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April 21, 2026
Kutztown, PA

A regular meeting of the Kutztown Borough Council was called to order at 7:32 p.m. in the Kutztown Train Station by the President, Kevin Snyder, with other members of Borough Council present: Dr. Derek Mace, Ms. Lisa Ladd-Kidder, Ms. Katharine Keegan, and the Mayor, Mr. James Schlegel. Mr. Edwin Seyler arrived at 7:43 p.m., and Mr. George Kusterer was absent. Mr. Keith Mooney, Borough Solicitor; Mr. Gabriel Khalife, Borough Manager/Treasurer; Ms. Gina M. Wiand, Borough Secretary/Public Relations and Marketing Director; Police Chief Mike Clery; Ms. Sharon Dalickas, Finance Director/Assistant Treasurer/Acting Assistant Borough Manager; Code Enforcement Officer Michele Lopez; Seasonal Recreation Director, John Schmoyer; Joint Comprehensive Plan representatives Pat Snyder and Fred Engelhardt; Kutztown Community Library representative Jacqueline Sharayko and Lisa Foreback; Acela representative Don Lynch; Environmental Advisory Commission representative Mike Downing; Maxatawny Township resident David Sobotka; and residents Eric Boyer and Emma Birchak were also present.

Mayor Schlegel opened the meeting with a prayer.

President Snyder noted that Borough Council met in Executive Session on the evening of March 23, 2026, regarding the Borough Manager search and related applicant interviews.

Kutztown Community Library director, Jacqueline Sharayko provided Council with an update regarding the Library's 75th anniversary and how they have lost about

\$50,000.00 in revenue, or about 20% of the library’s budget, from the loss of the passport program.

Dr. Mace asked if the passport program could come back, and Ms. Ladd-Kidder responded that it possibly could through a partnership with the Borough.

Mr. Khalife noted that the former Library Director, Janet Yost, submitted a petition for it, but it was denied.

Mr. Mooney suggested that they call Melissa Adams, at the Reading Public Library, for more information.

Mayor Schlegel asked if the Pen Pal Program with Altrip, Germany was still ongoing, and Ms. Sharayko said that the library is no longer supporting it, but there are Pen Pals that still keep in touch.

President Snyder noted 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

President Snyder asked if there was anyone who wished to address Council before proceeding with the agenda.

David Sobotka, a resident of Maxatawny Township addressed Council about his concerns with preserving the quality of life in the Kutztown Community. He stated that some new House Bills being considered could cause problems for local municipalities, and he encouraged everyone to reach out to their State Representatives.

Mr. Mooney agreed with Mr. Sobotka, and said that it would be a good idea to

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send letters out to the State Representatives regarding these House Bills.

A motion was made by Ms. Ladd-Kidder, seconded by Ms. Keegan, Resolved, To approve the Consent Agenda, consisting of the following items:

- 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.

General Fund	\$291,131.66
Refuse and Recycling Fund	\$143,872.59
Water Fund	\$172,233.59
Electric Fund	\$824,694.42
Sewer Fund	\$138,705.26
Telecommunications Fund	\$50,411.07

Passed by unanimous vote.

Under Borough Planning Commission, Pat Snyder and Fred Engelhardt provided an update on the Joint Comprehensive Plan. They noted that at the last meeting, a timeline was reviewed, and it will take about 18 months to complete. In addition, meetings will be held on the second Thursday of each month, and an electronic community survey will go out to all municipalities.

Mr. Engelhardt asked if he was still officially on the Committee since he is no longer on Borough Council.

Off of the agenda, a motion was made by Dr. Mace, seconded by Ms. Keegan, Resolved, To appoint Fred Engelhardt to the Joint Comprehensive Plan Committee.

Passed by unanimous vote.

Ms. Snyder noted that the Short-Term Rental Ordinance is with Mr. Mooney for

his review.

A motion was made by Mr. Seyler, seconded by Dr. Mace, Resolved, To approve the subdivision plan for the property of Georgetown Holding Group at 154 W. Walnut Street.

Ms. Ladd-Kidder asked for a summary of what is being approved, and Michele Lopez responded that it is to allow for a parking lot. She added that once this is approved, it can be recorded.

Passed by unanimous vote.

Under Environmental Advisory Commission, there was nothing to report; however, President Snyder commented that Todd Underwood and his volunteers did a wonderful job on Constitution Boulevard and at the Creek.

Under Community Development and Public Safety Committee, the Monthly Police Report for March 2026 was submitted.

The following fines were 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

A motion was made by Dr. Mace, seconded by Ms. Ladd-Kidder, Resolved, 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.

Passed by unanimous vote.

A motion was made by Dr. Mace, seconded by Ms. Keegan, Resolved, To approve Standard Operating Procedure 2026-01 regarding Missing Persons. Passed by unanimous vote.

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Under Public Works Committee, a motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To approve Payment No. 7 to Kinsley Construction in the amount of \$284,153.84 for the Public Works and Administration Building project. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, 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. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, 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. Passed by unanimous vote.

Prior to the vote, Council had a discussion with Acela representatives regarding the many costly and unexpected change orders regarding the Public Works and Administration Building project. The representatives understood the Borough's concerns, and said they are committed to keeping changes to a minimum moving forward.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To approve Change Order No. 14, in the amount of \$20,460.56, from Kinsley Construction for a design upsize to the undersized outdoor unit for the Public Works and Administration Building project.

Mr. Khalife noted that engineering time for this change order was written off.

Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, 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. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Dr. Mace, Resolved, To approve Change Order No. 16, in the amount of \$8,767.69, from Kinsley Construction, for an air separator and expansion tank for the Public Works and Administration Building project. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Dr. Mace, Resolved, To approve Change Order No. 17, in the amount of \$9,383.29, from Kinsley Construction, to switch out heat coils for heat pumps, for better efficiency, for the Public Works and Administration Building project. Passed by unanimous vote.

Mr. Seyler thanked the Acela representatives for coming to the meeting and said that Council appreciates what they are doing.

Ms. Ladd-Kidder stated her objections to approving some of these items without them going through the Public Works Committee first.

Mr. Khalife explained that sometimes, it must be done this way to not hold up a project, and then pay additional contractor fees, etc. He noted that there are weekly project meetings, so we can gather all the necessary information needed to keep things moving.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, 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. Passed by unanimous vote.

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A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To approve To The Top Tree Service to remove three large trees in the park at a cost of \$14,500.00.

Resident Emma Birchak asked why trees are being removed.

Mr. Khalife responded that the trees being removed are weak, and they present a fall risk. He noted that the Borough worked with the Environmental Advisory Commission to ensure that nothing is being removed arbitrarily.

Mr. Seyler noted that there is an opening on the Environmental Advisory Commission.

Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To table 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. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Keegan, Resolved, To approve the annual support of \$3,000.00 to the Kutztown Dolphin Swim Team to assist with their coaches' salaries. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Dr. Mace, Resolved, To approve 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. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Dr. Mace, Resolved, To approve 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. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder Resolved, To approve the 2026 YMCA Summer Playground Program contract. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder Resolved, To approve the annual \$500.00 sponsorship for the Berks County Solid Waste Authority's Recycling Center. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder Resolved, To approve the 2026 vegetation control program, through Natural Lawn, in the amount of \$5,364.00. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder Resolved, To approve the 2026 Summer Concert Series and approve paying \$1,100.00 toward the concerts if there is a deficit in donations. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder Resolved, 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. Passed by unanimous vote.

Under Personnel Committee, an Executive Session to discuss personnel and legal matters was deferred until the end of the meeting.

A motion was made by Ms. Keegan, seconded by Mr. Seyler Resolved, To appoint Chad Gechter to Electric Crew Leader, with a six-month probationary period. Passed by unanimous vote.

A motion was made by Ms. Keegan, seconded by Ms. Ladd-Kidder Resolved, To

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extend AJ Seibert's probation period for six more months. Passed by unanimous vote.

