Mace and seconded by Mr. Engelhardt to forward this agreement to Borough Council for their approval.

COMMUNITY DEVELOPMENT:

- **Monthly Report – November 2024**

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

- **Monthly Report – December 2024**

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

KCP/MAIN STREET:

Mr. Kusterer mentioned that the Kutztown Community Partnership/Main Street Director has resigned, adding that they are in the process of replacing her.

Mr. Kusterer stated that they are moving forward with the renovations to the theatre.

POLICE DEPARTMENT:

- **Incidents Reported – Year to Date 2024**

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

- **Arrest Report – Year to Date 2024**

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

- **Reportable Crimes – November 2024**

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

- **Reportable Crimes – December 2024**

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

Chief Clery stated that a gentleman stopped at the station today requesting information on a Transient Retail Business License for a mobile food truck to park either on Main Street or a private parking lot within the Borough of Kutztown. There was a lengthy discussion regarding the Transient Retail Business License Ordinance.

MAYOR'S REPORT:

There was no report from the mayor.

OFF AGENDA:

Mr. Engelhardt updated Committee Members on the Northeastern Berks Joint Comprehensive Plan.

Chief Clery mentioned that we have a new officer who started in December. He added that he is in the Field Training Program and is doing excellent. Chief Clery stated that the department is still short one officer and reviewed with Committee members a possible way to attract quality candidates.

There was nothing else to discuss off agenda.

ADJOURNMENT:

With no further business to discuss, a motion was made by Dr. Mace and seconded by Mr. Engelhardt to adjourn the meeting. The motion carried and the meeting adjourned at 8:31.