



## **AGENDA**

### **KUTZTOWN BOROUGH COUNCIL MEETING**

**JANUARY 20, 2026**

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The Council President will accept nominations for the office of President Pro Tem of Council. Call for vote in order as nominated. The Nominee with the majority vote is elected as President Pro Tem of Council.

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#### **PLEASE NOTE THE FOLLOWING VACANCIES:**

Code Appeals Board:	Four Member Vacancies
	One Alternate Vacancy
Planning Commission:	One Member Vacancy
Zoning Hearing Board:	Two Alternate Vacancies
Housing License Appeals Board:	Two Member Vacancies
	Three Alternate Vacancies
Environmental Advisory Commission	One Member Vacancy

#### **PUBLIC COMMENTS:**

#### **CONSENT AGENDA**

Consider motion to approve consent agenda:

- Review and accept the Minutes of the December 16, 2025, Borough Council meeting.
  - Review and accept the Minutes of the January 5, 2026, Reorganization Borough Council meeting.
  - Review and accept the Borough Community Development Report for December 2025.
  - 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 December 13, 2025, through January 16, 2026.
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#### **REGULAR AGENDA**

#### **BOROUGH PLANNING COMMISSION:**

*Chairperson:* Robert Weller

*Members:* Patricia Snyder, Steve Fenstermacher, Joel Seidel, Chad Master, and Drew Myers

**ENVIRONMENTAL ADVISORY COMMISSION:***Chairperson: Todd Underwood**Members: Kathleen Kelly, Randall Wert, Lisa Foreback, Michael Downing, and Tommy Lazorik*

Council has received the EAC's annual report.

**COMMUNITY DEVELOPMENT AND PUBLIC SAFETY:***Chairperson: George Kusterer**Members: Derek Mace and Katharine Keegan*

Police Report for December 2025.

Fines Collected:	District Justice Greth	December 2025	\$4,443.58
	Clerk of Common Pleas	December 2025	\$71.59
	Secretary's Office	December 2025	\$3,350.00

Take action on the proposed Resolution honoring Sergeant Walter Skavinsky with the 2025 Officer of the Year – Distinguished Service Award.

Take action to approve parking enforcement relief for active firefighters on a case-by-case basis, subject to review by the Kutztown Fire & Rescue Fire Chief and the Kutztown Police Department Chief.

Take action to authorize a letter to be sent to a homeowner requesting the removal of a sign due to profane language.

**PUBLIC WORKS:***Chairperson: Kevin Snyder**Members: Edwin Seyler and Lisa Ladd-Kidder*

Take action to approve Payment No. 3, in the amount of \$77,159.11, from Kinsley Construction, for the Public Works and Administration Building project.

Take action to approve Payment No. 4, in the amount of \$71,805.55, from Kinsley Construction, for the Public Works and Administration Building project.

Take action to approve the request from the Kutztown American Legion Baseball Association to replace the existing score board with a new one and to coordinate the work with the Borough's Electric and Public Works crews.

Take action to approve the request from the Kutztown American Legion Baseball Association to donate the old score board to the softball field and to coordinate the work with the Borough's Electric and Public Works crews contingent on an estimate being provided for the materials needed to support the scoreboard.

Take action to approve the request from the Optimist Club to hold the annual Fools Run on March 28, 2026, with limited access to roads from 8:30 a.m. until 12:00 noon, and to waive associated fees.

Take action on the request from the Kutztown Optimist Club to approve Kutztown Trick- or- Treat Night on Main Street, on October 21, 2026, from 6:00 p.m. through 8:00 p.m., with a rain date of October 28, 2026, from 6:00 p.m. through 8:00 p.m., and to waive associated fees.

Take action to approve renewing the agreement with the Conquer Your Court tennis program for 2026.

Take action to approve the request from Kutztown Strong to hold the Kutztown Kruizz on July 25, 2026, and to waive associated fees. NOTE: The Committee requested that Kutztown Strong have a backup plan for using East Main Street, from Willow Street to the Park, in case W. Main Street is under construction at the time of the event.

Take action to approve the request from Addison Schlegel to use the Train Station on February 22, 2026, for her Eagle Scout Court of Honor, and to waive the rental fee.

Take action to approve the request from the American Legion to use the Train Station on the second Monday of every month for their meetings, and to waive the rental fee.

Take action to approve the request from the Kutztown Day Committee to use the Train Station on the third Thursday of every month for their meetings, and to waive the rental fee.

Take action to approve the request from the Kutztown Day Committee to hold Kutztown Day in the Park on August 2, 2026, and to waive associated fees.

**PERSONNEL:**

*Chairperson:* Katharine Keegan

*Members:* Kevin Snyder and George Kusterer

An Executive Session is requested to discuss personnel and legal matters.

Take action to hire Jacqueline Sharayko, as Library Director, at an annual salary of \$55,000.00, effective February 1, 2026.

Take action to extend Library Director Janet Yost's employment, past January 30, 2026, until a replacement is appointed.

Take action to accept the resignation of Steve Fenstermacher, from the Borough Planning Commission, effective January 1, 2026.

Take action to reappoint Jeffrey Dietrich, as a member of the Housing License Appeals Board, whose term shall expire on February 1, 2027.

Take action to reappoint Martha Kuhns, as a member of the Zoning Hearing Board, whose term shall expire on January 1, 2029.

Take action to reappoint Jacob Sewall, as a member of the Zoning Hearing Board, whose term shall expire on February 1, 2029.

Take action to reappoint Todd Underwood, as a member of the Environmental Advisory Commission, whose term shall expire on February 1, 2029.

Take action to reappoint Lisa Foreback, as a member of the Environmental Advisory Commission, whose term shall expire on February 1, 2029.

Take action to appoint Daniel Fogarty, as a member of the Borough Planning Commission, whose term shall expire on February 1, 2030.

Take action to reappoint Timothy Vanek, as a member of the Kutztown Municipal Authority, whose term shall expire on January 1, 2031.

Take action to appoint Michele Lopez Gudino as the Kutztown Borough Zoning Officer.

Take action to appoint Michele Lopez Gudino as the Kutztown Borough Primary Building Code Officer and Matt Davenport from Barry Isett & Associates as an alternate.

**FINANCE AND ELECTRIC:**

*Chairperson:* Derek Mace

*Members:* Kevin Snyder and Edwin Seyler

Introduce and authorize advertisement of the proposed Resolution amending labor and equipment rates.

Take action to approve the purchase of a new 69 KV breaker for the 69 substation and associated bidding costs.

**TELECOMMUNICATIONS AND INFORMATION TECHNOLOGIES:**

*Chairperson:* Lisa Ladd-Kidder

*Members:* George Kusterer and Katharine Keegan

**WATER AND WASTEWATER:**

*Chairperson:* Edwin Seyler

*Members:* Derek Mace and Lisa Ladd-Kidder

Take action to approve the West Main Street Waterline Replacement Project and to begin the bidding process.

Take action to authorize HRG to complete the Chapter 94 report for the year 2025.

**MISCELLANEOUS:**