

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

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. Gabriel Khalife, Borough Manager; Mr. James Schlegel, Mayor; Mr. Joshua Young, Code Enforcement Officer. Public Attendance: Ms. Ellen Overcast and Ms. Sandra Green, representing Kutztown Community Partnership; Mr. Kevin Snyder, Mr. Eric Boyer, Ms. Susan Ziegenfus, Ms. Mindy Wagaman and Ms. Shanna Fink, Borough of Kutztown residents.

PUBLIC COMMENTS:

Ms. Susan Ziegenfus requested to make a section of Saucony Alley one way due to poor visibility. Mr. Clery will have trained officers conduct a sightline study for that area.

Ms. Shanna Fink brought up a parking issue on West Walnut Street due to commuter students using the street to park for classes. She requested more than one parking permit be allowed per household, or to make West Walnut Street permit parking only. Mr. Clery stated that the force is looking towards ramping up parking enforcement soon. No action to be taken at this time.

KUTZTOWN FIRE & RESCUE:

● **YTD Monthly Report – October 2024**

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

EMERGENCY MANAGEMENT:

Mr. Young stated that all emergency manuals will be updated by the end of December, then brought to the committee for review.

Discussion regarding whether there is still a need for the emergency siren in the Borough. It was mentioned that not every person has a cell phone, and the siren would be needed. Mayor Schlegel stated that the siren should be maintained and needs regular testing. No action to be taken at this time.

TOPTON AMBULANCE:

Mr. Young mentioned that there was nothing to report regarding Topton Ambulance.

Mr. Kusterer mentioned that the year-to-date calls for Topton Ambulance are 2300 and 497 of those calls were in the Borough of Kutztown.

REVIEW AND ACCEPT THE MINUTES:

Members reviewed the October 8, 2024 Committee meeting minutes. Motion by Mr. Engelhardt and seconded by Dr. Mace to approve the October 8, 2024 minutes as written. The motion passed by unanimous vote.

PLANNING AND ZONING:

Mr. Young stated that the Kutztown Planning Commission has signed off on 103/105 E Main Street meeting the conditions of blight. Berks Country Planning Commission also needs to sign off, then application will be sent to the Redevelopment Authority.

Mr. Young stated that there were 2 zoning approvals during October: 242 N Whiteoak for residential/commercial, and 312/314 W. Main St. for Democratic Committee.

Mr. Young Stated that the zoning hearing board meeting regarding 601 East Main St. has been postponed, date TBD.

CODE ENFORCEMENT:

- **DCR Report – October 2024**

Mr. Young mentioned that there were no DCR's for the month of October.

Mr. Young stated that the old brochures from 2013 were revamped, to remove any redundancies and add a general synopsis of what the Community Development Office is. These will be handed out at the KU housing fair.

Mr. Young mentioned that he has made a comparison with other nearby municipalities regarding BYOB permits; our fee is considerably lower than others. Mr. Young will look at updating our policy and making a recommendation to present to Borough Council.

COMMUNITY DEVELOPMENT:

- **Monthly Report – October 2024**

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

KCP/MAIN STREET:

Ms. Sandra Green provided an update regarding the DCED grant. This grant application requires a resolution from the Kutztown Borough Council, and the grant is due on Friday, November 15th. Mr. Khalife explained that the application could be submitted, and the resolution could be sent in after the fact. Ms. Green provided a sample resolution. A motion was made by Dr. Mace and seconded by Mr. Englehart to send to Borough Council for approval.

Ms. Green provided an update on the capital campaign for the Strand Theater. KCP is asking for the Kutztown Borough to partner/ provide sponsorship in the amount of \$150, 000 in return for exclusive naming rights to the theater. A motion was made by Dr. Mace and seconded by Mr. Englehart to send to Borough Council for consideration.

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 – October 2024**

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

Chief Clery stated that the police force is in the process of hiring a new officer within the next month, and officer Lewis will be returning to work on Monday, November 18th.

Chief Clery briefly outlined the new software program that has been purchased for the police department. (DocTract).

MAYOR'S REPORT:

Mayor Schlegel reported that the Trick-or-Treat on Main Street event was a great success and should continue in the future.

Mayor Schlegel explained that he has received many complaints about the pinch point in front of the park, mostly regarding lack of signage and that there is no access for people with disabilities to get into the park. Mayor Schlegel would like the borough to advertise to inform the community as to why the pinch point was created, that this is a PennDOT design, and the borough's plan to increase visibility. Brian Bailey is looking into signage/markings.

OFF AGENDA:

Mr. Kusterer outlined the Kutztown Fire Department's proposed plan for a new marquis sign to be used for public safety announcements, etc. The sign would be electronic and controlled by the fire department. The sign would have the ability to be dimmed down or shut off at night.

Mr. Young mentioned that renovations have been started at the fire company and shared the plans with committee members. The fire company may have secured a community development grant for \$500, 000. Official grant approval has not been received at this time.

There was nothing else to discuss off agenda.

ADJOURNMENT:

With no further business to discuss, a motion was made by Mr. Englehardt and seconded by Dr. Mace to adjourn the meeting. The motion carried and the meeting adjourned at 8:20.