



AGENDA

KUTZTOWN BOROUGH COUNCIL MEETING

JULY 21, 2026

PRESENTATION BY SAM HARTER, FROM GALLAGHER INSURANCE,
REGARDING THE 2026-2027 INSURANCE RENEWAL POLICY.

Take action to accept and enter into the proposed agreement from Gallagher Insurance (formerly Tompkins Insurance) for property, liability, casualty, officers' and employees' workers' compensation, builder's risk, and any other similar insurance coverage with a 5% increase compared to the standard 3% increase. NOTE: The additional 2% is recommended by the underwriter based on inflation.

PRESENTATION BY TODD JOSEPH, FROM MVA AUDIT PLLC, REGARDING THE
2025 AUDIT.

THE KUTZOWN COMMUNITY PARTNERSHIP WILL UPDATE COUNCIL ON
PROGRESS THAT HAS BEEN MADE ON THE STRAND THEATER.

PLEASE NOTE THE FOLLOWING VACANCIES:

Code Appeals Board:

Planning Commission:

Zoning Hearing Board:

Kutztown Municipal Authority

Housing License Appeals Board:

Environmental Advisory Commission

Five Member Vacancies

One Alternate Vacancy

One Member Vacancy

Two Alternate Vacancies

One Member Vacancy

Two Member Vacancies

Three Alternate Vacancies

One Member Vacancy

PUBLIC COMMENTS:

CONSENT AGENDA

Consider motion to approve consent agenda:

- Review and accept the Minutes of the June 17, 2026, Borough Council meeting.
- Review and accept the Borough Community Development Report for May 2026.

- Ratify approval for the payment of bills and necessary transfers of funds, which have been provided to Borough Council in the Accounts Payable G/L Distribution Report, including payment dates from June 13, 2026, through July 17, 2026.
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REGULAR AGENDA

BOROUGH PLANNING COMMISSION:

Chairperson: Robert Weller

Members: Patricia Snyder, Chad Master, Joel Seidel, Drew Myers, and Daniel Fogarty

ENVIRONMENTAL ADVISORY COMMISSION:

Chairperson: Todd Underwood

Members: Kathleen Kelly, Randall Wert, Lisa Foreback, Michael Downing, and Tommy Lazorik

NOTE: Council received letters from Todd Underwood regarding the EAC referral process and the proposed Noise Ordinance.

COMMUNITY DEVELOPMENT AND PUBLIC SAFETY:

Chairperson: George Kusterer

Members: Derek Mace and Katharine Keegan

Police Report for June 2026.

Fines Collected:	District Justice Greth	June 2026	\$3,568.76
	Clerk of Common Pleas	June 2026	\$60.37
	Secretary's Office	June 2026	\$2,370.00

Introduce the draft Ordinance amending Chapter 225 of the Code of the Borough of Kutztown, entitled "Zoning" to provide definitions and specific requirements for Data Centers and Data Center accessory uses; and authorize advertisement of a public hearing to consider the final draft.

Introduce the draft Ordinance amending the Code of the Borough of Kutztown by amending the Borough of Kutztown Zoning Ordinance, Chapter 225 by: creating and adding the definition of short-term rental and by permitting the establishment of short-term rentals in various zoning districts; and take action to send it to the Berks County Planning Commission for review; and authorize advertisement of a public hearing to consider the final draft.

Introduce the draft Ordinance amending the Borough Code to include a new Chapter 180, entitled "STR Registration"; establishing regulations for; obtaining an STR operating license, an STR occupancy permit and setting penalties for failure to comply with this Chapter; and take action to send it to the Berks County Planning Commission for review; and authorize advertisement of a public hearing to consider the final draft.

PUBLIC WORKS:

Chairperson: Kevin Snyder

Members: Edwin Seyler and Lisa Ladd-Kidder

Take action to approve Payment No. 1 to J. Phillips Excavating and Hauling, LLC, in the amount of \$60,903.19, for the Keiter Alley Storm Sewer project.

Take action to approve the purchase of a Hotsy unit HWE-403009C electric pressure washer, in the amount of \$12,500.00, for the new Public Works and Administration Building.

Take action to approve Change Order No. 23 from Kinsley Construction for the electric connection to add an electric pressure washer to the new Public Works and Administration Building.

Take action to approve the request from the Department of Corrections to use the Brick Pavilion for a Staff Appreciation Picnic on July 23, 2026, and to waive the rental fee.

Take action to apply for a new eye wash station through the 2027 SMT Safety Grant.

PERSONNEL:

Chairperson: Katharine Keegan

Members: Kevin Snyder and George Kusterer

Take action to afford full-time employment, to Michele Lopez, effective July 19, 2026, in concurrence with the Borough Manager's recommendation.

