



AGENDA

KUTZTOWN BOROUGH COUNCIL MEETING

MARCH 17, 2026

BOROUGH COUNCIL MET IN EXECUTIVE SESSION ON MARCH 9 AND MARCH 16, 2026,
REGARDING THE BOROUGH MANAGER SEARCH AND RELATED APPLICANT INTERVIEWS.

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 February 17, 2026, Borough Council meeting.
- Review and accept the Borough Community Development Report for February 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 February 14, 2026, through March 13, 2026.

REGULAR AGENDA

BOROUGH PLANNING COMMISSION:

Chairperson: Robert Weller

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

Review and discuss the Short-Term Rentals Ordinance.

Take action to send the Data Center Ordinance to the Berks County Planning Commission for review and to advertise for adoption at the May 20, 2026, Borough Council meeting.

ENVIRONMENTAL ADVISORY COMMISSION:

Chairperson: Todd Underwood

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

COMMUNITY DEVELOPMENT AND PUBLIC SAFETY:

Chairperson: George Kusterer

Members: Derek Mace and Katharine Keegan

Police Report for February 2026.

Fines Collected:	District Justice Greth	February 2026	\$2,650.92
	Clerk of Common Pleas	February 2026	\$71.54
	Secretary’s Office	February 2026	\$2,125.00

Take action to approve an Experience Berks membership for \$150.00.

Take action to approve the establishment of two ADA-accessible on-street handicapped parking spaces on North Baldy Street adjacent to Trinity Lutheran Church, which will include stop sign installation on the right side of the street near the church entrance and a painted stop bar at the end of North Baldy Street.

PUBLIC WORKS:

Chairperson: Kevin Snyder

Members: Edwin Seyler and Lisa Ladd-Kidder

Take action to approve contracting with J. Phillips Excavating and Hauling, LLC, in the amount of \$51,230.00, for the Keiter Alley Storm project.

Take action to approve the request from Heritage Bible Fellowship Church to put up sandwich board signage at the corner of East Main Street and Veterans Way if they do not interfere with traffic sight lines. NOTE: Special permission will also need to be given by the Community Development Office and Maxatawny Township.

Take action to approve the request from Cornerstone Church and other community churches to use the Band Shell, Scooter Building, and Ceres Pavilion for community-wide worship services on June 28, 2026, from 7:00 a.m. through 3:00 p.m., and August 23, 2026, from 7:00 a.m. through 3:00 p.m., for the Ceres Pavilion and Scooter Building, and 7:00 a.m. through 2:00 p.m. for the Band Shell due to a scheduled concert that day.

Take action to approve the request from Sierra Inhoff to use the Scooter Building on May 16, 2026, for a birthday party.

Take action to approve the request from the Kutztown Community Partnership to hold their Fall Fest on Main Street, from Constitution Boulevard to College Boulevard, on September 19, 2026, from 3:00 p.m. through 9:00 p.m., and to waive associated fees.

Take action to approve the Allentown and Auburn Railroad to use the Train Station on various dates in 2026.

Take action to approve the request from the Kutztown Area School District Kindergarten classes to use the Ceres Pavilion on May 1, 2026, with a rain date of May 14, 2026, between 11:00 a.m. and 2:00 p.m., and to waive associated fees.

Take action to approve the request from Sierra Gonzalez to use the Scooter Building on May 2, 2026, for a birthday party.

Take action to approve the Memorandum of Understanding with Topton for their residents to use the Kutztown Pool through 2028.

Take action to approve purchasing 2026 pool chemicals through Buckman's, Inc.

Take action to approve Mainline Commercial Pools to replace the tile and coping on the medium pool in the amount of \$32,609.53.

Take action to approve Payment No. 6, in the amount of \$41,574.58, from Kinsley Construction, for the Public Works and Administration Building project.

Take action to approve the request from Kutztown Strong to change the location of the Kutztown KruiZZ to use East Main Street, from Elm Street to Pine Street, on July 25, 2026, from 9:00 a.m. through 5:00 p.m.

Take action to approve providing free season pool passes for the 2026 season for the following people/organizations: family passes for all full-time and part-time Borough employees; 15 family pass vouchers to the Kutztown Fire Company for the Chief to distribute to active members at his discretion; 5 family passes for the Dolphin Swim Team Coaches and adult passes to the St. John's and Shaynah Kinner Daycare employees, which are only to be used when the employees are working.

NOTE: Pool rates will not change for the 2026 season.

Take action to approve the request from Kutztown Cub Pack 101 to use the Band Shell and Scooter Building on May 31, 2026, for their graduation, and to waive associated fees.

Take action to ratify the request from the Environmental Advisory Commission to put seven trail cameras at North Park for a vertebrate biology course taught by Todd Underwood.

Take action to approve the request from Denise Keim to post Relay for Life signs around town beginning May 4, 2026, and ending by May 31, 2026.

PERSONNEL:

Chairperson: Katharine Keegan

Members: Kevin Snyder and George Kusterer

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

Take action to enter into a Memorandum of Understanding with AFSCME regarding the terms of recently hired Tyler Diehl to the position of First-Class Lineman.

Take action to appoint Evan Muller, as the Electric Department Superintendent, at the salary of \$120,000, effective March 1, 2026, with a six-month probation period.

Take action to increase the Borough Manager's salary in the amount of \$3,000, effective March 1, 2026.

FINANCE AND ELECTRIC:

Chairperson: Derek Mace

Members: Kevin Snyder and Edwin Seyler

Take action to enter into an Interconnection Agreement for 256 E. Walnut Street.

Take action to enter into the revised NYPA Electric Service Agreement.

Take action to approve Change Order No. 6, in the amount of \$138,467.32, from Kinsley Construction, for an RFI 032 1200 ATS transfer switch for the Public Works and Administration Building project.

Take action to approve Change Order No. 10, in the amount of \$5,794.25, from Kinsley Construction, for AHU 2/3 added electric heat circuits and AHU 2/3 added electric heat units for the Public Works and Administration Building project.

Take action to approve Change Order No. 11, in the amount of \$5,766.73, from Kinsley Construction, for floor mounted stair cabinet heaters for the Public Works and Administration Building project.

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 DEP PCE response letter regarding the Saucony Creek Watershed.

Take action to approve the allotment of 35 EDUs of water to be released to KMA to serve the 15065 Kutztown Road commercial project, to be reserved for the period of one year from the date of KMA's issued invoice, unless the EDUs have been reserved by full payment.

NOTE: In an effort to reduce water loss the Borough will be partnering with Dave Bonkovitch to locate underground leaks from the Borough's water mains.

MISCELLANEOUS: