



AGENDA

KUTZTOWN BOROUGH COUNCIL MEETING

APRIL 21, 2026

BOROUGH COUNCIL MET IN EXECUTIVE SESSION ON MARCH 23, 2026, REGARDING THE BOROUGH MANAGER SEARCH AND RELATED APPLICANT INTERVIEWS.

UPDATE FROM KUTZTOWN COMMUNITY LIBRARY DIRECTOR JACQUELINE SHARAYKO.

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

Update regarding the Joint Comprehensive Plan.

Take action to approve the subdivision plan for the property of Georgetown Holding Group at 154 W. Walnut Street.

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 March 2026.

Fines Collected:	District Justice Greth	March 2026	\$3,417.51
	Clerk of Common Pleas	March 2026	\$185.62
	Secretary's Office	March 2026	\$5,250.00

Take action to introduce and authorize advertisement of the proposed Ordinance adopting a Fire Code Prevention Ordinance to provide for the regulation of key lock boxes within the Borough.

Take action to approve Standard Operating Procedure 2026-01 regarding Missing Persons.

PUBLIC WORKS:

Chairperson: Kevin Snyder

Members: Edwin Seyler and Lisa Ladd-Kidder

Take action to approve Payment No. 7 to Kinsley Construction in the amount of \$284,153.84 for the Public Works and Administration Building project.

Take action to approve Change Order No. 12, in the amount of \$5,046.53, from Kinsley construction for the winter protection weather shutdown for the Public Works and Administration Building project.

Take action to approve Change Order No. 13, in the amount of \$28,432.42, from Kinsley construction for a boiler vent for the Public Works and Administration Building project.

Take action to approve Change Order No. 14, in the amount of \$20,460.56, from Kinsley construction for a design upsize for the Public Works and Administration Building project.

Take action to approve Change Order No. 15, in the amount of \$3,635.18, from Kinsley Construction, for additional light fixtures and switches for the Public Works and Administration Building project.

Take action to approve Change Order No. 16, in the amount of \$8,767.69, from Kinsley Construction, for a heat exchange for the Public Works and Administration Building project.

Take action to approve Change Order No. 17, in the amount of \$9,383.29, from Kinsley Construction, to upgrade a heat pump for the Public Works and Administration Building project.

Take action to approve the request from St. John's Church to hold church services in the park Band Shell on July 5, 12, 19, and 26, 2026; and to also use the Scooter Building on July 12, 2026, for a church picnic.

Take action to approve To The Top Tree Service to remove three large trees in the park at a cost of \$14,500.00.

Take action to approve the request from the Mt. Zion Lutheran Church Youth Group to hang inspirational posters around town, and to submit the final poster designs to Council for review.

Take action to approve the annual support of \$3,000.00 to the Kutztown Dolphin Swim Team to assist with their coaches' salaries.

Take action on the request from the Kutztown Community Library to use the Band Shell on June 18, 2026, for a magic show, and to waive the rental fee.

Take action on the request from the Kutztown Community Library to use the Band Shell on July 16, 2026, for a reptile show, and to waive the rental fee.

Take action to approve the 2026 YMCA Summer Playground Program contract.

Take action to approve the annual \$500.00 sponsorship for the Berks County Solid Waste Authority's Recycling Center.

Take action to approve the 2026 vegetation control program, through Natural Lawn, in the amount of \$5,364.00.

Take action to approve the 2026 Summer Concert Series and approve paying \$1,100.00 toward the concerts if there is a deficit in donations.

Take action to approve the request from the Kutztown University Men's Volleyball Club to refurbish the Borough's volleyball courts; to have the Borough cover costs up to \$2,500.00; and to utilize the help of Borough employees and equipment as needed, under the coordination of John Schmoyer and Brian Bailey.

PERSONNEL:

Chairperson: Katharine Keegan
Members: Kevin Snyder and George Kusterer

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

Take action to appoint Chad Gechter to Electric Crew Leader, with a six-month probationary period.

Take action to extend AJ Seibert’s probation period for six more months.

Take action to accept the retirement notice submitted by the Borough Manager and Treasurer, Gabriel Khalife, effective May 29, 2026. NOTE: Mr. Khalife will use his paid time off and will be available to assist in orienting the newly appointed Borough Manager, until June 19, 2026 (or later if requested).

Take action to appoint Andrea Coaxum to the position of Borough Manager and Treasurer, at a salary of \$155,000 and related employment agreement, effective June 1, 2026.

Take action to appoint Sharon Dalickas, to Assistant Borough Manager/Finance Director, with a salary increase of \$4,000.00, effective April 27, 2026.

Take action to hire Kutztown University student Zachary Peace for the Administrative Summer Internship, at a rate of \$15.00 per hour.

Take action to accept the resignation of Brian Hilliard, with regret, from the Kutztown Municipal Authority.

Take action to reappoint John Fry, as a member of the Code Appeals Board, whose term shall expire on May 1, 2031.

Take action to reappoint Randall Wert, as a member of the Environmental Advisory Commission, whose term shall expire on May 1, 2029.

FINANCE AND ELECTRIC:

Chairperson: Derek Mace
Members: Kevin Snyder and Edwin Seyler

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 a \$200.00 donation to KUSSE-Geophysics Society of Kutztown University for water line location work.

Take action to ratify sending a letter of support to Berks Nature regarding their grant proposal for Riparian Zone Restoration Sites in the Schuylkill River Watershed.

Take action to approve the allotment of 2 EDUs of water and 2 EDUs of sewer to be released to KMA to serve the 15250 Kutztown Road 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.

Take action to approve the allotment of 100 EDUs of water to KMA to serve the University Place project along Hartman Road, 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: Update on water EDUs for the 15065 Kutztown Road commercial project: the previously approved 35 EDUs of water will be handled per the following: the allotment of 25 EDUs of water will 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, and the remaining 10 EDUs of water will be reserved for two years from the date of the KMA issued invoice, unless the EDUs have been reserved by full payment.

MISCELLANEOUS:

NOTE: The Borough Code is in the process of being updated, with Supplement No. 30, and the cost range is between \$2,150.00 and \$2,760.00.