

January 21, 2025  
Kutztown, PA

A regular meeting of the Kutztown Borough Council was called to order at 7:50 p.m. in the Kutztown Train Station by the President, Mr. Kevin Snyder, with other members of Borough Council present: Mr. Derek Mace, Mr. Edwin Seyler, Ms. Lisa Ladd-Kidder, Mr. George Kusterer, Mr. Frederick Engelhardt, and the Mayor, Mr. James Schlegel. 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; Kutztown Planning Commission representative Bob Weller; Kutztown Fire and Rescue representative Todd Evans; and Borough Parks and Recreation Director John Schmoyer were also present.

Mr. Kusterer opened the meeting with a prayer.

President Snyder announced that Council met in Executive Session, prior to this meeting, to discuss personnel and legal matters.

President Snyder noted the following vacancies:

Code Appeals Board:	Four Member Vacancies
	One Alternate Vacancy
Planning Commission:	One Member Vacancy
	Recording Secretary Vacancy
Zoning Hearing Board:	Two Alternate Vacancies
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. There were no public comments.

A motion was made by Mr. Seyler, seconded by Mr. Kusterer, Resolved, To

approve the Consent Agenda, consisting of the following items:

- Review and accept the Minutes of the December 17, 2024, Borough Council meeting.
- Review and accept the Borough Community Development Report for December 2024.
- Take action on the request from the Kutztown Optimist Club to use the Park for the Easter Egg Hunt on April 19, 2025, at 11:00 a.m., rain or shine.
- 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 December 13, 2024, through January 17, 2025.

General Fund	\$620,003.68
Refuse and Recycling Fund	\$72,440.29
Water Fund	\$121,858.73
Electric Fund	\$344,782.36
Sewer Fund	\$99,456.07
Telecommunications Fund	\$64,268.07

Passed by unanimous vote.

Under Borough Planning Commission, a motion was made by Mr. Seyler, seconded by Mr. Kusterer, Resolved, To approve the Planning Commission's recommendation to enter into and execute the Multi-Municipal Comprehensive Plan Agreement as amended. Passed by unanimous vote.

A motion was made by Mr. Seyler, Resolved, To take action on the Planning Commission's recommendation to approve the request for the Zoning Hearing regarding 154 W. Walnut Street. The motion died for lack of a second.

Ms. Ladd-Kidder asked if someone would represent the Borough at the hearing regarding 601 E. Main Street, and Mr. Mooney stated that Beth Kohl will attend in his place.

Under Environmental Advisory Commission, Ms. Ladd-Kidder noted that their 2024 annual report was submitted to Council. She said it was a great report and she urged everyone to read it.

Under Community Development and Public Safety Committee, the Monthly Police Report for December 2024 was submitted.

The following fines were collected:

District Justice Greth	December 2024	\$1,830.76
Clerk of Common Pleas	December 2024	\$211.17
Secretary's Office	December 2024	\$1,150.00

A motion was made by Mr. Kusterer, seconded by Mr. Engelhardt, Resolved, To approve entering into an Intergovernmental Agreement, with Berks County, for continued participation on the Berks County Uniform Construction Code Board of Appeals. Passed by unanimous vote.

A motion was made by Mr. Kusterer, seconded by Ms. Ladd-Kidder, Resolved, To approve adding "SLOW/Children at Play" traffic control signs at Apple Alley, between Normal Avenue and Trexler Avenue, in both directions. Passed by unanimous vote.

A motion was made by Mr. Kusterer, seconded by Mr. Mace, Resolved, To introduce and authorize an Ordinance amending §62-17, Club License, of the Code of the Borough of Kutztown, increasing the BYOB license fee from \$50.00 to \$150.00. Passed by unanimous vote.

Under Public Works Committee, a motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To approve the request (parade permit application received) from Kutztown Strong to hold the Kutztown Kruizz on July 26, 2025, provided there are

