

June 17, 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; Ms. Andrea L. Coaxum, Borough Manager; Ms. Gina M. Wiand, Borough Secretary/Public Relations and Marketing Director; Police Chief Mike Clery; Ms. Sharon Dalickas, Finance Director/Assistant Treasurer/Assistant Borough Manager; Code Enforcement Officer Michele Lopez; Planning Commission representative Bob Weller; Borough intern Zach Peace; visitors Bob Gately and Janet Yost; and residents Jeff Dietrich, Allison Fuller, and Eric Boyer and were also present.

President Snyder opened the meeting with a prayer.

President Snyder introduced new Borough Manager Andrea Coaxum.

The following message was noted:

This agenda contains no items relating to noise, dust, the Kutztown Fairgrounds Association, or Action Track USA. There are no such items on any other planned meeting agenda, nor have there been any such agenda items at meetings held in the last week.

All items discussed during Borough meetings will be listed on the meeting agendas, which are posted at least 24 hours before each meeting on our Web site: www.kutztownboro.org. We encourage everyone interested in the affairs of the Borough to review these agendas and to attend any of our public meetings.

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.

Jeff Dietrich asked about the status of the Borough's proposed Noise Ordinance.

There was no response from Council.

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

- Review and accept the Minutes of the May 20, 2026, Borough Council meeting.
- Review and accept the Borough Community Development Report for May 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 May 16, 2026, through June 12, 2026.

General Fund	\$90,085.55
Refuse and Recycling Fund	\$28,867.81
Water Fund	\$73,690.07
Electric Fund	\$297,830.88
Sewer Fund	\$78,917.47
Telecommunications Fund	\$12,737.49

Passed by unanimous vote.

Under Borough Planning Commission, a motion was made by Ms. Ladd-Kidder, seconded by Ms. Keegan, Resolved, To send the proposed Ordinance amending Chapter 225 of the Code of the Borough of Kutztown, entitled "Zoning" to provide definitions

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and specific requirements for Data Centers and Data Center accessory uses to the Community Development and Public Safety Committee for review, and then back to the Berks County Planning Commission for review. Passed by unanimous vote.

A motion was made by Ms. Ladd-Kidder, seconded by Ms. Keegan, Resolved, To send the proposed Ordinance amending the Code of the Borough of Kutztown by amending the Borough of Kutztown Zoning Ordinance, Chapter 225 by: creating and adding the definition of short-term rental and by permitting the establishment of short-term rentals in various zoning districts to the Community Development and Public Safety Committee for review, and then back to the Berks County Planning Commission for review. Passed by unanimous vote.

A motion was made by Ms. Ladd-Kidder, seconded by Ms. Keegan, Resolved, To send the proposed Ordinance amending the Borough Code to include a new Chapter 180, entitled “STR Registration”; establishing regulations for; obtaining an STR operating license, an STR occupancy permit and setting penalties for failure to comply with this Chapter to the Community Development and Public Safety Committee for review, and then back to the Berks County Planning Commission for review. Passed by unanimous vote.

Ms. Ladd-Kidder noted that she provided editorial suggestions for the STR Ordinance and that the definition of “rooming house” needs to be amended.

Under Environmental Advisory Commission, there was nothing to report.

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

The following fines were collected:

District Justice Greth	May 2026	\$2,584.67
Clerk of Common Pleas	May 2026	\$392.27
Secretary's Office	May 2026	\$5,325.00.

A motion was made by Ms. Keegan, seconded by Mr. Seyler, Resolved, To approve the Fireworks Permit for Kutztown Day, on August 2, 2026, and to waive the \$500.00 filing fee. Passed by unanimous vote.

A motion was made by Ms. Keegan, seconded by Ms. Ladd-Kidder, Resolved, To enact and Ordain the following Ordinance:

ORDINANCE NO. 1-2026

AN ORDINANCE OF THE BOROUGH OF KUTZTOWN, COUNTY OF BERKS, PENNSYLVANIA, ADOPTING A FIRE CODE PREVENTION ORDINANCE TO PROVIDE FOR THE REGULATION OF KEY LOCK BOXES WITHIN THE BOROUGH.

Passed by unanimous vote.

Under Public Works Committee, a motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To award the base bid, in the amount of \$347,874.50, to Construction Masters Services for the 2026 Street and Storm Sewer 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 Brandywine Cougar Youth Football and Cheer Association to use the Multipurpose Field and the Brick Pavilion for their 2026 season from June 1, through December 1, 2026, contingent upon providing an updated certificate of insurance. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Keegan, Resolved, To approve the request from Kutztown University to offer a discounted pool rate to camp participants (\$8.00 KU student daily pool rate), and to have Jason Garcia coordinate with

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the pool manager to ensure the pool has proper staffing to accommodate the campers, as well as the pool manager maintaining the right to deny pool access to the KU camp participants if the pool is beyond capacity or if the pool is short staffed. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To award the bid to Lincoln Pavement Services complete items 1, 2, 3, 4, 5, and 9 from the 2026 Line Painting List in the amount of \$13,060.12. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Keegan, Resolved, To approve upgrading the yard waste cameras, to add a chain to block off the yard waste dumpsters overnight, and to approve the quote from TWG Security in the amount of \$4,931.65. 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 reappoint Andrew Arnold as a member of the Housing License Appeals Board, whose term shall expire on July 1, 2027. Passed by unanimous vote.

