A regular meeting of the Community Development and Public Safety Committee was held on Tuesday, July 14, 2020 via Zoom Video Communications, hosted by Mr. Gabriel Khalife, Borough Manager.

The meeting was called to order at 7:30 p.m. by Dr. Derek Mace, Acting Chairperson. Members present were: Ms. Arabel Elliott and Dr. Derek Mace. Ms. Amanda Raudenbush was absent. Also present: Mr. James Schlegel, Mayor; Ms. Judith Danko, Director of Community Development; Mr. Craig Summers, Chief of Police; Mr. Gabriel Khalife, Borough Manager; and Ms. Carolann Moody, Recording Secretary. Public Attendance: Ms. Sandra Green representing Kutztown Community Partnership; Mr. Rodney Freeman representing Kutztown Area Transport Service; Mr. Warren Shaub, Mr. Frederick Engelhardt, Mr. Eric Boyer, and Mr. Nathan Lewis, Borough Residents

PUBLIC COMMENTS

Mr. Warren Shaub asked if committee members knew what the “Update on Action Track” was going to cover. Dr. Mace and Ms. Elliott stated that they believed it was going to cover the social distancing issue. Mr. Shaub mentioned that there was an extended run a few weeks ago and following that, there was an excessive amount of dirt on vehicles parked in the area of W Walnut and N Whiteoak Streets, adding that the track owner has the duty and the ability to mitigate the dust by watering the track between races. There was a brief discussion regarding enforceable littering citations, current discussions with track owners regarding ways to mitigate the dust including social distancing and mask wearing guidelines. Mr. Engelhardt stated that a meeting with the Kutztown Fair Board, Action Track owners and any interested neighbors is scheduled for July 21, 2020 to discuss and address concerns. Dr. Mace suggested that Ms. Danko also attend the meeting, if she is available.

Mr. Shaub stated his concern about businesses having tables set up on the sidewalk and not being ADA compliant. He mentioned that he has seen people with a stroller having difficulty at a particular location. There was a brief discussion regarding this issue.

Mr. Shaub mentioned that at the last in-person meeting public transportation was discussed, however, it has not been addressed since then. There was a lengthy discussion regarding the shifting dynamic of the residents of Kutztown, the loss of public transportation, open housing, the need for county services and the ability to get there via public transportation, including the decrease of the student population. Ms. Sandra Green stated that she worked with the Greater Reading Chamber Alliance as well as Senator Schwank’s office regarding the Multimodal Transportation Grant. She reviewed the phases of the plan, adding that during this time people are doing a lot more walking, therefore creating a walkable community and bringing foot traffic
into town is what is needed. There was brief discussion regarding the possibility of BARTA coming to Kutztown.

FIRE COMPANY
There was no one from the Kutztown Fire Company in attendance.

APPROVAL OF MINUTES
Members reviewed the June 9, 2020 Committee meeting minutes. Motion by Ms. Elliott and seconded by Dr. Mace to approve the June 9, 2020 minutes as written. The motion passed by unanimous vote.

PLANNING AND ZONING
  ● Update Regarding Zoning Amendments as Discussed at the July 13, 2020 Planning Commission Meeting
Ms. Danko mentioned that Ms. Shannon Calluori is working with the Kutztown Planning Commission to review and propose amendments regarding commercial parking requirements to promote development and to prioritize the parking needs of residents and business owners. She added that they will also be working together to develop sidewalk café/parklet zoning standards to encourage outdoor dining.
  ● Review AT&T Small Cell Request Photo Sims
Ms. Danko reviewed the meeting discussion and shared photos of potential design/placement of the small cell/node. There was a brief discussion regarding placement, the cell/node being aesthetically pleasing, including that there is no monetary impact to the Borough.
  ● Discuss Development Outside of Kutztown
Ms. Danko mentioned that a new logistic park being proposed in Maxatawny Township and they are asking for water from KMA. Following a brief discussion, Dr. Mace stated that the Borough Water/Wastewater Committee would need to approve this request.
  ● Update on Kutztown Dance Studio
Ms. Danko mentioned this project is almost complete. She stated that a portion of the building is in Maxatawny Township, the driveway is in Kutztown Borough, and they are currently working on a storm water maintenance agreement.
  ● Review Storm Water Maintenance Agreement
Ms. Danko stated that they are working on the storm water maintenance agreement for the Kutztown Dance Studio.

