

**BOROUGH OF KUTZTOWN
COMMUNITY DEVELOPMENT AND PUBLIC SAFETY
COMMITTEE MEETING
MINUTES OF JANUARY 13, 2026**

The meeting was called to order at 7:30 PM by Mr. George Kusterer, Chairperson. Members present: Ms. Katharine Keegan and Dr. Derek Mace. Also present: P. Michael Clery, Chief of Police; Mr. James Schlegel, Mayor; Mr. Gabriel Khalife, Borough Manager; Ms. Sharon Dalickas, Finance Director; and Ms. Carolann Bartik, Recording Secretary. Public Attendance: Ms. Mindy Wagaman, Mr. Fred Engelhardt, Mr. Eric Boyer, Mr. Kevin Snyder and Mr. Bob Gately, Kutztown residents.

PUBLIC COMMENTS:

There were no comments from the public.

KUTZTOWN FIRE & RESCUE:

• **General Update**

Deputy Chief Todd Evans mentioned that at the end of last year, he stepped down as the Chief of Kutztown Fire & Rescue. Josh Young is now the Chief, and he is the Deputy Chief.

Deputy Chief Todd Evans stated that Kutztown Fire & Rescue responded to 823 calls in 2025, adding Kutztown Fire & Rescue responded to 14 calls so far this month.

Deputy Chief Evans also updated Committee members on the renovations at the firehouse.

EMERGENCY MANAGEMENT:

The Emergency Management Coordinator was not in attendance.

TOPTON AMBULANCE:

Mr. Kusterer stated that there was no update from Tipton Ambulance

REVIEW AND ACCEPT THE MINUTES:

Members reviewed the December 9, 2025 Committee meeting minutes. Motion by Dr. Mace and seconded by Ms. Keegan to approve the December 9, 2025, minutes as written. The motion passed by unanimous vote.

PLANNING AND ZONING:

Mr. Gabriel Khalife mentioned that at the Planning Commission meeting last evening, they discussed having the Water/Wastewater Committee and the Electric/Finance Committee review the Data Center Ordinance for recommendation at the February Borough Council meeting.

The Planning Commissioners will be discussing the Short-Term Rental Ordinance at their January workshop meeting.

CODE ENFORCEMENT:

- **DCR Report – December 2025**

There were no DCR's for the month of December.

COMMUNITY DEVELOPMENT:

- **Monthly Report – December 2025**

Committee members reviewed the monthly Community Development report. There were no questions or comments.

KCP/MAIN STREET:

Mr. Kusterer mentioned that they are still looking for a director.

POLICE DEPARTMENT:

- **Incidents reported – Year to Date 2025**

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

- **Arrest report – Year to Date 2025**

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

- **Reportable crimes – December 2025**

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

- **Parking Tickets – December 2025**

Chief Clery reviewed the report with Committee members. Mr. Snyder mentioned an incident that occurred on W Main Street between someone who was illegally parked, himself, and the parking enforcement officer.

- **Discuss parking survey results and possible changes to the ordinance**

Chief Clery mentioned that the department received over 250 responses, adding that the survey is still open and available to people. Chief Clery and Mr. Eric Boyer reviewed the parking survey results with Committee members.

There was a lengthy discussion regarding disability parking, 15 minute drop off/pick up zones (that could be enforced by a "parking stick" which is a solar-powered pole with radar and cameras that detects when a vehicle is parked over the time limit), areas restricted by 2 hour or parking permit, including unused lots in the Borough that may be used for parking.

Mr. Kusterer mentioned that at a previous meeting, there was discussion about increasing the fine for parking in front of a fire hydrant from \$25 to \$50. Motion by Dr. Mace and seconded by Ms. Keegan to recommend Borough Council to increase the fine for parking in front of a fire hydrant from \$25. To \$50. The motion passed by unanimous vote.

Deputy Chief Todd Evans stated that parking enforcement has begun on Greenwich Street. He noted that a Kutztown Fire & Rescue Officer who works the night shift lives on Greenwich Street and sleeps during the day, resulting in multiple parking tickets due to the one-permit-per-household restriction. Deputy Chief Evans expressed concern that fire protection could be jeopardized if volunteer

firefighters residing in the Borough are unable to park near their homes and respond promptly to emergency calls.

Following brief discussion, motion by Dr. Mace, seconded by Ms. Keegan, to recommend that Borough Council approve parking enforcement relief for active volunteer firefighters on a case-by-case basis, subject to review by the Kutztown Fire & Rescue Fire Chief and the Kutztown Police Department Chief. The motion passed by unanimous vote.

- **Recommendation for the 2025 Officer of the Year**

Chief Clery reviewed the criteria for officer of the year with Committee members. Chief Clery received a recommendation from Corporal Arthur Hirsch to nominate Sergeant Walter Skavinsky for Officer of the Year. Chief Clery read the recommendation to Committee members. Chief Clery stated that he would like Borough Council to recognize Sergeant Skavinsky by Resolution as Officer of the Year for 2025. Motion by Dr. Mace and seconded by Ms. Keegan to recommend Borough Council approve a Resolution to recommend Sergeant Skavinsky as Officer of the Year for 2025. The motion passed by unanimous vote.

Chief Clery stated that the new officers have finished their office training and are now released to the Field Training Program and they are doing great.

Chief Clery reviewed with Committee members two recent incidents that involved Kutztown Police officers.

Chief Clery mentioned that Cops & Caboozes will be on February 7, 2026 and is a community event.

MAYOR'S REPORT:

Mayor Schlegel informed the Committee of complaints received regarding a political flag containing profanity. He presented a photograph of the flag and requested that Borough Council draft a letter asking the property owner to remove it. Following a brief discussion, motion by Dr. Mace and seconded by Ms. Keegan to recommend Borough Council, in coordination with the Mayor, send a letter to the homeowner requesting removal of the sign due to profane language. The motion passed by unanimous vote.

Mayor Schlegel reviewed his hours for the month of December with Committee members. There were no questions or comments.

OFF AGENDA:

There was nothing to discuss off agenda.

ADJOURNMENT:

With no further business to discuss, a motion was made by Ms. Keegan and seconded by Dr. Mace to adjourn the meeting. The motion carried and the meeting adjourned at 8:47.