

**BOROUGH OF KUTZTOWN  
COMMUNITY DEVELOPMENT AND PUBLIC SAFETY  
COMMITTEE MEETING  
MINUTES OF MARCH 12, 2024**

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

**PUBLIC COMMENTS:**

There were no comments from the public.

**KUTZTOWN FIRE & RESCUE:**

Due to Mr. Joshua Young being in the Emergency Medical Technician class, Mr. Kusterer read his report to Committee Members, which includes the following.

- **YTD Monthly Report – February 2024**

There were 52 calls in the month of February and the total calls to date are 127.

- **Strategic Plan Study**

Mr. Kusterer reviewed the update of the strategic plan study with Committee members. There was a brief discussion regarding the funding of the plan. Following the discussion, a motion by Dr. Mace and seconded by Mr. Engelhardt to recommend Borough Council approve a contribution of \$8,000 for the study.

**EMERGENCY MANAGEMENT:**

- **ICS300 Update**

Mr. Young will be attending the ICS300 class from May 8<sup>th</sup> through May 10<sup>th</sup> as well as the ICS400 class which will be held June 20<sup>th</sup> and 21<sup>st</sup>. After completion of those two courses, he will meet the training requirements of PEMA.

- **Updating ICS Forms**

Mr. Young is currently updating the ICS forms that are, per the county, required to be updated every two years.

**TOPTON AMBULANCE:**

Chief Todd Evans mentioned there were 98 calls in the Borough last month.

**REVIEW AND ACCEPT THE MINUTES:**

Members reviewed the February 13, 2024 Committee meeting minutes. Motion by Mr. Engelhardt and seconded by Dr. Mace to approve the February 13, 2024 minutes as written. The motion passed by unanimous vote.

## **PLANNING AND ZONING:**

Mr. Kusterer mentioned that there were 2 changes in zoning permits, and he reviewed them with Committee members.

There was one zoning application that was denied due to the lapse of their letter of appeal to the zoning hearing board.

The Planning Commission reviewed and discussed the preliminary plans for the proposed McDonald's with HRG. Mr. Schmoyer from HRG expects to have their report for the Planning Commission Workshop meeting.

## **CODE ENFORCEMENT:**

- **DCR Report – February 2024**

There was 1 DCR for February.

- **Floodplain Manager**

Mr. Young was approved to take the Certified Floodplain Manager test and is waiting for the date of the test.

- **Berks County Hazard Mitigation Plan Municipal Adoption**

The Berks County Hazard Mitigation Plan Municipal Adoption was approved at the November Borough Council meeting as resolution 18-2023. It has been sent to Berks DES for their records.

- **Review and discuss draft noise ordinance**

Mr. Engelhardt reviewed the progress of the draft noise ordinance with Committee members.

## **COMMUNITY DEVELOPMENT:**

- **Monthly Report – February 2024**

Mr. Kuster reviewed Mr. Young's report with Committee members. There were no questions or comments.

## **KCP/MAIN STREET:**

There was nothing to discuss under KCP/Main Street

## **POLICE DEPARTMENT:**

- **Incidents Reported – Year to Date 2023**

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

- **Arrest Report – Year to Date 2023**

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

- **Reportable Crimes – December 2023**

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

Chief Clery mentioned that Kutz Patty's Day is coming up on March 23<sup>rd</sup>, adding that besides Kutztown Borough officers, Kutztown University and Liquor Control officers will also be assisting.

Chief Clery added that the Police Department is starting a dog walker watch program and there will be a presentation regarding the program on April 4, 2024 at 6:30PM.

Chief Clery reviewed a bus patrol program with Committee members.

**MAYOR'S REPORT:**

Mayor Schlegel mentioned that letters were mailed to all of the landlords concerning Kutz Patty's Day and the DCR process for that.

Mayor Schlegel stated that in the last month Chief Clery, Sergeant Skavinsky and himself visited eight one-room schoolhouses and gave presentations on bicycle safety.

Mayor Schlegel added that there was a major drug raid in Reading yesterday and one of Kutztown Borough Police officers assisted in that raid.

Mayor Schlegel stated that he will be at the Town & Gown meeting this Thursday.

**OFF AGENDA:**

Mr. Gabriel Khalife updated Committee members on the multimodal progress.

**ADJOURNMENT:**

With no further business to discuss, a motion was made by Mr. Engelhardt and seconded by Dr. Mace to adjourn the meeting. The motion carried and the meeting adjourned at 8:14.