

**Kutztown Municipal Authority**  
**45 Railroad Street**  
**Kutztown, PA 19530**  
**Minutes of March 11, 2026**

A regular meeting of the Kutztown Municipal Authority was held on March 11, 2026, at the Kutztown Municipal Building, 45 Railroad Street.

The meeting was called to order at 7:00 p.m. by Mr. Don Sechler, Chairman. Members present were: Mr. Don Sechler, Mrs. Shelia Fulton, Mr. Tim Vanek, and Mr. Walter Hess. Also in attendance: Mr. Gabriel Khalife, Authority Manager/Assistant Treasurer; Mrs. Sharon Dalickas, Finance Director/Asst. Treasurer/Acting Asst. Borough Manager; Mr. Troy Smith, Water Plant Manager; and Mr. Mike Miller, Sewer Plant Manager. Public attendance: Mr. Brian Focht representing University Park.

**Approval of Minutes**

The December 10, 2025 meeting minutes were reviewed by members. Motion by Mr. Vanek and seconded by Mrs. Fulton to accept the December 10, 2025 minutes as written. The motion passed by unanimous vote.

**Approval of Bills**

Members reviewed the list of invoices paid December 10, 2025 through March 10, 2026.

**Bills Paid December 11, 2025 – March 10, 2026**

Borough of Kutztown (Dec. Water/Sewer)	\$109,259.88
Borough of Kutztown (Dec. Sewer Mgmt. Fee)	259.67
21 <sup>st</sup> Century Media (Advertisement of Meeting Dates)	252.14
Maxatawny Township Municipal Auth. (Fiber/Koffee Land Pump Station)	5,611.25
HRG (Villas of Max.)	63.00
Borough of Kutztown (Jan. Water/Sewer)	99,866.65
Borough of Kutztown (Jan. Sewer Mgmt. Fee)	<u>246.52</u>
	<b>\$215,559.11</b>

Motion by Mr. Vanek and seconded by Mr. Hess to ratify payment of the bills and the necessary transfer of funds, with a correction to the amount paid to 21<sup>st</sup> Century from \$104,581.24 to \$252.14. The motion passed by unanimous vote.

**Review of Financial Statements**

Mr. Khalife reviewed the statements and noted the KMA accounts show a healthy start to the year.

**Will Serve Request for University Park**

Mr. Brian Focht briefly presented the proposed 100-unit project and stated it would require 25,000 gpd/100 EDUs of water. Mr. Focht noted that the plans show the sewer would connect to the Borough of Kutztown sewer main on Fairview Drive, making University Park a Borough sewer customer. Mr. Khalife explained the project will need to obtain a will serve letter for water from Maxatawny Township, as well as a will serve letter/letter of release from Maxatawny Township for sewer, prior to consideration from KMA and the Borough. Mr. Khalife also noted the requested water EDUs will need to be re-evaluated to take into consideration gallons needed for fire protection.

**Will Serve Request for 15065 Kutztown Road**

Mr. Khalife explained a will serve letter has been received for the proposed commercial project located on 15065 Kutztown Road, requesting 35 EDUs of water, approximately 6,000 gpd. Motion by Mr. Hess and seconded by Mr. Vanek to request 35 EUDs of water from the Borough of Kutztown to serve the 15065 Kutztown Road project. Upon additional discussion Mr. Hess amended his motion to include the 35 EDUs will be reserved for 1 year from the date of the issued invoice, unless the EDUs have been reserved by full payment. Mr. Vanek seconded the motion and the motion passed by unanimous vote.

**Off Agenda**

Mr. Khalife briefly explained the dance studio located at 15250 Kutztown Road near Weis Markets is looking to convert the structure to apartments. Mr. Khalife is anticipating a will serve letter will be received shortly and he noted the current use of a dance studio was allotted 1 EDU of water.

**ADJOURNMENT**

There being no further business to discuss, motion by Mrs. Fulton and seconded by Mr. Hess to adjourn the meeting. The motion carried and the meeting was adjourned at 7:30 p.m.

Next Meeting Date: April 8, 2026.

Respectfully submitted  
Jill Remick