

**BOROUGH OF KUTZTOWN  
COMMUNITY DEVELOPMENT AND PUBLIC SAFETY  
COMMITTEE MEETING  
MINUTES OF SEPTEMBER 10, 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. Joshua Young, Code Enforcement Officer; and Ms. Carolann Bartik, Recording Secretary. Public Attendance: Chief Todd Evans, representing Kutztown Fire & Rescue and Topton Ambulance; Ms. Lisa Ladd-Kidder; and Ms. Mindy Wagaman, residents.

**PUBLIC COMMENTS:**

Ms. Lisa Ladd-Kidder expressed concern regarding a property she believes may be out of compliance. Mr. Joshua Young stated that the property owner has a Hügelkultur (German for raised garden/soil bed). Following a lengthy discussion, it was agreed upon that the Borough does not regulate garden/soil beds and/or pollinating gardens.

**KUTZTOWN FIRE & RESCUE:**

- **YTD Monthly Report – August 2024**

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

- **General Department Update**

Chief Todd Evans reviewed the proposed paid by shift stipend program layout with Committee members. Following a lengthy discussion regarding the feasibility study, it was recommended that Chief Evans bring this information to the Finance and Electric Committee.

**EMERGENCY MANAGEMENT:**

- **Municipal Level Certification**

Mr. Young mentioned that he is taking the FEMA classes on his own time, adding that they are online.

**TOPTON AMBULANCE:**

- **YTD Monthly Report – August 2024**

Chief Todd Evans mentioned the call volume has increased since the students are back.

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

**REVIEW AND ACCEPT THE MINUTES:**

Members reviewed the August 13, 2024 Committee meeting minutes. Motion by Mr. Engelhardt and seconded by Dr. Mace to approve the August 13, 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 – August 2024**

Mr. Young mentioned that there were three DCR's for the month of August.

Mr. Young stated that on September 18, 2024 there is a Housing License Appeals Board hearing. The agent of a rental property is arguing against the 5-mile radius stipulation.

**COMMUNITY DEVELOPMENT:**

- **Monthly Report – August 2024**

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

Dr. Mace mentioned to Mr. Young that he wants Mr. Young to keep doing what he is doing by using good judgement when it comes to complaints. Dr. Mace stated that he does not want to over police people's yards, especially if there is nothing actively harming the neighbors, or attracting vermin.

**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 – June 2024**

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

- **Body Worn and In-Car Camera Systems SOP**

Chief Clery reviewed the Body Worn and In-Car Camera Systems Standard Operating Procedure with Committee members. He added that he needs to speak with Mr. Keith Mooney, Borough Solicitor, regarding some minor changes. Following a brief discussion, motion by Dr. Mace and seconded by Mr. Engelhardt to recommend Borough Council approve the Body Worn and In-Car Camera Systems SOP, pending Mr. Mooney's review. The motion passed by unanimous vote.

Chief Clery mentioned that Mr. Eric Boyer has been walking or driving to the areas of the Borough that have time limit parking and issuing warnings. He will start issuing citations and the telecom employees will also be helping with parking enforcement.

Chief Clery stated that on October 2<sup>nd</sup>, Officers from the Police Department will be going over to Dunkin' Donuts from 8:00AM until 10:00AM for Coffee with a Cop!

Chief Clery mentioned that he had a meeting with the superintendent at Kutztown School District and the superintendent mentioned a new requirement for the school district to have security at each of the schools. Following a brief discussion, it was recommended that the school district have a teacher, or teachers go through the school resource officer training.

**MAYOR'S REPORT:**

There was no report from the mayor.

**OFF AGENDA:**

Mr. Engelhardt mentioned that he received an email regarding the joint comprehensive plan. There was a brief discussion, but no action was taken.

Mr. Young stated that the matter has been resolved and the Fire Company is getting their relief tax money.

There was nothing else to discuss under off agenda.

**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 8:44.