

**BOROUGH OF KUTZTOWN  
COMMUNITY DEVELOPMENT AND PUBLIC SAFETY  
COMMITTEE MEETING  
MINUTES OF SEPTEMBER 9, 2025**

The meeting was called to order at 7:30 PM by Mr. George Kusterer, Chairperson. Members present: Mr. Fred Engelhardt and Dr. Derek Mace. Also present: P. Michael Clery, Chief of Police; Mr. Gabriel Khalife, Borough Manager; Mr. Josh Young, Code Enforcement Officer; Ms. Sharon Dalickas, Finance Director; and Ms. Carolann Bartik, Recording Secretary. Public Attendance: Mr. Bob Weller and Mr. Joel Seidel representing Kutztown Planning Commission; Ms. Sandy Green representing Kutztown Community Partnership; Mr. Nicholas Hofke representing Kutztown Police Department; Mr. Kevin Snyder representing Kutztown Borough Council; Ms. Mindy Wagaman, Mr. Bob Gately, Mr. Jeff Dietrich, and Ms. Martha Kuhns, Kutztown residents.

**PUBLIC COMMENTS:**

There were no comments from the public.

**KUTZTOWN FIRE & RESCUE:**

• **Monthly Report**

Mr. Young mentioned that Kutztown Fire & Rescue responded to 48 calls in August, adding that year to date they have responded to 542 calls, and 18 calls for the month of September so far.

• **Renovation Update**

Mr. Young updated Committee members on the renovation project. There were no questions or comments.

• **State Recognition**

Mr. Young reviewed the State Fire Department Recognition Program with Committee members, adding that 50% of Kutztown Fire & Rescue membership have the certifications required for this recognition.

• **General Update**

Mr. Young mentioned that the new sign at Kutztown Fire & Rescue is in and working.

**EMERGENCY MANAGEMENT:**

• **Relocating EOC**

Mr. Young presented with Committee members justification for establishing the Emergency Operations Center (EOC) at Kutztown Fire & Rescue. Following a brief discussion, Chief Clery and Committee members agreed that moving EOC to Kutztown Fire & Rescue is a good idea.

**TOPTON AMBULANCE:**

- **Monthly Report for August**

Mr. Kusterer mentioned that Tipton Ambulance responded to 1,950 calls in August and 416 of those calls were in the Borough of Kutztown.

**REVIEW AND ACCEPT THE MINUTES:**

Members reviewed the August 12, 2025 Committee meeting minutes. Motion by Mr. Engelhardt and seconded by Dr. Mace to approve the August 12, 2025, minutes as written. The motion passed by unanimous vote.

**PLANNING AND ZONING:**

Mr. Young mentioned the zoning permit was approved for 157 W Main Street, which is going to be a hobby shop. He added that the Zoning Hearing Board approved the variance request for 154 W Walnut Street for a parking lot.

**CODE ENFORCEMENT:**

- **DCR Report – August 2025**

Mr. Young mentioned that there were no DCR's for the Month of August.

- **Discuss and vote on recommendation to Borough Council regarding the proposal from Ostergaard Acoustical Consultants in the amount of \$3,850.00**

Motion by Mr. Engelhardt and seconded by Dr. Mace to recommend Borough Council approve the proposal from Ostergaard Acoustical Consultants in the amount of \$3,850.00. The motion passed by unanimous vote.

**COMMUNITY DEVELOPMENT:**

- **Monthly Report – August 2025**

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

**KCP/MAIN STREET:**

- **Update**

Ms. Sandy Green mentioned that Fall Fest is scheduled for this Saturday from 4:00 PM until 10:00 PM, adding that there will be a movie at the Strand Theatre.

Ms. Green stated that they are entering stage 2 with the Strand Theatre updates, and things are going very well.

**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 – August 2025**

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

- **Parking Tickets – August 2025**

Chief Clery reviewed the report with Committee members. There was a brief discussion about where the parking ticket payment money goes. There was also a brief discussion regarding weeds and street sweeping. Regarding the parking ticket payment money, Dr. Mace stated he will add the discussion to the Finance and Electric agenda.

There were no additional questions or comments.

- **Discuss pursuing the Pennsylvania Department of Community and Economic Development Local Share Account Grant for pole-mounted digital speed signs**

Chief Clery reviewed the grant with Committee members. Following a lengthy discussion, motion by Dr. Mace and seconded by Mr. Engelhardt to recommend Borough Council approve Chief Clery pursuing the mentioned grant as well as looking into what other items may be covered by the grant. The motion passed by unanimous vote.

- **Discuss annual \$500 donation to Crime Alert Berks County**

Chief Clery reviewed Crime Alert Berks County with Committee members. Following a brief discussion there was a motion by Mr. Engelhardt and seconded by Dr. Mace to make a \$500 donation to Crime Alert Berks County. The motion passed by unanimous vote.

**MAYOR'S REPORT:**

Mayor Schlegel reviewed his hours for the month of August with Committee members.

**OFF AGENDA:**

Mr. Engelhardt showed a video of the dust from a daytime and nighttime race as well as the dirt the morning after a race, adding that this does not occur every time. Following a brief discussion, Mr. Young stated he is preparing to write a non-traffic citation regarding the dust coming from the racetrack.

There was nothing to discuss 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 8:32.