CODE ENFORCEMENT
  ● DCR Report – June, 2020
There were no DCR’s in June, 2020
  ● Update on Action Track
This item was discussed in Public Comments.

COMMUNITY DEVELOPMENT
  ● CDO Monthly Report – June, 2020
Ms. Danko reviewed the report. There were no questions or comments.
• **Update on Hailstone Plan**
Ms. Raudenbush requested this item for the agenda. Due to her absence, this item will be added to the August meeting agenda.

**KCP/MAIN STREET REPORT:**
• **Kutztown Community Proposed Re-Opening Plan**
Motion by Ms. Elliott and seconded by Dr. Mace to recommend Borough Council request HRG to submit a quote to undertake the Multimodal Transportation Grant. The motion passed by unanimous vote.

**POLICE**
• **Incidents Reported – Jan thru June, 2020**
Chief Summers reviewed the report. There were no questions or comments.
• **Offenses Reported – Jan thru June, 2020**
Chief Summers reviewed the report. There were no questions or comments.
• **Arrest Listing – June, 2020**
Chief Summers reviewed the report. There were no questions or comments.
• **Budget Report – 2nd Quarter, 2020**
Chief Summers reviewed the report. There were no questions or comments.
• **Discuss Student House Parties/ CDC Guidelines for Higher Education Institutions**
Ms. Elliott mentioned that Ms. Sandra Green helped organize a meeting that included representatives of some Kutztown businesses, representatives from Kutztown University, some landlords, and someone from student government. Ms. Elliott reviewed the discussion that included the CDC guidelines for higher education institutions working with local communities and health officials to mitigate the spread of COVID19; the wording that should be used if requiring registration of house parties; guidelines for students on how to safely hold a social gathering; as well as including any guidelines that are established be shared with student groups and landlords so that the information is a consistent message coming from Kutztown University, landlords, businesses, and Kutztown Borough. Ms. Elliott added that the groups would like to put together a plan to present to Borough Council that addresses the students reentering the community.

**MAYOR’S REPORT**
Mayor Schlegel mentioned that he has been receiving several complaints regarding properties with high grass, adding that he understands that currently there is not enough staff to handle all of those complaints. He stated that it is important that Ms. Danko receives the help that is needed in her department. Dr. Mace added that Ms. Danko has been going through applications, and is currently working with Barry Isett and Associates to assist her where needed. Ms. Danko stated that she is diligently working on hiring someone and getting caught up on items/complaints that need attention.
EMERGENCY MANAGEMENT:
Dr. Mace questioned what the first responders are doing to mitigate COVID19. Chief Summers reviewed the guidelines he set for the police officers during each phase as to limit contact with the public. Mr. Rodney Freeman from Kutztown Area Transport Services reviewed the protocol set for his staff. He stated that throughout his primary and secondary coverage areas they have transported 56 cases of COVID19 so far. He added that currently Kutztown Manor is COVID19 free. There were no representatives from the Fire Company to review their protocol. Dr. Mace and Ms. Elliott added that if Chief Summers or Mr. Freeman are in need of supplies to continue the protection against COVID19 they should reach out to Borough Council. Dr. Mace asked Mr. Gabriel Khalife, Borough Manager to reach out to the Fire Company regarding their status and needs.

MISCELLANEOUS
● Update on Community Development Office Roof & Window Leaks
Ms. Danko mentioned that the roof and window leaks were temporarily fixed, however, a new roof is needed and the leaks are back. Mr. Khalife suggested Ms. Danko move forward in securing a new location for the Community Development Office.

Ms. Danko apologized to committee members for not having the budget report available. She stated that she does not have the same permissions in Springbrook that Ms. Kline had and is working with Mr. David Horvath, Director of Information Technology, to be given access to those reports.

● Use of Force Training for Council Members
Dr. Mace mentioned that Chief Summers has invited Borough Council members to join the police department in training. Chief Summers stated that he has not heard back from all council members, but that the training would be scheduled for a few hours on a Saturday. The training would include use of force as well as reality training simulations so they can experience some realistic situations that officers are put in. There was a brief discussion regarding the review and update of the Use of Force Standard Operating Procedure.

OFF AGENDA
There was nothing to discuss Off Agenda

ADJOURNMENT
With no further business to discuss a motion was made by Ms. Elliott and seconded by Dr. Mace to adjourn the meeting. The motion carried and the meeting was adjourned at 9:04 p.m.