



AGENDA

KUTZTOWN BOROUGH COUNCIL MEETING

OCTOBER 21, 2025

BOROUGH TRICK-OR-TREAT NIGHT IS OCTOBER 31, FROM 6:00P.M. UNTIL 8:00P.M.
COUNCIL TO WELCOME KUTZTOWN UNIVERSITY PRESIDENT PHILIP CAVALIER.

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 One Student Representative

PUBLIC COMMENTS:

CONSENT AGENDA

Consider motion to approve consent agenda:

- Review and accept the Minutes of the September 16, 2025, Borough Council meeting.
 - Review and accept the Borough Community Development Report for September 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 September 13, 2025, through October 17, 2025.
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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 and Michael Downing***COMMUNITY DEVELOPMENT AND PUBLIC SAFETY:***Chairperson: George Kusterer**Members: Derek Mace and Frederick Engelhardt*

Police Report for August 2025.

Fines Collected:	District Justice Greth	September 2025	\$2,323.30
	Clerk of Common Pleas	September 2025	\$79.78
	Secretary's Office	September 2025	\$7,600.00

Take action on the proposed Resolution approving the sale of thirteen (13) 2010 Smith and Wesson M&P 45 handguns to Police Department employees and retirees.

Take action to approve the Notification of Change in Building Code Official from Joseph Hoffman to Matthew Davenport.

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

Take action to approve Payment No.1, to Kinsley Construction, LLC, in the amount of \$101,700.00, for the Public Works and Administration Building project.

Take action to approve Payment No. 3, to CMS Construction, LLC, in the amount of \$38,504.76, for the 2025 Street Improvements Project.

Take action to approve the request from Friend, Inc., to rent the Brick Pavilion for their Second Annual Dog Walk in the Park, on May 17, 2026.

Take action to approve the parade permit application for a classic car show, on May 17, 2026, contingent upon approval from PennDOT as well.

Take action to enter into an agreement with Acela to perform Construction Management Service (Option 2), in the amount of \$217,422.40, as outlined in their proposal for the Public Works and Administration Building project.

Take action to enter into the 2026 Waste Disposal Agreement with the Delaware County Solid Waste Authority.

Take action to ratify approval of the request from Kutztown Elementary School kindergarten to waive the rental fee for the Ceres Pavilion for their field trip on October 10, 2025.

Take action to authorize advertising the bid for the Keiter Alley LSA Storm Grant project.

Take action on the request from the KYAA to approve the replacement of the clubhouse roof in the Park, for the Borough to share the cost, not to exceed \$1,500.00, and to provide trash removal.

Take action to award the Municibid sale of a 1990 Massey Ferguson Model 1030 Tractor w/6' rotary mower, to Conner Ferretti, in the amount of \$5,500.00.

PERSONNEL:

Chairperson: Frederick Engelhardt

Members: Kevin Snyder and George Kusterer

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

Take action to enter into an Internship Renewal Agreement with Kutztown University, for a new five-year term, and to authorize the Borough Manager to E-sign the agreement.

Take action to appoint Tommy Lazroik, as a Student Member of the Environmental Advisory Commission, whose term shall expire on November 1, 2028.

Take action to hire Aaron-Jacob Seibert as a Refuse Laborer I without CDL, contingent upon passing all required background checks, physical, and screenings.

FINANCE AND ELECTRIC:

Chairperson: Derek Mace

Members: Kevin Snyder and Edwin Seyler

Take action to approve the request from Topton Community Ambulance Service to release \$90,000.00 for use on truck purchases, remounts, and equipment.

TELECOMMUNICATIONS AND INFORMATION TECHNOLOGIES:

Chairperson: Lisa Ladd-Kidder

Members: George Kusterer and Frederick Engelhardt

WATER AND WASTEWATER:

Chairperson: Edwin Seyler

Members: Derek Mace and Lisa Ladd-Kidder

Take action to enact and ordain the proposed Ordinance amending Section 225-21.B.1, of the Code of the Borough of Kutztown, entitled "Industrial Utilization Regulations" by amending and restating said section in its entirety and by amending the water usage and sewer discharge volumes for heavy industrial users.

MISCELLANEOUS: