

**BOROUGH OF KUTZTOWN
COMMUNITY DEVELOPMENT AND PUBLIC SAFETY
COMMITTEE MEETING
MINUTES OF MARCH 11, 2025**

The meeting was called to order at 7:30 PM by Mr. George Kusterer, Chairperson. Members present were: Mr. George Kusterer, Mr. Fred Engelhardt, and Dr. Derek Mace. Also present: P. Michael Clery, Chief of Police; Mr. James Schlegel, Mayor of Kutztown; 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. Sandy Green representing Kutztown Community Partnership; Ms. Mindy Wagaman and Mr. Eric Boyer, Borough of Kutztown residents.

PUBLIC COMMENTS:

There were no comments from the public.

KUTZTOWN FIRE & RESCUE:

- **YTD Monthly Report – February 2025**

Mr. Young stated that there were 64 calls for the month of February, 33 so far in March and year to date is 158 calls.

- **Renovation Update**

Mr. Young reviewed the update regarding the renovation of the Kutztown Fire & Rescue building. There were no questions or comments.

EMERGENCY MANAGEMENT:

- **Certification**

Mr. Young mentioned that he has completed the necessary classes for Emergency Management certification. He added that all of his training documents were submitted to FEMA.

TOPTON AMBULANCE:

Mr. Kusterer mentioned that Topton Ambulance responded to 500 calls in February with 115 of them being in the Borough of Kutztown and 147 in Longswamp Township.

REVIEW AND ACCEPT THE MINUTES:

Members reviewed the February 11, 2025 Committee meeting minutes. Motion by Mr. Engelhardt and seconded by Dr. Mace to approve the February 11, 2025 minutes as written. The motion passed by unanimous vote.

PLANNING AND ZONING:

Mr. Young reviewed with Committee members the updates for 211 North Whiteoak Street and McDonalds. Mr. Gabriel Khalife elaborated on the updates. He also updated Committee members on the status of the Comprehensive Plan.

CODE ENFORCEMENT:

- **DCR Report – February 2025** (There were no DCR's in February)

COMMUNITY DEVELOPMENT:

- **Monthly Report – February 2025**

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

KCP/MAIN STREET:

Ms. Sandy Green mentioned that she is in the Kutztown Community Partnership office temporarily until a replacement is hired. She updated Committee members on the Strand project and upcoming fundraiser.

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 – February 2025**

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

Chief Clery mentioned that he believes Kutz Patty's Day will be March 29th, which is the same day as the Fool's Run. Mayor Schlegel added a local farmer is also having an event that day.

Chief Clery stated that our newest officer just resigned and we have two out on injury, adding that one should be back by March 29th. He added that he spoke with the Civil Service Commission regarding minor changes to the rules, which has been approved by the Civil Service Commission and needs to be approved by Borough Council. There was a brief discussion regarding the hiring process.

MAYOR'S REPORT:

Mayor Schlegel mentioned that the letter that has been sent out to landlords regarding Kutz Patty's Day will be sent out again this year.

Mayor Schlegel added that next week is the last Town and Gown meeting Dr. Hawkinson, due to his upcoming retirement from Kutztown University.

OFF AGENDA:

There was nothing to discuss off agenda.

ADJOURNMENT:

With no further business to discuss, a motion was made by Dr. Mace and seconded by Mr. Engelhardt to adjourn the meeting. The motion carried and the meeting adjourned at 8:01.