Take action to promote Jared Babel to the position of First Class Lineman due to the successful completion of his Advanced Line Worker training.

Take action to temporarily assign a member of Borough Council as an alternate member of the Community Development and Public Safety Committee, the Telecommunications and Information Technology Committee, and the Personnel Committee, during Councilman George Kusterer's absence.

NOTE: Matthew Christman successfully completed the Certified Operator testing requirements, effective May 27, 2026.

FINANCE AND ELECTRIC:

Chairperson: Derek Mace

Members: Kevin Snyder and Edwin Seyler

Take action to approve Payment No. 10 to Kinsley Construction, in the amount of \$1,065,721.75, for the Public Works and Administration Building project.

Take action to approve Change Order #25, from Kinsley Construction, to change the natural gas water heaters to electric and to change the water heater location.

Take action to approve the tax funding disbursement to Topton Ambulance for vehicle replacements, equipment, and medical purchases.

NOTE: Lineman Chad Gechter was sent to Ephrata Borough to aid in storm damage clean-up and restoration of power on July 6 and 7, 2026.

TELECOMMUNICATIONS AND INFORMATION TECHNOLOGIES:

Chairperson: Lisa Ladd-Kidder

Members: George Kusterer and Katharine Keegan

NOTE: The following improvements and system enhancements were completed on the Train Station Audio/Video system by TechniComAV:

1. To improve audio recording performance, new microphones were installed at all designated recording locations to enhance voice intelligibility and overall recording quality.
2. To improve audio coverage and sound distribution throughout the Train Station, the existing speakers were removed and replaced with new ceiling-suspended speakers. The new speaker configuration provides more consistent sound coverage and improved audio clarity within the facility.
3. The Audio/Video system was calibrated, configured, and performance tested to verify proper operation. Audio levels, equalization, and system settings were optimized to provide the highest level of performance and sound quality achievable within the design specifications and operational capabilities of the existing system.

WATER AND WASTEWATER:

Chairperson: Edwin Seyler

Members: Derek Mace and Lisa Ladd-Kidder

NOTE: The Wastewater Treatment Plant will make repairs to the Bio-Tower media, for an approximate cost of \$3,000.00, that will be paid through the Capital Improvements Budget.

MISCELLANEOUS:

**BOROUGH OF KUTZTOWN PUBLIC COMMENT POLICY
PURSUANT TO RESOLUTION NO. 6-2002**

A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH
OF KUTZTOWN, BERKS COUNTY, PENNSYLVANIA, ADOPTING
RULES OF ORDER TO GOVERN THE MANNER AND CONDUCT OF
PUBLIC BOROUGH COUNCIL MEETINGS AND THE
PREPARATION OF RECORDS OF SUCH PROCEEDINGS.

SECTION 8. Public Participation. In accordance with the provisions of the Sunshine Law, the Council will solicit comment from the public in attendance at the beginning of a public Council meeting as to any matters of concern, official action or deliberation which do not appear on the agenda and will solicit comment from the public in attendance at a public Council meeting on agenda items at the time during such meeting such agenda items are addressed by the Council. The Council President may set reasonable time limits for each member of the public to comment, consistent with the number of persons seeking to speak. The Council President may offer a greater period of time for comment to a spokesperson representing a group of attendees. Information presented to Council in written form by members of the public shall not be read aloud to the Council as part of public comment, unless the Council President so allows. If the Borough Council shall, by majority vote of those Council members present, determine that there is not sufficient time at a public meeting for residents of the Borough and for taxpayers of the Borough or for both to comment at any public Council meeting, the Council may, in accordance with Section 710.1(a) of the Sunshine Law, defer the comment period to the next regular public meeting or to a special public meeting occurring in advance of the next regular public meeting.

SECTION 9. Decorum and Disorderly Persons. The Council President shall demand and require that all attendees are treated with courtesy, dignity and respect. All attendees present at any Council meeting shall conduct themselves with appropriate decorum and no shouting, cursing and foul language, personal insults and defamatory statements shall be permitted. Interruption of any Council member or the Mayor when they are speaking, except to raise a point of order or as may otherwise be permitted by this Resolution, shall not be permitted. If any individual attending the Council meeting shall defy the Council President's request to cease discussion on a matter, or shall conduct themselves in a disorderly or disruptive manner or in defiance of the final procedural decisions of the Council President, the Council President shall warn that individual that the matter is closed to discussion or that their conduct is disorderly, disruptive or defiant. If the same individual persists in discussing a matter previously closed for discussion, or continues to conduct himself or herself in a manner which has been deemed by a final decision of the Council President to be disorderly, disruptive or defiant, the Council President shall have the authority to cause the removal of the individual from the meeting.



View the entire Resolution:
<https://bit.ly/bok-rules-regs>