

May 21, 2025
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, Mr. Kevin Snyder, with other members of Borough Council present: Mr. Edwin Seyler, Ms. Lisa Ladd-Kidder, Mr. George Kusterer, and the Mayor, Mr. James Schlegel. Councilmen Derek Mace and Frederick Engelhardt 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; Kutztown Planning Commission representative Bob Weller; Borough Parks and Recreation Director John Schmoyer; Kutztown Community Library representative Lisa Foreback; and resident Mike Downing were also present.

Mr. Kusterer said a prayer.

President Snyder noted the following vacancies:

Code Appeals Board:	Four Member Vacancies One Alternate Vacancy
Planning Commission:	One Member Vacancy
Zoning Hearing Board:	Two Alternate Vacancies
Housing License Appeals Board:	Two Member Vacancies Three Alternate Vacancies
Environmental Advisory Commission	One Member Vacancy One Student Representative

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

Kutztown Community Library representative, Lisa Foreback, thanked Council for

their support and distributed a letter requesting continued support.

Michael Downing asked about the Noise Ordinance that was on the Web site, and Mr. Khalife said that it was not pursued. Ms. Wiand noted that it had been removed from the site.

Mr. Downing also asked about the limits of sound at the corner of Baldy Road and Trexler Avenue, for citation.

Mr. Mooney said that he would have to investigate it, but his thought is that the duration of noise is not steady enough for a citation.

He also noted that at the state level, they are working on the Sleep Act, which hinders modifications to muffler systems.

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 April 15, 2025, Borough Council meeting.
- Review and accept the Borough Community Development Report for April 2025.
- 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 12, 2025, through May 16, 2025.

General Fund	\$179,400.21
Refuse and Recycling Fund	\$44,580.62
Water Fund	\$83,146.43
Electric Fund	\$342,764.69
Sewer Fund	\$73,628.30
Telecommunications Fund	\$59,964.41

Passed by unanimous vote.

Under Borough Planning Commission, Bob Weller announced that Carolann Bartik was approved as the Planning Commission's Recording Secretary.

He also noted that Keith Mooney will attend the Planning Commission Workshop, on May 27, to discuss the short-term rental Ordinance.

Under Environmental Advisory Commission, there was nothing to report.

Under Community Development and Public Safety Committee, the Monthly Police Report for April 2025 was submitted.

The following fines were collected:

District Justice Greth	April 2025	\$3,631.18
Clerk of Common Pleas	April 2025	\$367.26
Secretary's Office	April 2025	\$650.00

A motion was made by Mr. Kusterer, seconded by Mr. Seyler, Resolved, To approve Standard Operating Procedure 2025-01 regarding Issued Equipment, Usage, and Control. Passed by unanimous vote.

Under Public Works Committee, a motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To approve awarding the 2025 Street Improvements Project bid, to Construction Master Services, LLC, in the amount of \$454,300.00. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To approve payment No.7 to LB Construction Enterprises, Inc., in the amount of \$25,472.50, for the Pedestrian Improvements Project. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To approve the request from the Kutztown Dolphin Swim Team to hold a “Meet and Greet Night” at the pool, on June 5, 2025, at 5:30 p.m. Passed by unanimous vote.

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

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ratify the quote from Main Line Pools to replace the pool chemical pumps in the amount of \$2,321.95. Passed by unanimous vote.

Mr. Seyler read aloud an agenda item to approve the proposal from ProMax to install a fence along the front bank of the Park, from the Band Shell to the “Welcome to Kutztown” sign, in the amount of \$16,745.00. Note: Pricing is through COSTARS. The agenda item died for lack of a motion.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To approve the estimate from Hafer Equipment, to upgrade the Gasboy Islander PRIME system, in the amount of \$17,259.00. Note: Pricing is through Sourcewell. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To approve the estimate from Lehigh Valley Sight & Sound, to upgrade the pool’s audio system, in the amount of \$2,537.66. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To approve the estimate from Natural Lawn to treat the Softball and Little League fields for grubs and weeds, in the amount of \$290.00, for one application. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To approve the request from St. John’s Church to rent the Scooter Building on July 27, 2025, for a church picnic. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To approve the request from the Kutztown Rotary Club to reserve the Park on June 13, 2026, for the Taste of Kutztown event. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To approve the request from the Kutztown Optimist Club to work on projects in the Park involving the playground, quoit pits, and basketball court areas, sometime in June or July, and to have them coordinate with Brian Bailey for assistance from Borough employees and with Borough equipment. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To approve the request from Scout Troop 101 to use the Ceres Pavilion on June 17, 2025, for the Flag Retirement Ceremony, and to waive any applicable fees. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To approve the request from Girl Scout Junior Troop 1315 to plant a pin oak tree in the Park, as part of their Bronze Award service project, and to have them coordinate with the Environmental Advisory Commission and Brian Bailey. Passed by unanimous vote.