A motion was made by Ms. Keegan, seconded by Ms. Ladd-Kidder Resolved, To accept with regret 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). Passed by unanimous vote.

A motion was made by Ms. Keegan, seconded by Dr. Mace Resolved, To appoint Andrea Coaxum to the position of Borough Manager and Treasurer, at a salary of \$155,000.00 and related employment agreement, effective June 1, 2026. Passed by unanimous vote.

A motion was made by Ms. Keegan, seconded by Dr. Mace Resolved, To appoint Sharon Dalickas, to Assistant Borough Manager/Finance Director, with a salary increase of \$4,000.00, effective April 27, 2026.

President Snyder requested to table the above motion.

A motion was made by Ms. Keegan, seconded by Ms. Ladd-Kidder Resolved, To table the motion to appoint Sharon Dalickas, to Assistant Borough Manager/Finance Director, with a salary increase of \$4,000.00, effective April 27, 2026. Passed by unanimous vote.

A motion was made by Ms. Keegan, seconded by Dr. Mace Resolved, To hire Kutztown University student Zachary Peace for the Administrative Summer Internship, at a rate of \$15.00 per hour. Passed by unanimous vote.

A motion was made by Ms. Keegan, seconded by Dr. Mace Resolved, To accept the resignation of Brian Hilliard, with regret, from the Kutztown Municipal Authority.

Passed by unanimous vote.

A motion was made by Ms. Keegan, seconded by Dr. Mace Resolved, To reappoint John Fry, as a member of the Code Appeals Board, whose term shall expire on May 1, 2031. Passed by unanimous vote.

A motion was made by Ms. Keegan, seconded by Dr. Mace Resolved, To reappoint Randall Wert, as a member of the Environmental Advisory Commission, whose term shall expire on May 1, 2029. Passed by unanimous vote.

Under Finance and Electric Committee, there was nothing to report.

Under Telecommunications and Information Technologies Committee, there was nothing to report.

Under Water and Wastewater Committee, a motion was made by Mr. Seyler, seconded by Dr. Mace, Resolved, To approve a \$200.00 donation to KUSSE-Geophysics Society of Kutztown University for water line location work. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To ratify sending a letter of support to Berks Nature regarding their grant proposal for Riparian Zone Restoration Sites in the Schuylkill River Watershed.

Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Dr. Mace, Resolved, 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. Passed by unanimous vote.

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A motion was made by Mr. Seyler, seconded by Dr. Mace, Resolved, 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. Passed by unanimous vote.

Mr. Seyler noted the following: 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.

Under Miscellaneous, President Snyder noted that 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.

Regarding the House Bills that Mr. Sobotka spoke about earlier in the meeting, Ms. Ladd-Kidder said she would like the Borough to write an opposition letter to those upcoming House Bills.

Dr. Mace said he does not fully agree with that, and Mr. Mooney suggested that Council read through all of them before deciding.

President Snyder called for an Executive Session to discuss personnel and legal matters at 8:57 p.m. The Executive Session ended, and the meeting was reconvened at 9:17 p.m.

A motion was made by Ms. Keegan, seconded by Ms. Ladd-Kidder, Resolved, To

appoint Sharon Dalickas, to Assistant Borough Manager/Finance Director, with a salary increase of \$5,000.00, effective April 27, 2026. Passed by unanimous vote.

A motion was made by Ms. Keegan, seconded by Ms. Ladd-Kidder, Resolved, To adjourn the Council meeting upon vote. Passed by unanimous vote. The meeting ended at 9:18 p.m.

Prepared and Attested by: Gina M. Wiand
Borough Secretary

Kevin J. Snyder and Gina M. Wiand hereby ordered payment of the expenditures listed in the Accounts Payable G/L Distribution Report, including payment dates from March 13, 2026, through April 17, 2026, in accordance with Section 1106 of the Borough Code, Commonwealth of Pennsylvania.

Kevin J. Snyder

Gina M. Wiand