

**BOROUGH OF KUTZTOWN  
TELECOMMUNICATIONS AND INFORMATION TECHNOLOGIES COMMITTEE MEETING  
MINUTES OF November 4th, 2025**

A regular meeting of the Telecommunications and Information Technologies Committee was held on November 4th, 2025.

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

Members present were Ms. Lisa Ladd-Kidder, Mr. Fred Engelhardt, and Mr. George Kusterer

Also in attendance: Mr. David Horvath

Public attendance: No public attendance

1. **Minutes Review and Approval:** The meeting began with the routine approval of previous meeting minutes. Ms. Lisa Ladd-Kidder made a motion to approve the minutes, Mr. George Kusterer approved and seconded by Mr. Fred Engelhardt.
2. **Train Station Audio/Video System:**
  - o Contact has been made with local businesses (Lehigh Valley Sight and Sound, Visual Sound and Technicom) for the train station's audio/video system.
  - o Site visits are being scheduled to assess equipment needs and obtain quotes.
3. **Calix Equipment Upgrade:**
  - o The upgrade is ongoing, pending the arrival of specific SFP (Small Form-Factor Pluggable) modules from Extreme, which are needed to connect to the Calix AXOS system.
  - o Once received (expected in 1-2 weeks), installation and configuration will proceed, allowing for testing of ONTs (Optical Network Terminals) on the new system.
  - o Excess endpoints (approximately over 400 received) will be returned to recoup costs, with a smaller number retained for future interest.
4. **Avigilon Camera System:**
  - o Unity System Upgrade: The broader Avigilon Unity system upgrade, requiring a new server for additional storage and virtual machines, is on standby until the new year as its planned for next year's budget. This

system offers more flexibility, cloud/hybrid capabilities, and enhanced security.

- LPR (License Plate Recognition) Camera: This specific Avigilon LPR camera project is moving forward.
  - A suitable installation location has been identified near Duffers, utilizing an existing industrial switch.
  - The police department will test this new Avigilon LPR system against their current Vigilant Motorola system, which has been problematic for years (though currently functional).
  - There's potential for rebates from Motorola/Vigilant due to the long-standing issues with their system.

#### **5. Kutztown Internet Outages:**

- October 23rd Outage: Caused by a squirrel biting through a fiber optic cable in the Philadelphia area. This incident inadvertently forced the testing of the New York circuit, which performed well.
- November 3rd Outage: Occurred due to a commercial power failure in Buffalo, New York, followed by a generator failure at their network operating center.
- Post-Outage Error: After switching to the New York circuit, Cogent engineers failed to remove old routing code lines from the previous circuit, leading to approximately four hours of partial internet connectivity issues as data packets didn't know which way to go. This was quickly resolved once identified.
- Ongoing Resolution: Cogent is still working to resolve the power and backup power issues at their Buffalo Network Operating Center, sending generators to maintain operations.

#### **6. After-Hours Service Message Policy:**

- The wording and fees for after-hours service calls have been approved by the council.
- The next step is to inform residents about the new policy (effective January 1st) via website, email, and bill inserts.
- A draft notification letter will be prepared and circulated.

#### **7. Civil Air Patrol Antenna Request:**

- The Civil Air Patrol has requested to install an additional antenna to streamline their system, supplementing an existing emergency antenna on the building.

- There are no concerns about interference, as the proposed frequencies (148 and 151 MHz) are distinct from common wireless (2.4/5 GHz) and electric meter (99 MHz) frequencies.
- This request needs to be presented to the council for formal approval.

#### **8. Financial and Administrative Updates (Gabriel):**

- The speaker has been tracking and managing various monthly, quarterly, and annual payments and filings (e.g., FCC reports), some of which were previously overlooked.
- Records of passcodes and billing information are being maintained.
- Two attorney companies are used for regulatory guidance, with costs estimated at approximately \$2,500 per quarter, depending on tasks like reviewing robocall policies or FCC changes.

#### **9. December Council Update Request:**

- A summary of completed and in-progress projects for the year is requested for the upcoming December borough council meeting.

#### **ADJOURNMENT**

There being no further business to discuss, a motion was made by Ms. Ladd-Kidder and seconded by Mr. Kusterer to adjourn the meeting. The motion passed and the meeting was adjourned at 6:19 pm.