

**BOROUGH OF KUTZTOWN
COMMUNITY DEVELOPMENT AND PUBLIC SAFETY
COMMITTEE MEETING
MINUTES OF JULY 14, 2026**

The meeting was called to order at 7:30 PM by Dr. Derek Mace, Chairperson. Members present: Ms. Katharine Keegan. Mr. George Kusterer was absent. Also present: P. Michael Clery, Chief of Police; Mr. James Schlegel, Mayor; Ms. Michele Lopez, Code Enforcement Officer; Ms. Sharon Dalickas, Finance Director; Ms. Carolann Bartik, Recording Secretary; and Ms. Andrea Coaxum, Borough Manager. Public Attendance: Mr. Deputy Chief Todd Evans representing Kutztown Fire & Rescue, Bob Weller representing Kutztown Planning Commission, Mr. Bob Gately and Ms. Mindy Wagaman, Maxatawny Township Residents and Ms. Lisa Ladd-Kidder, Ms. Martha Kuhns, Mr. Jeff Dietrich, Mr. Tim Vanek and Mr. Eric Boyer, Kutztown Borough Residents.

PUBLIC COMMENTS:

Ms. Martha Kuhns mentioned that she had submitted a letter to the committee last month regarding the status of the noise ordinance, and the agreement with the Kutztown Fair Association regarding the races, adding that she has received no response. Ms. Andrea Coaxum mentioned that she did not receive the letter or she would have gotten back to her. She added that there is a meeting scheduled with the Kutztown Fair Association and Action Track USA to have conversations regarding all of her concerns. Following a lengthy discussion, Ms. Coaxum stated that if Ms. Kuhns wanted to stay after the meeting, they could have further discussion.

Mr. Tim Vanek stated that he approached the committee several months ago regarding a 4-way stop sign at S Laurel and Grimley Streets. Dr. Mace stated that the Borough Engineer is planning on looking at that, however, has not had the opportunity yet.

KUTZTOWN FIRE & RESCUE:

Deputy Chief Todd Evans mentioned that Kutztown Fire & Rescue responded to 48 calls in June and 38 calls so far for July. He added that they responded to 3 working fires last week. To date, they responded to 452 calls.

EMERGENCY MANAGEMENT:

There was no one in attendance from Emergency Management.

TOPTON AMBULANCE:

Deputy Chief Evans mentioned that Chief Mike Richards is working on several projects with Kutztown University.

Deputy Chief Evans mentioned that there will be a Duck Race in memory of Amy Evans this Saturday at Bowers Park.

Deputy Chief Evans stated that the renovations at the firehouse are almost complete, adding that they have their first live-in from Kutztown University who will move in next month.

REVIEW AND ACCEPT THE MINUTES:

Members reviewed the June 9, 2026 Committee meeting minutes. Motion by Ms. Katharine Keegan and seconded by Dr. Derek Mace to approve June 9, 2026, minutes as written. The motion passed by unanimous vote.

PLANNING AND ZONING:

- **Elm Street Apartments Project – Financial Security Release #2**

Ms. Lopez reviewed the release with Committee members. Motion by Ms. Keegan and seconded by Dr. Mace to recommend Borough Council approve the Financial Security Release #3 for the Elm Street Apartments Project. The motion passed by unanimous vote.

- **Short-Term Rental Ordinance (Request to send to Borough Council to approve to advertise)**

Ms. Lopez reviewed the Short-Term Rental Ordinance with Committee members. Following a lengthy discussion, motion by Ms. Keegan and seconded by Dr. Mace to recommend Borough Council approve to advertise the Short-Term Rental Ordinance following the recommendations by Berks County Planning Commission. The motion passed by unanimous vote.

- **Data Center Ordinance (Request to send draft to Borough Council to approve to advertise)**

Ms. Lopez reviewed the Data Center Ordinance with Committee members. Motion by Ms. Keegan and seconded by Dr. Mace to recommend Borough Council approve to advertise the Data Center Ordinance. The motion passed by unanimous vote.

- **University Park Project – Maxatawny Township project**

Ms. Lopez updated Committee members on the University Park Project. There were no additional questions or comments.

CODE ENFORCEMENT:

- **DCR Report – July 2026**

There were no DCR's for the month of July

COMMUNITY DEVELOPMENT:

- **Monthly Report –**

Ms. Lopez reviewed the monthly report with Committee members.

There were no questions or comments.

KCP/MAIN STREET:

There was no one in attendance for Kutztown Community Partnership/Main Street.

POLICE DEPARTMENT:

- **Incidents reported – Year to Date 2026**

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

- **Arrest report – Year to Date 2026**

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

- **Reportable crimes – May 2026**

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

- **Parking Tickets – May 2026**

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

Dr. Mace mentioned that he received a letter from someone who received a parking ticket in the Municipal parking lot stating that the lot is not properly posted. He added that he did go to the lot, and he feels that it is properly posted.

Chief Clery stated that the Eastern PA Homestead Festival was this past weekend, adding that there were no incidents, and he felt that did a really good job running that festival.

Chief Clery mentioned that the Kutztown Kruizz will be held on July 25th starting at Maple Street to Veteran's Way.

Chief Clery stated that the Police Department is hosting Coffee Cars and Cops on September 6th at the Kutztown Fairgrounds.

There were no additional questions or comments.

MAYOR'S REPORT:

Mayor Schlegel reviewed his hours for the month of July with Committee members.

Mayor Schlegel mentioned that Mr. Nick Snyder of Veterans Affairs at Kutztown University would like to do an event on September 11th recognizing the first responders. He added that Mr. Snyder would like Kutztown first responders to be a part of the event.

Mayor Schlegel stated that Kutztown Day will be held on Sunday, August 2nd.

MISCELLANEOUS:

There was nothing to discuss under Miscellaneous.

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 8:10 pm.