

August 18, 2026
Kutztown, PA

A regular meeting of the Kutztown Borough Council was called to order at 7:32 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, Ms. Lisa Ladd-Kidder, Dr. Derek Mace and the Mayor, Mr. James Schlegel. Mr. Keith Mooney, Borough Solicitor; Ms. Andrea Coaxum, Borough Manager/Treasurer; Mrs. Sharon Dalickas, Finance Director/Assistant Treasurer/Assistant Borough Manager; Ms. Jill Remick, Assistant Borough Secretary; Police Chief Mike Clery; Planning Commission representatives Bob Weller and Patricia Snyder; Code Enforcement Officer Michele Lopez; and Borough residents Frederick Englehardt, Eric Boyer, Lucy Keim, and Roxanne Grim were also present.

Mr. Kusterer opened the meeting with a prayer.

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
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. Ms. Lucy Keim, Borough resident, spoke regarding unkept properties, weeds on sidewalks, etc., and inquired what can be done or is there anything she can do. Ms. Lopez noted she has been actively forwarding these properties to the

office of Judge Greth, which then handles fining the property owners. She also explained she will be updating/changing ordinances regarding unkept properties. She directed Ms. Keim and anyone else from the public to please email her office with any complaints.

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 July 21, 2026, Borough Council meeting.
- Review and accept the Borough Community Development Report for June 2026.
- Take action to release the Borough's annual \$1,000.00 contribution to Friend, Inc.
- 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 July 18, 2026, through August 14, 2026.

General Fund	\$235,118.75
Refuse and Recycling Fund	\$46,021.20
Water Fund	\$736,711.83
Electric Fund	\$389,583.87
Sewer Fund	\$677,910.22
Telecommunications Fund	\$51,267.69

Passed by unanimous vote.

Under Borough Planning Commission, Mr. Fred Englehardt, a member of the Joint Comprehensive Plan Committee, provided an update on the Joint Comprehensive Plan. Mrs. Patricia Snyder stated she will provide updated Joint Comprehensive Plan information, on a regular basis, to Council Members for their review.

Under Environmental Advisory Commission, there was nothing to report.

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

The following fines were collected:

District Justice Greth	July 2026	\$3,547.72
Clerk of Common Pleas	July 2026	\$60.42
Secretary's Office	July 2026	\$2,225.00

A motion was made by Mr. Kusterer, seconded by Dr. Mace, Resolved, To approve the request from the Kutztown Community Partnership to waive the building permit and inspection fees associated with the ongoing Strand Theatre renovation.

After discussion, Mr. Kusterer amended the previous motion to waive the building permit and inspection fees associated with the ongoing Strand Theatre renovation, to waive the building permit and inspection fees associated with the ongoing Strand Theater renovation up to \$9,500.00. Dr. Mace amended his seconding of the motion. Passed by unanimous vote.

A motion was made by Mr. Kusterer, seconded by Dr. Mace, Resolved, To introduce and authorize sending the draft Conditional Use Procedures and Standards Ordinance to the Borough Planning Commission and to the Berks County Planning Commission for review and comments. Passed by unanimous vote.

A motion was made by Mr. Kusterer, seconded by Dr. Mace, Resolved, To direct the Borough Planning Commission to conduct the required five-year review of Section 225-33.3 alongside Chapters 75, 168, and 225. Passed by unanimous vote.

A motion was made by Mr. Kusterer, seconded by Dr. Mace, Resolved, To approve the request from Kutztown Fire & Rescue to release funds from the fire tax account, in the amount of \$200,000.00, to make a payment for firehouse upgrades and renovations. Passed by unanimous vote.

Under Public Works Committee, a motion was made by Mr. Seyler, seconded by Dr. Mace, Resolved, To approve Change Order No. 27, from Kinsley Construction, in the

12921

amount of \$4,618.33 for adding a compressed seal to the northwest corner of the new Administration and Public Works building where it meets with the existing building. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To approve Change Order No. 28, from Kinsley Construction, in the amount of \$4,406.28 for adding a third data drop point at sixteen locations in the new Administration and Public Works building. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Dr. Mace, Resolved, To approve Change Order No. 30, from Kinsley Construction, in the amount of \$132,393.70, for the addition of fire dampers in the new Administration and Public Works building. Passed by unanimous vote.

