

July 21, 2026
Kutztown, PA

A regular meeting of the Kutztown Borough Council was called to order at 7:31 p.m. in the Kutztown Train Station by the President, Kevin Snyder, with other members of Borough Council present: Dr. Derek Mace, Mr. Edwin Seyler, Ms. Lisa Ladd-Kidder, and the Mayor, Mr. James Schlegel. Mr. George Kusterer and Ms. Katharine Keegan were absent. Mr. Keith Mooney, Borough Solicitor; Ms. Gina M. Wiand, Borough Secretary/Public Relations and Marketing Director; Ms. Sharon Dalickas, Finance Director/Assistant Treasurer/Assistant Borough Manager; Police Chief Mike Clery; Code Enforcement Officer Michele Lopez; Strand Theater/Kutztown Community Partnership representatives Susan Derr, Dale Derr, Sandy Green, Ellen Overcast, Peter Overcast, and Brandon Wood; Planning Commission representative Bob Weller; Gallagher Insurance representative Sam Harter; MVA Audit, PLLC representative Todd Joseph; visitors Brent Senseny and Tanner Phillips were also present.

President Snyder opened the meeting with a prayer.

Sam Harter, from Gallagher Insurance, presented the 2026-2027 insurance renewal policy to Council.

A motion was made by Mr. Seyler, seconded by Dr. Mace, Resolved, To accept and enter into the proposed agreement from Gallagher Insurance (formerly Tompkins Insurance) for property, liability, casualty, officers' and employees' workers' compensation, builder's risk, and any other similar insurance coverage with a 5%

increase compared to the standard 3% increase. NOTE: The additional 2% is recommended by the underwriter based on inflation. Passed by unanimous vote.

Todd Joseph, from MVA Audit, PLLC, presented the Borough's 2025 audit to Council. He said he found the "financial condition of the Borough is sound, robust, and doing very well."

Ellen Overcast updated Council on the progress of the Strand Theater rehabilitation project, and she asked for their continued support during the next phase of the project, which this the entry lobby. She noted that this will be a very visible phase while the past phases have been roofing and mechanicals.

Ms. Overcast introduced Linda Oatman High and Dylan Bordner, who ran the "Script to Screen" program at Greenwich Elementary.

Ms. Oatman High and Mr. Bordner spoke about the community project and how fulfilling it was to see all aspects of the community come together. Ms. Oatman High helped the students with screenwriting, while Mr. Bordner filmed and edited the movie. A Kutztown student designed the program, and Kutztown printing donated the printed programs. Students walked the red carpet and had a fun evening at The Strand presenting their movie!

Dr. Mace asked if they plan to replicate the process, and Ms. Oatman High said that is their intention to do so within the school district.

Mayor Schlegel noted that Mr. Bordner, although an Easton High School student, has roots in Kutztown. He also said that he watched the movie and thinks it is good.

Ms. Ladd-Kidder congratulated everyone on the project.

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 none.

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

- Review and accept the Minutes of the June 17, 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 June 13, 2026, through July 17, 2026.

General Fund	\$858,224.62
Refuse and Recycling Fund	\$146,307.50
Water Fund	\$91,927.69
Electric Fund	\$1,425,516.64
Sewer Fund	\$75,852.84
Telecommunications Fund	\$14,798.01

Passed by unanimous vote.

Under Borough Planning Commission, Bob Weller noted that information about the Joint Comprehensive Plan was sent to Council.

Under Environmental Advisory Commission, Ms. Ladd-Kidder noted that Council received letters from Todd Underwood regarding the EAC referral process and the proposed Noise Ordinance, and she asked how they would receive a response to the referral process letter.

Dr. Mace read the letter aloud and said that he thinks the Borough Manager could be the point of contact for them, while President Snyder said he thinks it should be discussed at the Community Development and Public Safety Committee meeting, and that was the consensus of Council.

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

The following fines were collected:

District Justice Greth	June 2026	\$3,568.76
Clerk of Common Pleas	June 2026	\$60.37
Secretary's Office	June 2026	\$2,370.00

A motion was made by Dr. Mace, seconded by Ms. Ladd-Kidder, Resolved, To introduce the draft Ordinance amending Chapter 225 of the Code of the Borough of Kutztown, entitled "Zoning" to provide definitions and specific requirements for Data Centers and Data Center accessory uses; and authorize advertisement of a public hearing to consider the final draft.

Brett Senseny asked what locations support both zoning and space availability for data centers in the Borough, and Michele Lopez responded that it is only the Industrial Zones.

Ms. Ladd-Kidder asked that a notice be added to the Web site that this Ordinance is available for review.

Passed by unanimous vote.