A motion was made by Ms. Keegan, seconded by Ms. Ladd-Kidder Resolved, To appoint Michael Barron as a member of the Kutztown Municipal Authority, whose term shall expire on December 1, 2027. Passed by unanimous vote.

A motion was made by Ms. Keegan, seconded by Mr. Seyler, Resolved, To hire Caysen McAndrew as a Seasonal Public Works employee over the summer months, at a rate of \$15.75 per hour, effective immediately. Passed by unanimous vote.

Under Finance and Electric Committee, a motion was made by Mr. Seyler,

seconded by Ms. Keegan, Resolved, To approve ordering a Freightliner M2 106 Plus chassis (\$114,544.00) and 50' Fully Hydraulic derrick rear mount truck body (\$305,979.00), from COSTARS, with a total purchase price of \$420,523.00, which will be a new line truck for the Electric Department. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To approve Payment No. 9 to Kinsley Construction, LLC in the amount of \$715,385.47 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. 19, in the amount of \$21,128.11, from Kinsley Construction, for temporary generator connections (from existing and permanent), 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 amend the previous motion to approve Change Order No. 19, Item #1 only, in the amount of \$3,400.00.

Ms. Coaxum added that some additional subcontractor fees might apply, so we need an adjusted Change Order.

Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To table the agenda item for Change Order No. 20, regarding the pressure washer upgrade, 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. 21, in the amount of \$15,068.37, from Kinsley Construction,

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for Boiler Sequence of Operations Modifications, for the Public Works and Administration Building project. 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. Keegan, Resolved, To pause any new or expanded agreements to supply public water to parties located outside the Borough until additional information is obtained.

Ms. Ladd-Kidder noted that she met with Ms. Coaxum and Water Superintendent Troy Smith, who presented other ideas to explore options that might be more effective, and she would therefore like to table this motion.

A motion was made by Ms. Ladd-Kidder, seconded by Mr. Seyler, Resolved, To amend the motion still on the floor, and to table pausing any new or expanded agreements to supply public water to parties located outside the Borough until additional information is obtained. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To approve the DEP PCE follow-up letter regarding the Saucony Creek Watershed. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To approve a utility credit in the amount of \$218.80 to 624 Highland Avenue. Passed by unanimous vote.

Mr. Seyler noted a big thank you of appreciation to the Kutztown Water Treatment Plant crew for their efforts to lower the loss of water due to underground leaks

to 7%. (below the industry standard of 15%). Below is the memo provided to Council by

Waster Superintendent Troy Smith:

In January 2026, the Water Department observed higher than normal pumping records and began in-house leak detection/location efforts. Because none of the potential leaks were surfacing, the water department began an acoustic survey of our fire hydrants to locate leak areas and then began acoustic survey of the water mains in the areas of leak detection found on the hydrants to pinpoint the actual leak location. We were able to locate two leaks, a 6" clean break at the intersection of Highland Ave. and North Elm Street and a 6" clean break at the intersection of Highland Ave. and Short Street. Both leaks were repaired by the water department when found. In February, there was an 8" clean brake on the waterline feeding the Foundry. This leak did surface and was repaired that evening. Even after all these leaks were repaired, we still observed higher than normal pumping. At our March Water/Wastewater Committee meeting I received approval to contract with Dave Bonkovich Leak Detection Services to survey the entire town using acoustic leak detection equipment to locate additional leaks not surfacing. The quoted price for this service was \$10,000. Dave began his survey on the evening of March 14th and commenced on March 21st having surveyed the North half of town at the cost of \$3,200 and locating 7 additional leaks listed below.

- 1) 6" main on South Kemp at rear of 482 E. Main St.*
- 2) 6" main at intersection of S. Kemp & Highland Ave.*
- 3) 6" Hydrant Tee at 658 College Garden Drive*
- 4) Water Service leak at 418 W. Main St.*
- 5) 6" hydrant lateral at 38 Greenwich St.*
- 6) 6" main at 752 E. Walnut St.*
- 7) Hydrant leak at rear of Planet Fitness*

These leaks were repaired promptly as they were found. In January our non-revenue water loss was 7.987 million gallons or 35%. At the end of April our non-revenue water was down to 1.712 million gallons or 7.6%. The DRBC recommended max water loss is 15% or less.

After surveying just one half of the town we were able to tighten up the system and save a considerable amount of water plus the cost savings of having to treat this non-revenue water. This is the lowest that our water loss percentage has ever been. We are looking at completing the survey of the South side of town later this year to see if we can improve even more. Due to the harsh winter and our aging infrastructure, we have been seeing larger than usual leaks per year. We will continue our efforts to maintain the system in the best possible working order; however, we will need to consider replacing water mains over the next 5 to 10 years. I have had HRG complete a capital project cost estimate of the areas that I feel need replacing, and it was provided to Committee for consideration.

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I would like to thank The Water Committee and Borough Council for providing us with the necessary funds and means needed and the Water Department Crew for their ongoing efforts to maintain our water system and provide the best quality water to our residents as possible.

Under Miscellaneous, Borough Council discussed a draft policy for public meeting rules of order, and they asked staff to make some changes for further discussion.

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 8:14 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 May 16, 2026, through June 12, 2026, in accordance with Section 1106 of the Borough Code, Commonwealth of Pennsylvania.

Kevin J. Snyder

Gina M. Wiand