Under Personnel Committee, a motion was made by Mr. Kusterer, seconded by Ms. Ladd-Kidder, Resolved, To renew the professional service agreement with Sheila Sacks. Passed by unanimous vote.

A motion was made by Mr. Kusterer, seconded by Mr. Seyler, Resolved, To approve the summer pool employee hire list as provided to Council. Passed by unanimous vote.

A motion was made by Mr. Kusterer, seconded by Mr. Seyler, Resolved, To adopt a Pilot Program Policy to govern Borough employees, who are Kutztown Fire and Rescue Volunteer members, to respond during work hours.

There was discussion about some potential changes to the policy, but since it is a

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pilot program, no changes were made.

Passed by unanimous vote.

The item to take action to provide a conditional offer of employment to two Police Officer Cadets who will be sponsored by the Borough to attend the Police Academy starting in July 2025, and to make the offer contingent upon their passing all remaining tests, clearances, successful entrance to the Academy and graduating from the Academy was deferred to the Executive Session.

A motion was made by Mr. Kusterer, seconded by Mr. Seyler, Resolved, To approve a separate Springbrook Payroll software module installed for the Kutztown Community Library payroll. Passed by unanimous vote.

A motion was made by Mr. Kusterer, seconded by Mr. Seyler, Resolved, To approve waiving the Water Rescue Certification for the pool manager, for the 2025 season, although it is preferred that the manager gets that certification if possible. Passed by unanimous vote.

President Snyder announced that Executive Sessions were held prior to tonight's Council meeting and before the Community Development and Public Safety Committee meeting on May 13, 2025.

He called for an Executive Session to discuss personnel and legal matters at 8:04 p.m. The Executive Session ended, and the meeting was reconvened at 8:32 p.m.

A motion was made by Ms. Ladd-Kidder, seconded by Mr. Kusterer, Resolved, To provide conditional offers of employment to Police Officer Cadets Jeremy Bartman and Tyler Mann, who will be sponsored by the Borough to attend the Police Academy starting in July 2025, and to make the offers contingent upon their passing all remaining

tests, clearances, successful entrance to the Academy and graduating from the Academy.

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 Ms. Ladd-Kidder, Resolved, To approve payment to Mr. Rehab, in the amount of \$154,112.50, for cleaning and televising 2,705 feet of sewer line; installing a Cure in Place Plastic (CIPP) liner; and reinstating all laterals into the main. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To approve the final payment to Allgyer Enterprises, LLC, in the amount of \$10,025.00, for the Highland Avenue Sewer Repairs project. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To accept the SSM Water Aquifer Report. Passed by unanimous vote.

Under Miscellaneous, a motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To introduce and authorize advertisement of the proposed Ordinance amending Chapter 170 of the Code of the Borough of Kutztown, entitled “Public Records”, by amending §170-7.A. by repealing and reenacting said section to amend the fee structure to reflect that which is promulgated by the Pennsylvania Office of Open Records. Passed by unanimous vote.

Ms. Wiand updated Council on the CGI video project and said that the videos have been revised and must be reviewed before going live on the Web site.

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A motion was made by Mr. Seyler, seconded by Mr. Kusterer, Resolved, To adjourn the Council meeting upon vote. Passed by unanimous vote. The meeting ended at 8:38 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 12, 2025, through May 16, 2025, in accordance with Section 1106 of the Borough Code, Commonwealth of Pennsylvania.

Kevin J. Snyder

Gina M. Wiand