A motion was made by Dr. Mace, seconded by Mr. Kusterer, Resolved, To approve Change Order No. 32, from Kinsley Construction, in the amount of \$27,335.67, for additional windows for the new Administration and Public Works building. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To approve Change Order No. 1, from CMS Construction Services, LLC, to add the reconstruction of Rhodes Alley from Keiter Alley to Peach Street to the 2026 Street and Storm Sewer Improvements Project, for a cost of \$47,296.00, due to available Main Street COVID PA Small Water and Sewer Grant funds. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Dr. Mace, Resolved, To approve Payment Application No. 11, from Kinsley Construction, in the amount of \$710,873.43 for the new Administration and Public Works building. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Dr. Mace, Resolved, To approve the request from Kutztown Troop 101G to use the pool parking lot, on October 24, 2026, for parking from 8:00 a.m. until 7:00 p.m. for their Philadelphia bus trip. 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 change their Trick- or-Treat Night rain date from October 28, 2026, to October 22, 2026, from 6:00 p.m. to 8:00 p.m. NOTE: Trick- or-Treat Night is scheduled for October 21, 2026, from 6:00 p.m. to 8:00 p.m. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Dr. Mace, Resolved, To approve the request from Lucille Heintzelman to issue a refund of \$85.00 for the rental of the Pomone Pavilion on July 26, 2026, due to the grill not being available at the pavilion. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To approve the quotes from Mainline Pools to close the pool for the 2026 season, in the amount of \$4,474.97, and to reopen it for the 2027 season in the amount of \$4,413.99. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Dr. Mace, Resolved, To approve the request from the KYAA to have the Borough's Electric and Public Works Crews install three new scoreboards, purchased by KYAA, on the 10U, 12U and softball fields. Passed by unanimous vote.

Under Personnel Committee, a motion was made by Mr. Kusterer, seconded by Dr. Mace, Resolved, Take action to accept the resignation of Councilperson Katharine

Keegan, with regret, effective immediately. Passed by unanimous vote.

President Snyder explained the need for Borough Council members to temporarily act as alternate members of the Personnel Committee, Community Development and Public Safety Committee, and the Telecommunications and Information Technologies Committee to fill Katharine Keegan's vacancies. Dr. Mace volunteered to be an alternate member for the Personnel Committee. Mr. Seyler volunteered to be an alternate member for the Community Development and Public Safety Committee. There were no volunteers for the Telecommunications and Information Technologies Committee.

A motion was made by Ms. Ladd-Kidder, seconded by Dr. Mace, Resolved, To concur with the Borough Manager's decision to hire Justin Calin as a Community Service Officer, at \$21.00 per hour, contingent upon the successful completion of the necessary reference checks, background investigation, and drug testing. Passed by unanimous vote

A motion was made by Ms. Ladd-Kidder, seconded by Mr. Kusterer, Resolved, To approve a Special Projects Office Assistant job description and authorize the internal advertisement of the position. Passed by unanimous vote.

Under Finance and Electric Committee, Dr. Mace briefly explained the new format of a line-by-line monthly budget status report.

A motion was made by Dr. Mace, seconded by Mr. Seyler, Resolved, To approve the monthly budget status report. Passed by unanimous vote.

A motion was made by Dr. Mace, seconded by Mr. Kusterer, Resolved, To approve the purchase of iPads with cases for all Borough Council members and the Mayor. Passed by unanimous vote.

Under Telecommunications and Information Technologies Committee a motion

was made by Ms. Ladd-Kidder, and seconded by Mr. Kusterer, Resolved, To adopt the following Resolution:

RESOLUTION NO. 4-2026

A RESOLUTION OF THE BOROUGH OF KUTZTOWN, COUNTY OF BERKS, COMMONWEALTH OF PENNSYLVANIA AUTHORIZING AND DIRECTING KEVIN SNYDER, PRESIDENT OF THE BOROUGH COUNCIL, AND ANY OTHER APPROPRIATE BOROUGH OFFICIALS, TO EXECUTE AN AGREEMENT BETWEEN THE BOROUGH OF KUTZTOWN AND UNIPOWER, LLC, INC. FOR THE PROVISION OF SERVICE AND MAINTENANCE UPON THE BOROUGH'S UPS POWER SUPPLY FOR THE BOROUGH'S COMPUTER SYSTEM.

