

BOROUGH OF KUTZTOWN
TELECOMMUNICATIONS AND INFORMATION TECHNOLOGIES
COMMITTEE MEETING
MINUTES OF September 1st, 2026

A regular meeting of the Telecommunications and Information Technologies Committee was held on September 1st, 2026.

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

Members present were Ms. Lisa Ladd-Kidder, and Mr. Derek Mace

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

Public attendance: David Stone

This meeting focused primarily on critical security and infrastructure decisions for a new municipal building, alongside significant concerns regarding existing design flaws.

Main Topic: Finalizing plans and securing approval for key fob access systems and security cameras for a new municipal building, while also addressing major stormwater drainage and road elevation issues.

Key Discussions and Decisions:

1. New Municipal Building Security Systems (Key Fobs & Cameras):

- Purpose: To install physical security (door locks and cameras) in the new building, which will house administration, public works, and electric departments.

- Key Fob System:
 - Infrastructure (conduits in doors) for a key fob system has already been installed and paid for as part of the base construction. Switching to traditional locks now would mean not utilizing an existing investment.
 - Advantages: Better record-keeping for access, easier management (e.g., revoking access when staff leave) compared to traditional keys, which are prone to being lost or not returned.
 - Scope: Fobs are primarily for controlling public access at main entrances, administration areas, rear employee entrances, and potentially critical staff-only areas like the women's locker room. Individual offices would likely retain traditional keys.
 - Urgency: Wiring for the key fob system must be completed before drywall installation, which is scheduled for September 14th.
 - Current Status: An initial quote of approximately \$90,000 (split between materials and labor) was received but is considered inaccurate due to discrepancies with the door schedule and changes in scope. A meeting is scheduled with the wiring company, architect, and construction superintendent to refine the proposal.
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- Security Cameras:
 - Initial plan included eight exterior cameras, which has been reduced to 6-7 by leveraging existing cameras on adjacent buildings and re-evaluating locations (e.g., removing a camera from the garage

due to tall vehicles, but later re-adding it for incident documentation).

- Interior cameras are planned for stairwells (one per stairwell covering both directions) and the front vestibule.
- All cameras will integrate with the existing Avigilon camera system used throughout the borough.
- Discussion to add a camera in the multi-purpose room (MDR) for security and potentially for recording meetings, in addition to keeping an existing camera in the train station.
- Cost & Approval: The committee needs a finalized, detailed cost breakdown (e.g., cost per door/camera) before presenting it to the Council. Andrea emphasized that she cannot authorize a \$90,000 expense without Council approval, making it imperative for the item to be on the Council's September 15th agenda.

2. Major Construction Issues & Cost Implications:

- Stormwater Drainage: A critical design flaw directs roof drainage across the front of the new building. This was identified as a long-standing concern previously dismissed by project leads. This poses a significant risk of flooding and building decay. An executive decision was made to reroute drainage to the side of the building, which will necessitate a costly change order.
- Road and Curb Elevation: The existing road elevation is higher than the building's finished floor, preventing the correct installation of curbs and creating a further risk of water ingress into the building. The civil engineer is tasked with devising a solution, likely involving regrading and

underground stormwater management to Peach Street or a nearby creek.

- Budget Impact: While the borough's fund balances are currently strong, these unforeseen (or previously dismissed) construction issues will incur significant additional costs not accounted for in the original budget. The borough lacks a capital plan or reserves for future capital purchases.

3. Other Project Elements:

- AV Equipment Relocation: Joseph Wagner (TechnicomAV) will provide a quote for moving existing audio-visual equipment from the train station to the new building, including connecting new, cost-effective televisions purchased separately.

4. Committee Action:

- A motion was made by Mr. Derek Mace, seconded by Lisa-Ladd Kidder and passed to send the security system proposal (key fobs and cameras), pending the final, itemized cost figures, to the Council for consideration and potential approval at their September 15th meeting.
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ADJOURNMENT

There being no further business to discuss, a motion was made by Mr. Derek Mace and seconded by Ms. Ladd-Kidder to adjourn the meeting. The motion passed and the meeting was adjourned at 7:00 pm.