no other conflicts that day. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To approve selling a list of surplus items on Municibid. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Mr. Engelhardt, Resolved, To approve the request from the Buccaneer Alumni Drum & Bugle Corps. to use the Scooter Building, on August 15, 2025, from 2:00 p.m. until 10:30 p.m., for their picnic and rehearsal ahead of their August 23, 2025, concert in the Band Shell, 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 entering into a three-year lease with the Saucony Café, including an option of two renewals, for the Kutztown Park Main Concession Stand lease. All those in favor, except for Mr. Mace who voted Nay. There being a majority in favor, the motion passed.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To approve entering into a three-year lease with the Saucony Café, including an option of two renewals, for the Kutztown Park Babe Ruth Concession Stand lease. All those in favor, except for Mr. Mace who voted Nay. There being a majority in favor, the motion passed.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To approve entering into a two-year lease extension, for the Kutztown Pool Concession Stand, with Pam Unger and Tracy Ream. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To approve renewing the agreement with the Conquer Your Court tennis program for 2025. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Mr. Mace Resolved, To hire Lisa Reilly as Pool Manager for the 2025 summer pool season at the budgeted salary amount. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Mr. Kusterer, Resolved, To approve the request from Shaynah Kinner Day Care to use the Band Shell on June 6, 2025, for their graduation rehearsal, and on June 7, 2025, for their graduation ceremony, and to only charge for one day of rental fees. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Mr. Mace, Resolved, To approve purchasing flags to be hung in the Band Shell for the 2025 Flag Day Concert. Passed by unanimous vote.

Mr. Mace inquired about the cost of the flags, and Mr. Khalife replied that he would ask Brian Bailey about the cost.

Mr. Mace stated that if Mr. Kelchner's family is interested in donating his flags, the Borough could do something to honor him. Mayor Schlegel said that he would contact the Kelchner family.

President Snyder noted that John Schmoyer submitted the end-of-year Park Concession Stand report to Council.

Under Personnel Committee, a motion was made by Mr. Engelhardt, seconded by Mr. Seyler, Resolved, To pursue a worker's compensation settlement that may include the restoration of paid time off as outlined in the settlement options presented by the Worker's Compensation Council. Passed by unanimous vote.

A motion was made by Mr. Engelhardt, seconded by Mr. Kusterer, Resolved, To reappoint Jeffrey Dietrich, as a member of the Housing License Appeals Board,

whose term shall end on February 1, 2026. Passed by unanimous vote.

Under Finance and Electric Committee, a motion was made by Mr. Mace, seconded by Mr. Seyler, Resolved, To introduce and authorize advertisement of the proposed Resolution amending labor and equipment rates. Passed by unanimous vote.

A motion was made by Mr. Mace seconded by Mr. Seyler, Resolved, To authorize the advertisement and sale on Municibid, of the #115 2011 F-250 pick-up truck; 6,000 feet of 2" duct conduit and assorted satellite TV receivers. Passed by unanimous vote.

Under Telecommunications and Information Technologies Committee, a motion was made by Ms. Ladd-Kidder, seconded by Mr. Kusterer, Resolved, To authorize the Crocker Law Firm to submit the Borough's required FCC 477 forms as related to Broadband Data Collection (BDC). Passed by unanimous vote.

Ms. Ladd-Kidder noted that the Committee is working on the following items:

1. SCADA upgrade project – IT staff is working with Keystone Engineering to migrate current SCADA systems and applications to new Windows 11 workstations.
2. MFA – Kutztown will be implementing a MFA (multi-factor authentication) system in 2025 in the police and administrative departments.
3. Kutztown IT Staff will be working with multi-dwelling unit landlords to offer management of their networking equipment.
4. Kutztown IT Staff is making progress in upgrading/replacing older Windows workstations and servers to later Windows versions to meet security compliance requirements.
5. Kutztown IT Staff will be implementing new and improving security measures in 2025 to protect Kutztown's network infrastructure which included all workstations, servers, and network equipment.
6. Kutztown IT Staff will be implementing new hardware and software for the FTTH (fiber to the home) Calix system in 2025 into 2026 with the assistance of the Telecom staff.
7. Kutztown IT Staff will be upgrading the software for its existing security camera system, Avigilon/Motorola, to its latest platform Unity. This may go into 2026.

8. Kutztown IT Staff is progressing upgrading all VMware EXOS hosts to the latest version of software due to end of life on older versions and to meet security requirements.

Under Water and Wastewater Committee, a motion was made by Mr. Seyler, seconded by Mr. Mace, Resolved, To approve a sewer credit, in the amount of \$529.53, for 126 W. Main Street, due to a pipe that burst. Passed by unanimous vote.

Under Miscellaneous, a motion was made by Mr. Mace, seconded by Mr. Kusterer, Resolved, To adjourn the Council meeting upon vote. Passed by unanimous vote. The meeting ended at 8:13 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 December 13, 2024, through January 17, 2025, in accordance with Section 1106 of the Borough Code, Commonwealth of Pennsylvania.

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Kevin J. Snyder

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Gina M. Wiand