A motion was made by Dr. Mace, seconded by Ms. Ladd-Kidder, Resolved, To introduce the draft 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; and to authorize advertisement of a public hearing to consider the final draft. Passed by unanimous vote.

A motion was made by Dr. Mace, seconded by Ms. Ladd-Kidder, Resolved, To introduce the draft 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; and authorize advertisement of a public hearing to consider the final draft. Passed by unanimous vote.

It was noted that the last two Ordinances were previously authorized to be sent to the Berks County Planning Commission, so the wording that was contained on the agenda, was removed from each of the motions.

Under Public Works Committee, a motion was made by Mr. Seyler, seconded by Dr. Mace, Resolved, To approve Payment No. 1 to J. Phillips Excavating and Hauling, LLC, in the amount of \$60,903.19, for the Keiter Alley Storm Sewer project. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Dr. Mace, Resolved, To approve the purchase of a Hotsy unit HWE-403009C electric pressure washer, in the amount of \$12,500.00, for the new Public Works and Administration Building. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Dr. Mace, Resolved, To approve Change Order No. 23 from Kinsley Construction for the electric connection to add an

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electric pressure washer to the new Public Works and Administration Building. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To approve the request from the Department of Corrections to use the Brick Pavilion for a Staff Appreciation Picnic on July 23, 2026, and to waive the rental fee. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Dr. Mace, Resolved, To apply for a new eye wash station through the 2027 SMT Safety Grant. Passed by unanimous vote.

Under Personnel Committee, a motion was made by Dr. Mace, seconded by Mr. Seyler, Resolved, To afford full-time employment, to Michele Lopez, effective July 19, 2026, in concurrence with the Borough Manager's recommendation. Passed by unanimous vote.

A motion was made by Dr. Mace, seconded by Mr. Seyler, Resolved, To promote Jared Babel to the position of First Class Lineman due to the successful completion of his Advanced Line Worker training. Passed by unanimous vote.

Regarding the agenda item to temporarily assign a member of Borough Council as an alternate member of the Community Development and Public Safety Committee, the Telecommunications and Information Technology Committee, and the Personnel Committee, during Councilman George Kusterer's absence, Dr. Mace revealed that Mr. Kusterer plans to return to Council in August. No action was taken.

President Snyder noted that Matthew Christman successfully completed the Certified Operator testing requirements, effective May 27, 2026.

Under Finance and Electric Committee, a motion was made by Dr. Mace, seconded by Mr. Seyler, Resolved, To approve Payment No. 10 to Kinsley Construction, in the amount of \$1,065,721.75, for the Public Works and Administration Building project. Passed by unanimous vote.

A motion was made by Dr. Mace, seconded by Mr. Seyler, Resolved, To approve Change Order #26, (previously #25) from Kinsley Construction, to change the water heaters from natural gas to electric and to change the water heater locations.

It was noted that Change order #26 corrects miscalculations in Change Order #25 which now provides a credit, in the amount of \$993.62, instead of incurring additional costs.

Passed by unanimous vote.

A motion was made by Dr. Mace, seconded by Ms. Ladd-Kidder, Resolved, To approve the tax funding disbursement to Topton Ambulance for vehicle replacements, equipment, and medical purchases. Passed by unanimous vote.

Dr. Mace noted that Lineman Chad Gechter was sent to Ephrata Borough to aid in storm damage clean-up and restoration of power on July 6 and 7, 2026.

Under Telecommunications and Information Technologies Committee, Ms. Ladd-Kidder noted following improvements and system enhancements were completed on the Train Station Audio/Video system by TechniComAV:

1. To improve audio recording performance, new microphones were installed at all designated recording locations to enhance voice intelligibility and overall recording quality.
2. To improve audio coverage and sound distribution throughout the Train Station, the existing speakers were removed and replaced with new ceiling-suspended speakers. The new speaker configuration provides more consistent sound coverage and improved audio clarity within the facility.

3. The Audio/Video system was calibrated, configured, and performance tested to verify proper operation. Audio levels, equalization, and system settings were optimized to provide the highest level of performance and sound quality achievable within the design specifications and operational capabilities of the existing system.

Under Water and Wastewater Committee, Mr. Seyler noted that the Wastewater Treatment Plant will make repairs to the Bio-Tower media, for an approximate cost of \$3,000.00, that will be paid through the Capital Improvements Budget.

Under Miscellaneous, Mayor Schlegel announced that Kutztown Day is on Sunday, August 2.

A motion was made by Dr. Mace, seconded by Mr. Seyler, Resolved, To adjourn the Council meeting upon vote. Passed by unanimous vote. The meeting ended at 8:57 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 June 13, 2026, through July 17, 2026, in accordance with Section 1106 of the Borough Code, Commonwealth of Pennsylvania.

Kevin J. Snyder

Gina M. Wiand