**AGENDA**

**KUTZTOWN BOROUGH COUNCIL MEETING**

**OCTOBER 20, 2026**

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Borough Trick-or-Treat Night is October 31, from 6:00p.m. until 8:00p.m.

The Kutztown Community Library, Inc., will present their annual report to Council.

Take action on the funding request from the Kutztown Community Library, Inc.

Strand Theater update from the Kutztown Community Partnership.

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PLEASE NOTE THE FOLLOWING VACANCIES:

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| Code Appeals Board: | Five Member Vacancies<br>One Alternate Vacancy |
| Planning Commission: | Two Member Vacancies |
| Zoning Hearing Board: | Two Alternate Vacancies |
| Housing License Appeals Board: | Two Member Vacancies<br>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 September 15, 2026, Borough Council meeting.
- 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 September 12, 2026, through October 16, 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*

NOTE: The Northeastern Berks Joint Comprehensive Plan is available online until October 29.

**Fill one out today!**

***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 Patricia Snyder*

Review and accept the Borough Community Development Report for September 2026.

Review and accept the Police Report for September 2026.

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| Fines Collected: | District Justice Greth | September 2026 | $4,160.08 |
| | Clerk of Common Pleas | September 2026 | $10.60 |
| | Secretary's Office | September 2026 | $2,575.00 |

Take action on the request from the Kutztown Community Partnership to adopt the proposed Resolution authorizing to request a statewide Local Share Assessment Grant, of $ $515,352.00, from the Commonwealth financing authority to be used for the following phase of the Strand Theater project: construction and life-safety systems/restrooms, continued engineering and construction management fees, and an allocation for the independent audit required upon grant closeout.

Take action on the proposed Resolution authorizing and directing Andrea L. Coaxum, the Borough Manager, and/or P. Michael Clery, the Borough Chief of Police, or any other appropriate Borough officials, to execute an agreement between the Borough and DocTract for the provision of policy management software for the Borough Police Department.

Take action on the proposed Resolution accepting a Local Share Assessment Grant from the Commonwealth Financing Authority for the purchase of radar speed signs, and designating Paul Clery, Chief of Police, and Sharon Dalickas, Finance Director, as the Borough of Kutztown's authorized signatories on the grant acceptance documents and any other documents related to the grant administration.

NOTE: The Community Development and Public Safety Committee is asking Borough Council to review the three feasibility study proposals for the potential 45 Railroad Street building renovation project. A memo and comparison document has been prepared by the staff. The Committee will discuss the proposals in more detail at their November meeting and wants to give all Council members ample time to study the proposals and ask questions before being asked to take action at the Council meeting in November.

***PUBLIC WORKS:***

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

An Executive Session is requested to discuss potential litigation of a Borough contractor.

Take action on Payment Application No.1, from Construction Master Services, LLC, in the amount of $36,792.00 for the 2026 Street and Storm Sewer Improvements project.

Take action on Change Order No. 37 from Kinsley Construction for cutting in windows, painting exposed ceilings, flooring, adding a ceiling in room 203, plumbing upgrades and oil storage tank, reworking hand railings, electrical and lights in the amount of $74,592.63 for the new Administration and Public Works building.

Take action on Change Order No. 38 from Kinsley Construction for added flooring and base in room 111, additional framing and drywall to cover water lines in the bathroom on the first floor and the area above it, and to add soffits on the second floor to complete the fire rating requirements, in the amount of $8,555.88 for the new Administration and Public Works building.

Take action on Change Order No. 39 from Kinsley Construction for thermostat locations, AHUs and unit heaters, in the amount of $12,755.08, for the new Administration and Public Works building.

Take action on Change Order No. 40 from Kinsley Construction for modifications to the exterior civil plans for the new Administration and Public Works building, adding a second on-street handicap parking space, adding an accessible walkway from Railroad Street to the accessible entrance to the Police Department, and modifying the proposed gutter system on the new building to direct all rainwater into underground systems, for a total cost of $187,893.70.

Take action on Change Order No. 41 to approve/deny the alternate, which includes the removal of the existing accessible ramp and stormwater system leading to the Police Department entrance of 45 Railroad Street and replacing it with an upgraded stormwater and ADA compliant ramp for a total cost of $24,188.06.

Take action on Change Order No. 42 from Kinsley Construction to cover field changes to the HVAC system in the new building for a total cost of $19,302.81. NOTE: this change order is a result of material changes needing to be made to the HVAC system to maneuver ductwork and piping to maintain adequate ceiling heights.

