

**BOROUGH OF KUTZTOWN
COMMUNITY DEVELOPMENT AND PUBLIC SAFETY
COMMITTEE MEETING
MINUTES OF JUNE 11, 2024**

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

PUBLIC COMMENTS:

There were no comments from the public.

KUTZTOWN FIRE & RESCUE:

- **YTD Monthly Report – April 2024**

There were 67 calls in the month of April.

- **Wires and Trees Down ~ Police only response”**

Mr. Young reviewed the “No Fire Dispatch – Police Only Response Form” with Committee members. There was a brief discussion regarding the form.

- **Berks County FD SOP for small lithium-ion batteries**

Mr. Young reviewed the SOP, and there was a lengthy discussion with Committee members.

- **OSHA 29 CFR 1910.156 “Fire Brigade Standard”**

Mr. Young reviewed the proposed updates to the Fire Brigade Standard with Committee members.

EMERGENCY MANAGEMENT:

- **Attended the ICS 300 course at Berks DES on May 8-10.**

- **ICS 400 is June 21 and 22 from 9am-5pm at Berks DES**

- **Working on obtaining associates level certification through PEMA for Emergency Management Coordinators at the Municipal level**

Mr. Young updated Committee members on all of the above. There were no questions or comments.

TOPTON AMBULANCE:

- **YTD Monthly Report – April 2024**

Chief Todd Evans mentioned the calls are down, adding that college is out.

REVIEW AND ACCEPT THE MINUTES:

Members reviewed the May 14, 2024 Committee meeting minutes. Motion by Mr. Engelhardt and seconded by Mr. Kusterer to approve the May 14, 2024 minutes as written. The motion passed by unanimous vote.

PLANNING AND ZONING:

There was nothing to discuss under Planning and Zoning.

CODE ENFORCEMENT:

- **DCR Report – May 2024**

Mr. Young reviewed the DCR report for the month of May, which included 3 DCR's. There were no questions or comments.

COMMUNITY DEVELOPMENT:

- **Monthly Report – May 2024**

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

KCP/MAIN STREET:

There was no KCP/Main Street report.

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 – May 2024**

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

Chief Clery updated Committee members on the Bike Rodeo that was held in the Kutztown High School parking on June 1st.

Chief Clery updated Committee members on the Taste of Kutztown that was held Saturday, June 8th at Kutztown Park.

Chief Clery mentioned that last week Sergeant Walt Skavinsky, and Mr. Dan Batz from the Public Works Department installed the new in-car cameras. He added that by Walt and Dan doing the installation they saved the Borough over \$7,000.00. He stated that the system is up and running.

Chief Clery stated that he will be advertising for a Patrol Officer position.

- **Accept with regret the resignation of CSO II Thomas Murray after 7 years of service**

Chief Clery mentioned that CSO Tom Murray resigned after 7 years of service. He stated that he will need to be replaced, adding that there are other CSO's that may be retiring soon as well. Motion by Mr. Engelhardt and seconded by Mr. Kusterer to recommend Borough Council accept Mr. Murray's resignation, with regret. The Motion passed by unanimous vote.

- **Review the request for a disability parking space to be located at 115 S Laurel Street**

Mr. Boyer reviewed the request with Committee members. He stated that it is recommended the request be approved.

- **Review the request for restricting parking adjacent to 454 Normal Avenue**

Mr. Boyer reviewed the request with Committee members. He stated that it is recommended the request be approved.

MAYOR'S REPORT:

There was nothing to report from the mayor.

OFF AGENDA:

There was nothing to discuss off the agenda.

ADJOURNMENT:

With no further business to discuss, a motion was made by Mr. Engelhardt and seconded by Mr. Kusterer to adjourn the meeting. The motion carried and the meeting adjourned at 8:13.