

BOROUGH OF KUTZTOWN
TELECOMMUNICATIONS AND INFORMATION TECHNOLOGIES
COMMITTEE MEETING
MINUTES OF Augst 4th, 2026

A regular meeting of the Telecommunications and Information Technologies Committee was held on August 4th, 2026.

The meeting was called to order at 6:00 pm by Ms. Lisa Ladd-Kidder

Members present were Ms. Lisa Ladd-Kidder, and Ms. Katharine Keegan

Also in attendance: Mr. David Horvath, IT Director, Sharon Dalickas, Finance Director and Andrea Coaxum, Borough Manager

Public attendance: Robert Weller

The meeting, held on August 26th, 2026, covered several key technology and infrastructure updates for the borough. A significant portion of the discussion was dedicated to addressing cybersecurity concerns regarding municipal water systems, prompted by a recent article on hacker attacks.

Key Discussion Points:

1. Calix Infrastructure Upgrade Progress:

- The project is moving forward, with plans to migrate approximately 20-30 more customers this week.
- Splitters, crucial for combining services into new hardware, are on order with an estimated 4-8 week delivery.
- Efforts are underway to transition legacy POTS (Plain Old Telephone System) customers to a

digital phone system (Momentum), as their current provider, Windstream, will also be moving to digital within the next year. Backup plans are in place for this transition.

2. Proxmox Hypervisor Upgrade:

- Progress continues on migrating virtual machines to the new Proxmox Hypervisor, with an estimated completion within six months.

3. UniPower LLC UPS System Maintenance Contract Renewal:

- The committee reviewed the annual maintenance contract for Uninterruptible Power Supply (UPS) systems, which provide backup power for critical borough facilities (Borough Hall, water/wastewater plants, public works, police). The contract covers maintenance but not parts.
- A new policy requires all service agreements to be reviewed by the solicitor and approved annually by the Borough Council. The committee chair expressed hesitation to approve without personally reviewing the document.

4. SharePoint Document Access Challenges:

- Several council members reported inconsistent access to documents on the SharePoint site, citing issues with logging in and viewing current information.
- Technical explanations included potential conflicts with personal email accounts (e.g., Gmail) and the nature of metadata caching.
- Proposed solutions: providing comprehensive training for council members on SharePoint usage, considering the provision of borough-specific iPads for easier and more reliable access, and utilizing OneDrive sync functionality for a more familiar file explorer experience. Staff committed to resolving these issues before the next meeting.

5. Cybersecurity for Municipal Water Systems:

- Prompted by an article about recent hacker attacks on water systems, the committee discussed the borough's cybersecurity posture.
- Current Protections:
 - SCADA (Supervisory Control and Data Acquisition) systems are isolated on dedicated Virtual Local Area Networks (VLANs).
 - Advanced endpoint security, active monitoring, and system rollback capabilities are in place.
 - All critical systems are regularly backed up.
 - Remote access is restricted to secure, encrypted Virtual Private Networks (VPNs) where devices must be registered and run EDR/AV software.
 - Remote *control* capabilities for SCADA systems are currently disabled; operators can only view data.
- Ongoing Concerns & Future Considerations:
 - The "Shodan" search engine, used by hackers to identify internet-connected vulnerabilities, was mentioned.
 - Programmable Logic Controllers (PLCs) were identified as a potential weak point due to infrequent updates, with a suggestion for cascading them to create a more secure barrier.
 - The importance of physical security for all borough facilities was emphasized as a complementary layer to cybersecurity.
 - The need for careful vendor selection and supply chain integrity for electronic components was highlighted, particularly avoiding suppliers from certain countries.

- A comprehensive cybersecurity plan and policies, including regular vetting of third-party vendors (like Keystone Engineering for PLCs), are being developed or reviewed.

6. AV Equipment for New Meeting Facility:

- Discussions are underway regarding moving public meetings to a new building. Existing AV equipment from the current location (train station) can be repurposed for the new facility, with a cost quote for wiring and installation pending.

7. Pathcom Phone System Upgrade:

- An upgrade to the borough's physical phone system and data center hardware was discussed. The project had prior Borough Council approval (February 2026).
- A new quote indicates a savings of approximately \$400 compared to the original, due to reduced phone hardware costs.
- The committee approved moving forward with the purchase, with an initial payment and the balance due upon completion of work, likely in November. The manager advised against deferring payment to the next fiscal year for audit compliance reasons. The upgrade will be noted as an FYI on a future agenda.

Conclusion:

The meeting concluded with an acknowledgment of the in-depth and reassuring discussion on cybersecurity, particularly the agreement between IT staff and the public on the robustness of current protections and ongoing efforts. The next meeting's agenda will include further discussions on cybersecurity reports and software vendors.

ADJOURNMENT

There being no further business to discuss, a motion was made by Ms. Keegan and seconded by Ms. Ladd-Kidder to

adjourn the meeting. The motion passed and the meeting was adjourned at 6:43 pm.