Take action on Payment Application No. 13, from Kinsley Construction, in the amount of $577,579.39 for the new Administration and Public Works building.

Take action on the invoice from Acela, in the amount of $22,437.15 for their work for the new Administration and Public Works building.

Take action to ratify approval of the request from the Kutztown Area School District to waive the rental fee for the Ceres Pavilion, when the kindergarten classes use it on October 9, 2026, with a rain date of October 16, 2026.

Take action on the parade permit application request from Steve Reinert to close Willow Street from Industrial Alley to Normal Avenue, for a classic car show on May 16, 2027, as a fundraiser for the Special Olympics.

Take action on the request from Grace EC Church to have an outdoor Christmas Eve service, weather permitting, on the Train Station's lawn.

Take action on the request from Kristen Schroeder to refund her the $75.00 Brick Pavilion rental fee, from September 27, 2026, due to wasps and not having access to lights.

Take action on the request from the KYAA to have a Borough employee, equipped with a loader and roller, help the KYAA move infield mix on November 7, 2026.

Take action on the proposed Resolution authorizing and directing Council President Kevin Snyder, and any other appropriate Borough officials, to execute an agreement between the Borough and Signal Service, Inc., for traffic signal maintenance and preventative care.

Take action on the proposed Responsible Recycling Services electronics recycling events for May 22 and August 7, 2027, at a cost of $1,790.00.

Take action on the 2027 refuse and recycling schedule.

Take action on the easement agreement between the Kutztown Area School District (KASD) and the Borough of Kutztown that allows the Borough to use a portion of the KASD's land as a walking trail.

***PERSONNEL:***

*Chairperson:* *Patricia Snyder*
*Members:* *Kevin Snyder and George Kusterer*

Take action on Pat Snyder's resignation from the Planning Commission, effective September 28, 2026.

Take action to reappoint the following members to the Police Pension Advisory Committee: Derek Mace, George Kusterer, Charles Lawson; and to appoint Andrea Coaxum, whose terms shall expire on November 1, 2028.

***FINANCE AND ELECTRIC:***

*Chairperson:* *Derek Mace*
*Members:* *Kevin Snyder and Edwin Seyler*

Review and approve the monthly budget status report for September and October.

Take action on the proposed Resolution authorizing and directing Council President Kevin Snyder, and any other appropriate Borough officials, to execute an agreement between the Borough and Premier Office Solutions, Inc., d/b/a Premier Environments, for the design and purchase of furniture for the Borough's new Administration and Public Works building.

NOTE: The Electric Department received a plaque from Ephrata Borough recognizing the aid we provided to them after the July 4, 2026, storm. Chad Gechter assisted Ephrata on July 6 and 7 to clear tree damage and to repair electric lines.

NOTE: Electric Superintendent Evan Muller provided Council with two rate comparisons to review. The first rate comparison shows the difference in pricing for 1000kwh billed at the residential rate compared against other municipal and large investor-owned utilities. The second comparison shows the different commercial rate pricing if the customer was getting billed for a demand of 5kw and a consumption of 1500kwh. The big takeaway from the two comparisons is that we are located around the middle of the pricing spectrum when compared against other municipal electric utilities. What I believe is the biggest advantage that is shown in the two comparisons is that we are priced better than Met-Ed on both comparisons. I believe this is important from a future business standpoint because one of the biggest factors for retaining businesses or encouraging new businesses to move to Kutztown is directly tied to the cost of utilities.

***TELECOMMUNICATIONS AND INFORMATION TECHNOLOGIES:***

*Chairperson:* *Lisa Ladd-Kidder*
*Members:* *George Kusterer and Patricia Snyder*

***WATER AND WASTEWATER:***

*Chairperson:* *Edwin Seyler*
*Members:* *Derek Mace and Lisa Ladd-Kidder*

Take action to appoint Lisa Ladd-Kidder, as a representative of the Kutztown Borough Council, at any and all future Conditional Use Hearings for the 222 Capital Partners project and the 23 Max project in Maxatawny Township as a "fact witness" on specific issues pertaining to the local water supply, i.e., the quantity and the quality of the Sacony Creek Watershed, including information learned in her role as a member of the Kutztown Borough Council and liaison to the Kutztown Environmental Advisory Committee.

***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**