WHEREAS, the Borough of Kutztown has as a UPS battery back-up system to power its computer systems in the event of a power outage (the "UPS System"); and

WHEREAS, the Borough Council of the Borough of Kutztown has a service and maintenance contract to keep the UPS System in good working order; and

WHEREAS, UniPower, LLC has made a proposal to the Borough of Kutztown for the provision of service and maintenance for the UPS System; and

WHEREAS, the Borough Council of the Borough of Kutztown desires to enter into a service and maintenance agreement with UniPower, LLC. for the UPS System; and

WHEREAS, UniPower, LLC is ready, willing and able to provide said service and maintenance coverage for the Borough's UPS System.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Council of the Borough of Kutztown, County of Berks, Commonwealth of Pennsylvania that Kevin Snyder, Borough Council President, and any other appropriate Borough officials, are hereby authorized and directed to execute and enter into an agreement with UniPower, LLC to provide service and maintenance for the Borough's UPS System.

ADOPTED by the Council of the Borough of Kutztown, Berks County, Pennsylvania, in lawful session duly assembled this 18th day of August, 2026.

Passed by unanimous vote.

Under Water and Wastewater Committee, a motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, To adopt the following Resolution:

RESOLUTION NO. 5-2026

A RESOLUTION OF THE BOROUGH OF KUTZTOWN, COUNTY OF BERKS, COMMONWEALTH OF PENNSYLVANIA AUTHORIZING AND DIRECTING KEVIN SNYDER, PRESIDENT OF THE BOROUGH COUNCIL, AND ANY OTHER APPROPRIATE BOROUGH OFFICIALS, TO EXECUTE AN AGREEMENT BETWEEN THE BOROUGH OF KUTZTOWN AND HACH SERVICE PARTNERSHIP, INC. FOR A COMPREHENSIVE COVERAGE PLAN FOR THE BOROUGH'S WATER ANALYSIS EQUIPMENT.

WHEREAS, the Borough of Kutztown owns and operates a water treatment and filtration facility (the "Water Plant"); and

WHEREAS, the Borough of Kutztown utilizes costly and sensitive water analysis equipment in the operation of the Water Plant; and

WHEREAS, the Borough Council of the Borough of Kutztown desires to enter into a comprehensive coverage plan to service and maintain the Borough's water analysis equipment; and

WHEREAS, Hach Service Partnership has made a proposal to the Borough of Kutztown for the provision of a comprehensive coverage plan to service and maintain the Borough's water analysis equipment; and

WHEREAS, the Borough Council of the Borough of Kutztown desires to enter into a comprehensive coverage plan with Hach Service Partnership for the Borough's water analysis equipment; and

WHEREAS, Hach Service Partnership is ready, willing and able to provide said comprehensive coverage for the Borough's water analysis equipment.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Council of the Borough of Kutztown, County of Berks, Commonwealth of Pennsylvania that Kevin Snyder, Borough Council President, and any other appropriate Borough officials, are hereby authorized and directed to execute and enter into an agreement with Hach Service Partnership to provide a comprehensive coverage plan to service and maintain the Borough's water analysis equipment.

ADOPTED by the Council of the Borough of Kutztown, Berks County, Pennsylvania, in lawful session duly assembled this 18th day of August, 2026.

Passed by unanimous vote.

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 8:32 p.m.

Prepared by: Gina M. Wiand
Borough Secretary

Prepared and Attested by: Jill D. Remick
Assistant Borough Secretary

Kevin J. Snyder and Jill D. Remick hereby ordered payment of the expenditures listed in the Accounts Payable G/L Distribution Report, including payment dates from July 18, 2026 through August 14, 2026, in accordance with Section 1106 of the Borough Code, Commonwealth of Pennsylvania.

Kevin J. Snyder

Jill D. Remick