

July 15, 2025  
Kutztown, PA

A regular meeting of the Kutztown Borough Council was called to order at 7:30 p.m. in the Kutztown Train Station by the President, Mr. Kevin Snyder, with other members of Borough Council present: Mr. Edwin Seyler, Mr. George Kusterer, Mr. Frederick Engelhardt, Ms. Lisa Ladd-Kidder, Dr. Derek Mace, and the Mayor, Mr. James Schlegel. Mr. Keith Mooney, Borough Solicitor; Mr. Gabriel Khalife, Borough Manager/Treasurer; Mrs. Sharon Dalickas, Finance Director/Assistant Treasurer/Acting Assistant Borough Manager; Ms. Carolann Bartik and Ms. Andrea Rahn, Assistant Borough Secretaries; Kutztown Police Chief Mike Clery; Kutztown Planning Commission representative Bob Weller; Tompkins Insurance Representative Sam Harter; MVA Audit PLCC representative Cheri Freeh; and Borough residents Jeff Dietrich, Lisa Foreback, Eric Boyer, Shena Hesselbein, Mike Downing, Jacklyn Downing, Andrew Vogel, and Christen Taylor were also present.

Mr. Kusterer opened the meeting with a prayer.

A motion was made by Mr. Seyler, seconded by Mr. Kusterer, Resolved, To appoint Carolann Bartik, as an Assistant Borough Secretary, to attend Council meetings as needed. Passed by unanimous vote.

Sam Harter, from Tompkins Insurance, reviewed the 2025-2026 insurance renewal policy for the Borough of Kutztown. Mr. Harter reviewed the standard proposal, which included adding abuse and molestation to the policy.

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

To add abuse and molestation coverage to the insurance policy. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Dr. Mace, Resolved, To accept and enter into the proposal from Tompkins Insurance for Property, Liability, Casualty, Officers' and Employees' Workers' Compensation and any other similar insurance coverages. Passed by unanimous vote.

Mr. Harter also reviewed a builder's risk policy for the new Public Works/Administration building. Mr. Harter explained that this is insurance to cover the renovated building, and the 12-month policy will begin when the project begins. He stated that the policy is prorated and is cancelled when the occupancy permit is received.

A motion was made by Ms. Ladd-Kidder, seconded by Mr. Seyler, Resolved, To approve the securing of a Builder's Risk Policy, as submitted, for the new Public Works/Administration building. Passed by unanimous vote.

Cheri Freeh, representing MVA Audit PLCC, reviewed the 2024 audit report. Ms. Freeh reviewed the budget "report card," mentioning that Mrs. Dalickas and her team are doing a great job. She added that the audit went very well, and the Borough has a clean opinion. Following her presentation, Ms. Freeh mentioned that she will be retiring in a few weeks, adding that it was a pleasure working with Kutztown.

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 Student Representative

# 12793

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 June 17, 2025, Borough Council meeting.
- Review and accept the Borough Community Development Report for June 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 June 14, 2025, through July 11, 2025.

General Fund	\$90,717.02
Refuse and Recycling Fund	\$35,866.55
Water Fund	\$95,390.16
Electric Fund	\$262,376.06
Sewer Fund	\$32,414.97
Telecommunications Fund	\$13,137.96
Ambulance Fund	\$101.08

Passed by unanimous vote.

Under Borough Planning Commission, a motion was made by Mr. Engelhardt, seconded by Ms. Ladd-Kidder, Resolved, To enter into the Joint Comprehensive Plan agreement. Passed by unanimous vote.

Regarding the Planning Commission's recommendation to send a solicitor to the upcoming Zoning Hearing, on a date to be determined, for 154 W. Walnut Street, Bob Weller said that the Planning Commission decided it would not be necessary, and therefore it was the consensus of Council to not send a solicitor to the upcoming Zoning Hearing, on a date to be determined, for 154 W. Walnut Street.

Under Environmental Advisory Commission, there was nothing to report.

Under Community Development and Public Safety Committee, the Monthly

Police Report for June 2025 was submitted.

The following fines were collected:

District Justice Greth	June 2025	\$1,452.07
Clerk of Common Pleas	June 2025	\$688.48
Secretary's Office	June 2025	\$1,775.00

A motion was made by Mr. Kusterer, seconded by Dr. Mace, Resolved, To approve the parade permit application, from the Kutztown Community Partnership, to hold a Fallfest event on September 13, 2025, and to waive all associated fees. Passed by unanimous vote.

A motion was made by Mr. Kusterer, seconded by Mr. Engelhardt, Resolved, to identify the Borough-wide areas that are appropriate for engine brake retarder prohibition, and request that Joe Rogosky assist in the process of submitting the request to PennDOT. Passed by unanimous vote.

Following a discussion, it was the consensus of Council to not take action to contract with Ostergaard Acoustical Associates to conduct a Noise Assessment Ordinance until a formal contract is received.

Under Public Works Committee, it was noted that twenty trees are being purchased from the Foliage Farms to be planted in the Main Street Park for a cost of \$6,000.00.

Under Personnel Committee, an Executive Session was deferred until the end of the meeting.

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

Under Telecommunications and Information Technologies Committee it was noted that the Committee is working on the following items:

# 12795

1. Backup path for Kutztown internet connection
2. Upgrading/Migrating Calix equipment
3. Upgrading/Migrating from Aviligon 7 to Aviligon Unity, security camera system
4. Upgrading workstations to Windows 11 Pro
5. Upgrading servers to Windows 2022 or later
6. Replacing Credit Card terminals with new Credit Card terminals in the admin office
7. Consolidating VMWare host servers
8. Upgrading/Replacing current VPN equipment, possibly moving to a different VPN platform
9. Migrating Microsoft 365 to new Vendor
10. Replacing older thin clients with new Windows 11 thin clients, the thin clients are used for the virtual desktop environment
11. Obtaining Security + Certification
12. As always, BAU (business as usual) problems that occur during the work week

Under Water and Wastewater Committee, a motion was made by Mr. Seyler, seconded by Dr. Mace, Resolved, To approve payment of the Mr. Rehab invoice, in the amount of \$26,100.00, for work completed as approved by the HRG Engineer review. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Dr. Mace, Resolved, to approve a “Will Serve” letter and related request from KMA to serve 550 Noble Street 1 EDU of Water, and with the stipulations of having the rights to reassess if the 1 EDU is satisfactory for the property’s use, and if the 1 EDU is not reserved by payment, the 1

EDU will expire 180 days from the date of the KMA's issued invoice. Passed by unanimous vote.

Under Miscellaneous, an Executive Session to discuss personnel and legal matters was called for at 8:41 p.m. The Executive Session ended, and the meeting was reconvened at 9:32 p.m. No action was taken.

A motion was made by Mr. Kusterer, seconded by Ms. Ladd-Kidder, Resolved, To adjourn the Council meeting upon vote. Passed by unanimous vote. The meeting ended at 9:32 p.m.

Prepared by:

Gina M. Wiand  
Borough Secretary

Prepared and Attested by:

Carolann E. Bartik  
Assistant Borough Secretary

Kevin J. Snyder and Carolann E. Bartik hereby ordered payment of the expenditures listed in the Accounts Payable G/L Distribution Report, including payment dates from June 14, 2025, through July 11, 2025, in accordance with Section 1106 of the Borough Code, Commonwealth of Pennsylvania.

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Kevin J. Snyder

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Carolann E. Bartik