AGENDA

KUTZTOWN BOROUGH COUNCIL MEETING

NOVEMBER 17, 2026

Public Hearing: Consider an Ordinance to Amend Chapter 225 – Procedures and Standards for the approval of certain uses within the Borough of Kutztown by Conditional Use.

Take action to enact and ordain the proposed Ordinance creating and enacting Article V of Chapter 225 of the Kutztown Code so as to add §225-50 (c), entitled "Conditional Use Procedures/Borough Council" which will provide procedures and standards for the approval of certain uses within the Borough of Kutztown by conditional use.

PLEASE NOTE THE FOLLOWING VACANCIES:

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

PUBLIC COMMENTS:

CONSENT AGENDA

Consider motion to approve consent agenda:

- Review and accept the Minutes of the October 20, 2026, Borough Council meeting.
- Take action to approve a $500.00 donation to Crime Alert Berks County.
- 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 October 17, 2026, through November 13, 2026.

REGULAR AGENDA

BOROUGH PLANNING COMMISSION:
Chairperson: *Robert Weller*
Members: *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 Lazorik*

COMMUNITY DEVELOPMENT AND PUBLIC SAFETY:
Chairperson: *George Kusterer*
Members: *Derek Mace and Patricia Snyder*

Director of Community Development: Monthly Report

Police Chief: Monthly Report

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

Review and accept the Police Report for October 2026.

Fines Collected:	District Justice Greth	October 2026	$2,920.41
	Clerk of Common Pleas	October 2026	$52.01
	Secretary's Office	October 2026	$1,600.00

Take action on the escrow release for the parking lot at 154 W Walnut Street.

Take action to award the Feasibility Study, for 45 Railroad Street, to Watkins Architect LTD to complete tasks 1-4, in an amount not to exceed $29,350.00 plus time and materials for cost estimating the final design.

Take action to pay Lehigh Valley Building Systems, Inc., $1,076.04 for the total cost incurred due to an accidental tire spike incident, if the Borough's insurance does not pay for it.

Take action on the proposed Resolution requesting a Statewide Local Share Assessment Grant from the Commonwealth Financing Authority to be used toward the acquisition of the Vengeant Apparatus Ford F-550 Blizzard Mini-Pumper for Kutztown Fire & Rescue.

Take action on the proposed Resolution requesting a Statewide Local Share Assessment Grant from the Commonwealth Financing Authority to be used for the purchase and upfitting of one (1) Police Community Service Officer and Public Safety Vehicle described as a 2027 Ford Maverick Hybrid AWD (or newer if unavailable) that is upfitted with emergency lighting, radios, and other safety equipment.

PUBLIC WORKS:

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

Public Works Superintendent: Monthly Report

Take action on Payment Application No.3, from Construction Master Services, LLC, in the amount of $201,906.32 for the 2026 Street and Storm Sewer Improvements project.

Take action on Payment Application No. 14, from Kinsley Construction, in the amount of $413,121.66 for the new Administration and Public Works building.

Tak action on the request from the Kutztown Legion Baseball Association for the Borough to pay the $2,176.16 invoice from Rabenold's Fabricating and Welding for steel and welding for the new Legion Field scoreboard.

Take action to adopt the proposed Resolution authorizing and directing Council President Kevin Snyder, and any other appropriate Borough officials, to execute an agreement between the Borough and ALLDATA in the amount of $2,031.00 for an annual subscription for light truck and small vehicle repair and diagnostic software.

Take action to approve the list of potential bands for the Summer Concert Series and authorize the Borough Manager to execute the 2027 Summer Concert Series contracts, to issue checks, and to process final payments for performances as needed.

Take action on the request from the Allentown and Auburn Railroad to approve the list of train ride dates, contingent upon no scheduling conflicts with the Train Station, and to direct Borough staff work with the Allentown and Auburn Railroad to add any additional dates as needed and without conflicts.

NOTE: Council wishes to accept and offer thanks to the anonymous donor who provided a large American flag for the Band Shell.

PERSONNEL:

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

Take action on the proposed Resolution appointing Gina Wiand as the Borough's Open Records/Right-to-Know Officer.

Take action to name Gina Wiand as the Borough's Human Resources Manager, in addition to her roles as Borough Secretary and Public Relations and Marketing Director, with a $5,000.00 increase in her yearly salary.

Take action on the proposed Resolution appointing Sharon Dalickas as the Borough's Treasurer with a $5,000.00 increase in her yearly salary.

Take action on the proposed Resolution appointing Andrea Coaxum as the Borough's Assistant Treasurer.

