

**BOROUGH OF KUTZTOWN
COMMUNITY DEVELOPMENT AND PUBLIC SAFETY
COMMITTEE MEETING
MINUTES OF FEBRUARY 10, 2026**

The meeting was called to order at 7:36 PM by Mr. George Kusterer, Chairperson. Members present: Dr. Derek Mace. Ms. Katharine Keegan was absent. Also present: P. Michael Clery, Chief of Police; Mr. James Schlegel, Mayor; Ms. Michele Lopez Gudino, Code Enforcement Officer; Ms. Sharon Dalickas, Finance Director; and Ms. Carolann Bartik, Recording Secretary. Public Attendance: Mr. Josh Young and Mr. Todd Evans, representing Kutztown Fire & Rescue; Ms. Mindy Wagaman, Ms. Shanna Fink, Mr. Bob Gately, Mr. Kevin Snyder and Mr. Eric Boyer, Kutztown residents.

PUBLIC COMMENTS:

Ms. Shanna Fink addressed Committee members regarding parking enforcement not being conducted on the 400 block of W Walnut Street. She mentioned that residents on that block are provided with one parking permit, however, with the college students parking on that block, and no parking enforcement being conducted, there is nowhere for the residents to park. Chief Clery mentioned that he will address this issue with parking enforcement staff.

Ms. Fink also questioned the possibility of an additional parking permit being issued to residents of the 400 block of W Walnut Street. She added that when the college students are not there, there is adequate parking for residents of that block. Chief Clery mentioned that he will see what he can do to address this issue as well.

There were no additional comments from the public.

KUTZTOWN FIRE & RESCUE:

• Knox Box Ordinance

There was a brief discussion regarding the proposed Knox Box Ordinance. Dr. Mace stated that he thought sample Knox Box Ordinances from surrounding areas were already with Mr. Keith Mooney, Borough Solicitor. Following a brief discussion, motion by Dr. Mace and seconded by Mr. Kusterer to recommend Mr. Young and Ms. Gudino work together to draft a proposed Knox Box Ordinance to present to Planning Commission for their review and recommendation. The motion passed by unanimous vote.

Mr. Young presented a letter from the Kutztown Fire & Rescue treasurer requesting funds from the Fire Tax Account to assist in paying renovation costs. He stated that the treasurer has spoken with Mr. Gabriel Khalife, Borough Manager, before writing the letter that in the past has come to the Community Development/Public Safety

Committee to be approved and recommended being sent to Borough Council for their approval. Dr. Mace suggested the letter be presented to the Finance & Electric Committee. They are meeting this coming Thursday. Mr. Young added that the treasurer and Mr. Khalife did look into the statute that explains fire tax funds; and fire tax funds may be used for building renovations.

Mr. Young stated that there were 84 calls for the month of January, adding that for comparison, there were just 60 calls in January of 2025. So far in February, they are at 31 calls bringing the year to date total at 115.

Mr. Young presented an update on the renovations of the firehouse with Committee members.

EMERGENCY MANAGEMENT:

Mr. Young stated that he is the Vice-Chair for the Emergency Management working group for this year. He is currently working on documents that need to be updated each year.

TOPTON AMBULANCE:

Mr. Kusterer stated that Topton Ambulance responded to 598 calls in the Borough of Kutztown for 2025. He added that Topton Ambulance is doing a wonderful job and there are no complaints.

REVIEW AND ACCEPT THE MINUTES:

Members reviewed the January 13, 2026 Committee meeting minutes. Motion by Dr. Mace and seconded by Mr. Kusterer to approve the January 13, 2026, minutes as written. The motion passed by unanimous vote.

PLANNING AND ZONING:

Ms. Michele Lopez Gudino mentioned that at the Planning Commission meeting last evening, they voted to send the Short-Term Rental Ordinance to Borough Council to review and approve their revisions.

There was nothing else to discuss under Planning and Zoning.

CODE ENFORCEMENT:

• **DCR Report – January 20265**

There was 1 DCR for the month of January. Ms. Lopez Gudino stated that she is waiting on documentation from the property owner as to next steps.

Ms. Lopez Gudino reviewed with Committee members items she is currently working on.

COMMUNITY DEVELOPMENT:

- **Monthly Report – January 2026**

Ms. Lopez Gudino reviewed the monthly report with Committee members. There were no questions or comments.

KCP/MAIN STREET:

Mr. Kusterer mentioned that Kutztown Community Partnership is working on upcoming events with store owners to get them more involved in KCP. He added that they are working with Kutztown University as well as planning on showing movies at the Strand.

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 – January 2026**

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

- **Parking Tickets – January 2026**

Chief Clery reviewed the report with Committee members. Chief Clery mentioned that for a good part of the month parking was not enforced, except at fire hydrants, due to the lack of available parking due to the snow. He expects to get back to regular parking enforcement next week.

Chief Clery stated that he has reached out to LTAP (Local Technical Assistance Program), which is through PennDOT. He added that they have experts that will make recommendations regarding parking for Kutztown.

Mr. Kevin Snyder stated that he is close to an agreement with his contact regarding the Muller parking lot. He reviewed with Committee members what parking spaces would be available. There was a brief discussion.

Chief Clery mentioned that there is a protest scheduled for this Saturday at Main and Whiteoak Streets at 12:00PM. He added that they are protesting the ICE facility in Bethel Township.

MAYOR'S REPORT:

Mayor Schlegel mentioned that he has not received the letter he requested regarding the political flag at a Borough residence. However, he added that he did notice that someone did paint over the foul word. It was mentioned that Mr. Gabriel Khalife signed and mailed that letter.

Mayor Schlegel stated that the Borough employees did an excellent job removing the snow, adding that there was an electrical outage in the East part of town last week and the Electric crew did a wonderful job taking that quickly.

Mayor Schlegel reviewed his hours for the month of December with Committee members. There were no questions or comments.

MISCELLANEOUS:

● **Reading Fightin Phils donation request**

Committee members reviewed the request from Brian Cuba from the Reading Fightin Phils. Following a brief discussion, it was decided to forward this request to the Finance and Electric Committee for their review.

OFF AGENDA:

Mr. Snyder stated that at last meeting he mentioned a request from the owner of the dentist's office at W Main and Baldy Streets for parking permits for their employees. Mayor Schlegel stated that there is parking at the Trinity Church parking lot during the week, suggesting they speak with someone at the church regarding that.

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. Kusterer to adjourn the meeting. The motion carried and the meeting adjourned at 8:20.