

May 20, 2026
Kutztown, PA

A regular meeting of the Kutztown Borough Council was called to order at 7:33 p.m. in the Kutztown Train Station by the President, Kevin Snyder, with other members of Borough Council present: Mr. Edwin Seyler, Ms. Lisa Ladd-Kidder, Ms. Katharine Keegan, and the Mayor, Mr. James Schlegel. Dr. Derek Mace and Mr. George Kusterer were 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; Planning Commission representative Bob Weller; Borough intern Zach Peace; Scout Troop 101B representatives Owen MacFarlane, Andrew MacFarlane, and Brian Sheetz; Environmental Advisory Commission representative Mike Downing; and residents Eric Boyer and Allison Fuller were also present.

Mayor Schlegel opened the meeting with a prayer.

President Snyder noted that it was Gabriel Khalife's final meeting as Borough Manager. Council and the mayor thanked him for his time and accomplishments with the Borough, and President Snyder presented him with a plaque. Mr. Khalife thanked Council, the mayor, and staff.

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. There were no public comments.

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

- Review and accept the Minutes of the April 21, 2026, Borough Council meeting.
- Review and accept the Borough Community Development Report for April 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 April 18, 2026, through May 15, 2026.

General Fund	\$239,596.92
Refuse and Recycling Fund	\$100,834.47
Water Fund	\$61,753.64
Electric Fund	\$487,842.31
Sewer Fund	\$50,813.86
Telecommunications Fund	\$19,036.14

Passed by unanimous vote.

Under Borough Planning Commission, there was nothing to report.

Under Environmental Advisory Commission, there was nothing to report.

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

The following fines were collected:

District Justice Greth	April 2026	\$3,457.42
Clerk of Common Pleas	April 2026	\$60.42
Secretary's Office	April 2026	\$5,000.00

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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. 8 to Kinsley Construction in the amount of \$212,110.42 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 M&M Facility Services to replace the NOC HVAC system, in the amount of \$18,500.00, if it is from a reputable dealer that will honor any warranty work in the future.

Ms. Ladd-Kidder noted that she spoke with David Horvath about this, and he is satisfied with both the dealer and warranty.

Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To approve the request from the Kutztown Community Library to use the Band Shell on June 25, 2026, for their raptor show, and to waive the associated rental fee. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To ratify the purchase of a diving board, through Mainline Pools, for \$2,426.13. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To authorize use of the Borough street sweeper to sweep the roads and parking lots at the Foundry, twice per year, at a rate of \$75.00 per hour, and to direct the Foundry to properly dispose of the swept-up material themselves. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To approve the request from Owen Macfarlane to have the Borough contribute up to \$1,000.00 to help cover some of the cost of materials for his Saucony Trail Eagle Scout service project. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Keegan, Resolved, To approve the request from Kutztown Rocks to approve two rock painting days in the Train Station; one day for over six-year-olds and one family day, provided there is nothing else scheduled for the Train Station on those days. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To Table the motion on the Municibid sale of a 2001 Kohler 220REPOZP Stationary Generator. Passed by unanimous vote.

Under Personnel Committee, an Executive Session to discuss personnel and legal matters was not needed.

A motion was made by Ms. Keegan, seconded by Ms. Ladd-Kidder, Resolved, To appoint Michele Lopez to the position of Director of Community Development. Passed by unanimous vote.

A motion was made by Ms. Keegan, seconded by Ms. Ladd-Kidder Resolved, To renew the professional service agreement with Sheila Sacks. Passed by unanimous vote.

A motion was made by Ms. Keegan, seconded by Ms. Ladd-Kidder Resolved, To approve the summer pool employee hire list as provided to Council. Passed by unanimous vote.

A motion was made by Ms. Keegan, seconded by Ms. Ladd-Kidder, Resolved, To approve the resignation of Brian Stunkard, from the Civil Service Commission, with

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regret. Passed by unanimous vote.

A motion was made by Ms. Keegan, seconded by Ms. Ladd-Kidder, Resolved, To approve the request from the Environmental Advisory Commission to hire Henry Leardi as the EAC intern for 2026. Passed by unanimous vote.

A motion was made by Ms. Keegan, seconded by Ms. Ladd-Kidder, Resolved, To hire Asher Clery as a Seasonal Public Works employee over the summer months. Passed by unanimous vote.

A motion was made by Ms. Keegan, seconded by Mr. Seyler, Resolved, To assign Lisa Ladd-Kidder as an alternate member of the Community Development and Public Safety Committee, since two members will be absent in June. Passed by unanimous vote.

A motion was made by Ms. Keegan, seconded by Ms. Ladd-Kidder, Resolved, To appoint Andrea Coaxum as the Borough's Right to Know Officer, effective June 1, 2026. Passed by unanimous vote.

Under Finance and Electric Committee, a motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To approve Change Order #18, from Kinsley Construction, which is a \$1,041.90 expense correction to Change Order #17, to upgrade the heat pump 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 the tax collector's list of 14 refunds of the difference between the discount amount and flat amount, due to mail and timing issues. Passed by unanimous vote.

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 Ms. Ladd-Kidder, Resolved, To approve Larry Lloyd’s 2026 proposal and a \$10,000.00 service fee for projects related to wellhead protection. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To enter into agreement and approve the purchase of a Screw Press and accessories, through COSTARS, in the amount of \$689,200.00. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To reject the two bids received for the W. Main Street Water Main Replacement project.

Mr. Seyler noted that the bids were higher than anticipated.

Passed by unanimous vote.

Under Miscellaneous, a motion was made by Mr. Seyler, seconded by Ms. Keegan, Resolved, To adjourn the Council meeting upon vote. Passed by unanimous vote. The meeting ended at 7:53 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 April 18, 2026, through May 15, 2026, in accordance with Section 1106 of the Borough Code, Commonwealth of Pennsylvania.

Kevin J. Snyder

Gina M. Wiand