Take action to approve a temporary stipend of $500.00 per month, for Electric Superintendent Evan Muller, as compensation for his role as Interim Telecommunications Director.

Take action to approve increasing the Community Service Officer Coordinator II's pay from $29.90 per hour to $31.63 per hour.

Take action to offer an unpaid internship to Kutztown University graduate, Jesse Fullington, who needs to complete an internship as part of his graduation requirements.

Take action to appoint Erin McCarty as a member of the Environmental Advisory Commission, whose term shall expire on December 1, 2029.

Take action to appoint Derek Mace as a member of the Civil Service Commission, whose term shall expire on January 1, 2033.

Take action to appoint Derek Mace as a member of the Police Pension Advisory Committee, whose term shall expire on November 1, 2028.

Take action to reappoint Enos Bleiler as a member of the Kutztown Transportation Authority, whose term shall expire on December 1, 2031.

Take action to reappoint John Fry as a member of the Housing License Appeals Board, whose term shall expire on December 1, 2027.

FINANCE AND ELECTRIC:

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

Electric Superintendent: Monthly Report

Finance Director: Monthly Report

Introduce and review the proposed budget for 2027:

- Monthly Rent Worksheet
- Fund Balance
- General Fund

- Fire Tax Fund, Recreation Tax Fund, Road Tax Fund, Ambulance Tax Fund, and Highway Tax Fund
- Refuse and Recycling Fund
- Water Fund
- Electric Fund
- Sewer Fund
- Telecommunications Fund

Take action to consider recommended adjustments to the New Building Cost Allocation Charges.

Authorize advertisement that the proposed budget for 2027 is available for public inspection

Take action on the payment of the ACA Prime invoice, in the amount of $550.00, for Tax Season reporting with the IRS.

Take action on the recommended signage for the new Administration and Public Works Building pending design review of the hex sign pattern for the garage truck bays, for a cost not to exceed $_____.

Take action on the recommended appliance purchase for the new Administration and Public Works building, consisting of the following items: three refrigerators, five microwaves, two toaster ovens, two coffee machines, two toasters, one washer, and one dryer, for a cost not to exceed $15,000.00.

Take action on Change Order No. 43, from Kinsley Construction, in the amount of $1,538.87, for additional structural clips in the new Administration and Public Works building.

Take action to deny Change Order No. 44, from Kinsley Construction, in the amount of $5,948.48, for painting the exposed ceiling in Room 207 in the new Administration and Public Works building.

Take action on Change Order No. 45, from Kinsley Construction, for a credit in the amount of $12,337.58, relating to painting the exposed ceiling in the garage in the new Administration and Public Works building.

Take action on Change Order No. 46, from Kinsley Construction, in the amount of $2,423.45, to epoxy paint the walls in the wash bay in the new Administration and Public Works building.

Take action on Change Order No. 47, from Kinsley Construction, in the amount of $18,570.65 for additional third-party ground testing, galvanized stair handrails, and a credit for cable railing in the new Administration and Public Works building.

Take action on Change Order No. 48, from Kinsley Construction, showing a credit of $1,316.36, with an $805.00 charge for a mezzanine gate loading area extension and a $2,000.00 credit relating to stair and rail painting, in the new Administration and Public Works building.

Introduce and authorize advertisement of a proposed Ordinance to adopt the 2027 real estate tax rates.

- Option A: To increase the Recreation fee by 0.50 mill
- Option B: To increase the Recreation fee by 0.20 mill and to add a Library Tax at 0.30 mill

Introduce and authorize advertisement of the proposed Resolution to increase electric rates.

TELECOMMUNICATIONS AND INFORMATION TECHNOLOGIES:

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

Director of Information Technology: Monthly Report

Take action on the proposed Resolution directing Kevin Snyder, 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 Police Department's UPS power supply for the Department's computer system.

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 UniPower, LLC, Inc. for the provision of service and maintenance upon the Borough Wastewater Treatment Plant's UPS power supply for the Plant's computer system.

WATER AND WASTEWATER:

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

Water Plant Manager: Monthly Report

Wastewater Plant Manager: Monthly Report

Take action to approve a sewer credit of $843.53 for 225 N. Whiteoak Street, due to an underground leak which the water did not enter the sewer treatment facility.

Take action to approve the Resolution for Q-Mation SCADA Technical Support contract for Water and Wastewater.

Note: The Borough is on track to achieve compliance with the Service Line Inventory Regulation deadline of November 1, 2027.

MISCELLANEOUS:

Discuss variations of the meeting schedule for 2027.

An Executive Session to discuss personnel matters might be held.

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