



AGENDA

KUTZTOWN BOROUGH COUNCIL MEETING

AUGUST 18, 2026

PLEASE NOTE THE FOLLOWING VACANCIES:

Code Appeals Board:

Five Member Vacancies

One Alternate Vacancy

Planning Commission:

One Member Vacancy

Zoning Hearing Board:

Two Alternate Vacancies

Kutztown Municipal Authority

One Member Vacancy

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 July 21, 2026, Borough Council meeting.
- Review and accept the Borough Community Development Report for June 2026.
- Take action to release the Borough's annual \$1,000.00 contribution to Friend, Inc.
- 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 July 18, 2026, through August 14, 2026.

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 Lazarik

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

Police Report for July 2026.

Fines Collected:	District Justice Greth	July 2026	\$3,547.72
	Clerk of Common Pleas	July 2026	\$60.42
	Secretary's Office	July 2026	\$2,225.00

Take action to approve the request from the Kutztown Community Partnership to waive the building permit and inspection fees associated with the ongoing Strand Theatre renovation.

Introduce and authorize sending the draft Conditional Use Procedures and Standards Ordinance to the Borough Planning Commission and to the Berks County Planning Commission for review and comments.

Take action to direct the Borough Planning Commission to conduct the required five-year review of Section 225-33.3 alongside Chapters 75, 168, and 225.

Take action on the request from Kutztown Fire & Rescue to release funds from the fire tax account, in the amount of \$200,000.00, to make a payment for firehouse upgrades and renovations.

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

Take action to approve Change Order No. 27, from Kinsley Construction, in the amount of \$4,618.33 for adding a compressed seal to the northwest corner of the new Administration and Public Works building where it meets with the existing building.

Take action to approve Change Order No. 28, from Kinsley Construction, in the amount of \$4,406.28 for adding a third data drop point at sixteen locations in the new Administration and Public Works building.

Take action to approve Change Order No. 30, from Kinsley Construction, in the amount of \$132,393.70, for the addition of fire dampers in the new Administration and Public Works building.

Take action to approve Change Order No. ___, from Kinsley Construction, in the amount of \$___ for additional windows for the new Administration and Public Works building.

Take action to approve Change Order No. 1, from CMS Construction Services, LLC, to add the reconstruction of Rhodes Alley from Keiter Alley to Peach Street to the 2026 Street and Storm Sewer Improvements Project, for a cost of \$47,296.00, due to available Main Street COVID PA Small Water and Sewer Grant funds.

Take action to approve Payment Application No. 11, from Kinsley Construction, in the amount of \$710,873.43 for the new Administration and Public Works building.

Take action to approve the request from Kutztown Troop 101G to use the pool parking lot, on October 24, 2026, for parking from 8:00 a.m. until 7:00 p.m. for their Philadelphia bus trip.

Take action to approve the request from the Kutztown Optimist Club to change their Trick- or-Treat Night rain date from October 28, 2026, to October 22, 2026, from 6:00 p.m. to 8:00 p.m.
NOTE: Trick- or-Treat Night is scheduled for October 21, 2026, from 6:00 p.m. to 8:00 p.m.

Take action to approve the request from Lucille Heintzelman to issue a refund of \$85.00 for the rental of the Pomone Pavilion on July 26, 2026, due to the grill not being available at the pavilion.

Take action to approve the quotes from Mainline Pools to close the pool for the 2026 season, in the amount of \$4,474.97, and to reopen it for the 2027 season in the amount of \$4,413.99.

Take action to approve the request from the KYAA to have the Borough's Electric and Public Works Crews install three new scoreboards, purchased by KYAA, on the 10U, 12U and softball fields.

PERSONNEL:

Chairperson: Katharine Keegan

Members: Kevin Snyder and George Kusterer

Take action to accept the resignation of Councilperson Katharine Keegan effective immediately.

Take action to temporarily assign a member of Borough Council as an alternate member of the Personnel Committee, Community Development and Public Safety Committee, and the Telecommunications and Information Technology Committee, to fill Katharine Keegan's vacancies.

Take action to concur with the Borough Manager's decision to hire Justin Calin as a Community Service Officer, contingent upon the successful completion of the necessary reference checks, background investigation, and drug testing.

Consider approval of a Special Projects Office Assistant job description and authorize the internal advertisement of the position.

FINANCE AND ELECTRIC:

Chairperson: Derek Mace

Members: Kevin Snyder and Edwin Seyler

Review and approve the monthly budget status report.

Consider the purchase of Apple iPads for Council and the Mayor.

TELECOMMUNICATIONS AND INFORMATION TECHNOLOGIES:

Chairperson: Lisa Ladd-Kidder

Members: George Kusterer and Katharine Keegan

Take action on the proposed Resolution authorizing and directing the president of Borough Council, and any other appropriate Borough officials, to execute an agreement between the Borough of Kutztown and UniPower, LLC, Inc. for the provision of service and maintenance upon the Borough's UPS power supply for the Borough's computer system.

WATER AND WASTEWATER:

Chairperson: Edwin Seyler

Members: Derek Mace and Lisa Ladd-Kidder

Take action on the proposed Resolution authorizing and directing Kevin Snyder, President of the Borough Council, and any other appropriate Borough officials, to execute an agreement between the Borough of Kutztown and Hach Service Partnership, Inc., for a comprehensive coverage plan for the Borough's water analysis equipment.

MISCELLANEOUS: