

November 18, 2025
Kutztown, PA

A regular meeting of the Kutztown Borough Council was called to order at 7:31p.m. in the Kutztown Train Station by the President, Mr. Kevin Snyder, with other members of Borough Council present: Dr. Derek Mace, Mr. Edwin Seyler, Ms. Lisa Ladd-Kidder, Mr. George Kusterer, Mr. Frederick Engelhardt, and the Mayor, Mr. James Schlegel. 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; Mrs. Sharon Dalickas, Finance Director/Assistant Treasurer/Acting Assistant Borough Manager; Kutztown Planning Commission representative Bob Weller; Kutztown Community Library representatives Kathy Landis and Lisa Foreback; and Borough residents Eric Boyer, Kat Keegan, Erin Keegan, Mike Downing, and Lucy Keim were also present.

Cathy Landis and Lisa Foreback presented the library's annual report to Council.

Ms. Landis thanked Council for their support and past funding. She reported that the library was open 49 hours per week, most weeks, and offered 319 programs to the more than 8,000 attendees in 2025 so far. She noted that children's librarian Tara Sanders was given an honorary award, from the County library system, for public relations. She also thanked the Borough for assisting with story time.

Ms. Foreback reported that the library had to replace the guardrail and repaint the parking lot, plus they celebrated their 75th anniversary in 2025. She noted that passports are their best fundraiser, and that library funding will decrease again in 2026.

Ms. Landis and Ms. Foreback requested the \$5,012.00 needed to receive matching funds from the state and said that they would appreciate additional support if possible.

Ms. Ladd-Kidder thought that Council might want to consider a one time \$5,000.00 contribution, and Mr. Khalife said that it can be considered a later time since it is not budgeted.

Dr. Mace suggested advertising the passport program in a Borough bill insert.

A motion was made by Ms. Ladd-Kidder, seconded by Mr. Engelhardt, Resolved, To approve the request for an annual donation of \$5,012.00, and to consider giving extra in 2026. Passed by unanimous vote.

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

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. Engelhardt, Resolved, To approve the Consent Agenda, consisting of the following items:

- Review and accept the Minutes of the October 21, 2025, Borough Council meeting.
- Review and accept the Borough Community Development Report for October 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 October 18, 2025, through November 14, 2025.

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General Fund	\$109,416.72
Refuse and Recycling Fund	\$31,974.63
Water Fund	\$101,270.56
Electric Fund	\$436,989.54
Sewer Fund	\$92,337.43
Telecommunications Fund	\$24,039.31

Passed by unanimous vote.

Under Borough Planning Commission, Bob Weller noted that they will continue working on a Data Center Ordinance, and he thanked Ms. Ladd-Kidder for her help.

Under Environmental Advisory Commission, there was nothing to report.

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

The following fines were collected:

District Justice Greth	October 2025	\$2,818.64
Clerk of Common Pleas	October 2025	\$60.42
Secretary's Office	October 2025	\$7,000.00

A motion was made by Mr. Kusterer, seconded by Mr. Engelhardt, Resolved, to adopt the following Resolution:

RESOLUTION NO. 7-2025

A RESOLUTION OF THE COUNCIL OF THE BOROUGH OF KUTZTOWN, BERKS COUNTY, PENNSYLVANIA, REQUESTING A STATEWIDE LOCAL SHARE ASSESSMENT GRANT, OF \$51,699.00, FROM THE COMMONWEALTH FINANCING AUTHORITY TO BE USED FOR TWELVE (12) ALL TRAFFIC SOLUTIONS "SHIELD 12" RADAR SPEED SIGNS.

BE IT RESOLVED, that the Borough of Kutztown, Berks County, requests a Statewide Local Share Assessment grant, of fifty-one thousand six-hundred and sixty-nine dollars (\$51,669.00), from the Commonwealth Financing Authority to be used for twelve (12) All Traffic Solutions "Shield 12" Radar Speed Signs.

BE IT FURTHER RESOLVED, that the Borough of Kutztown, Berks County, hereby designates Paul Clery, Chief of Police, and Sharon Dalickas, Finance Director, as

the official(s) to execute all documents and agreements between the Borough of Kutztown and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

DULY ADOPTED AS A RESOLUTION this 18th day of November, 2025, by the Council of the Borough of Kutztown, Berks County, Pennsylvania, in a lawful session duly assembled.

Passed by unanimous vote.

Ms. Ladd-Kidder asked if the Borough is responsible for paying for any of this, and Chief Clery replied that it is not because it is a full grant with no match required.

Under Public Works Committee, a motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, to approve Option 1 of the proposed 2026 Street and Stormwater Improvements project, for storm line repairs at South Maple Street and James Street, with the options of scaling back the crack sealing and miscellaneous patching if needed, and to request an alternate item for paving at the Main Street Park near the skate park.

President Synder noted that the cost is \$13,150.00.

Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Dr. Mace, Resolved, to ratify approval of the request from Todd Underwood for his Animal Behavior Class to conduct field research projects in North Park. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, to approve an individual Dolphin Swim Team member rate of \$110.00 for the 2026 season.

NOTE: Individuals must be verified as active 2026 swim team members to receive the discounted rate. Passed by unanimous vote.

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A motion was made by Mr. Seyler, seconded by Ms. Ladd-Kidder, Resolved, to approve the request from Grace EC Church to have an outdoor Christmas Eve Service, weather permitting, at the Train Station. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Dr. Mace, Resolved, to approve Acela's Construction Phase Services Agreement, Proposal #1, which provides full-time onsite Construction/Field Inspectors, at a cost of \$326,976.64, 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 Payment No. 2, in the amount of \$260,617.93, from Kinsley Construction, for the Public Works and Administration Building project. Passed by unanimous vote.

A motion was made by Mr. Seyler, seconded by Dr. Mace, Resolved, to award the Municibid sale of a 2000 Chevy Truck w/8' Fisher snowplow, to Barry Kline, in the amount of \$6,600.00. Passed by unanimous vote.

Under Personnel Committee, an Executive Session to discuss personnel and legal matters was deferred until the end of the meeting.

A motion was made by Mr. Engelhardt, seconded by Mr. Kusterer, Resolved, to enter into an agreement with the Lafayette Meyner Center to assist in the Borough Manager search process, base fee and all related services, and the background investigation option at a cost of \$13,500.00.

Ms. Ladd-Kidder stated that the paperwork indicates an amount of \$14,000.00, and not \$13,500.00.

A motion was made by Mr. Engelhardt, seconded by Mr. Kusterer, Resolved, to amend the motion still on the floor, to enter into an agreement with the Lafayette Meyner

Center to assist in the Borough Manager search process, base fee and all related services, and the background investigation option at a cost of \$14,000.00. Passed by unanimous vote.

A motion was made by Mr. Engelhardt, and seconded by Dr. Mace Resolved, to enter into an agreement with PMEA to accept a \$5,000.00 grant to assist in the Borough Manager search cost. Passed by unanimous vote.

A motion was made by Mr. Engelhardt, and seconded by Mr. Kusterer Resolved, to reappoint James Schlegel to the Kutztown Transportation Authority, whose term shall end on December 1, 2030. Passed by unanimous vote.

A motion was made by Mr. Engelhardt, and seconded by Mr. Kusterer Resolved, to reappoint John Fry to the Housing License Appeals Board, whose term shall end on December 1, 2026. Passed by unanimous vote.

A motion was made by Mr. Engelhardt, and seconded by Ms. Ladd-Kidder Resolved, to recognize, with regret, Steve Diehl's Notice of Retirement, with an anticipated last day in the office to be February 28, 2026. Passed by unanimous vote.

Under Finance and Electric Committee, a motion was made by Dr. Mace, seconded by Mr. Seyler, Resolved, to approve payment of the ACA Prime invoice in the amount of \$550.00. Passed by unanimous vote.

A motion was made by Dr. Mace, seconded by Mr. Seyler, Resolved, to authorize entering into a Pole Attachment Agreement with Windstream. Passed by unanimous vote.

A motion was made by Dr. Mace, seconded by Mr. Seyler, Resolved, to introduce and authorize advertisement of the proposed Ordinance to adopt the 2026 real estate tax rates. Passed by unanimous vote.

Mr. Seyler noted that the increase is from 5.7 mills to 5.9 mills, and Dr. Mace added that Kutztown is in the “middle of the pack” in the County.

A motion was made by Dr. Mace, seconded by Mr. Seyler, Resolved, to introduce and authorize advertisement of the proposed Resolution to increase electric rates. Passed by unanimous vote.

Dr. Mace noted that it is about a 9% increase and that rates are increasing throughout the country. He added that he is a MetEd customer, in the Borough, and his bill is currently about 17% higher than Borough electric bills.

A motion was made by Dr. Mace, seconded by Mr. Seyler, Resolved, to introduce and review the proposed budget for 2026. Passed by unanimous vote.

Mr. Khalife noted that the Borough Committees have been reviewing the budget for months.

A motion was made by Dr. Mace, seconded by Mr. Seyler, Resolved, to authorize advertisement that the proposed budget for 2026 is available for public inspection. Passed by unanimous vote.

Under Telecommunications and Information Technologies Committee, a motion was made by Ms. Ladd-Kidder, seconded by Mr. Kusterer, Resolved, to approve the installation of a second “Ready OP System” at the Borough’s head-end for the Civil Air Patrol. Passed by unanimous vote.

Under Water and Wastewater Committee, a motion was made by Mr. Seyler, seconded by Dr. Mace, Resolved, to enter into an Independent Contractor Agreement, with Larry Lloyd, to continue his conservation services as described in his 2026 proposal. Passed by unanimous vote.

President Snyder called for an Executive Session to discuss personnel and legal matters at 8:02 p.m. The Executive Session ended, and the meeting was reconvened at 8:48 p.m.

Under Miscellaneous, a motion was made by Mr. Engelhardt, seconded by Mr. Kusterer, Resolved, To enter into a Labor Agreement with the Police Association for 2026-2028, per the terms agreed upon through negotiations. Passed by unanimous vote.

A motion was made by Mr. Engelhardt, seconded by Mr. Kusterer, Resolved, To approve the following 2026 salary/pay rate increases:

- 3.5% increase for the Administrative staff
- 4% increase for the Confidential staff
- 3% increase for the Borough Manager
- 4% increase for the Police Chief
- \$1,000 increase for the Recreation Director
- \$1,000 increase for the Pool Manager
- 5% increase for seasonal and part-time employees (rates per hour ranging between \$12.00 and \$17.00): pool lifeguards, pool office clerks, seasonal laborers, and crossing guards

Passed by unanimous vote.

Dr. Mace stated that he thinks it is important to try to find more money for the library in the 2026 budget.

A motion was made by Mr. Seyler, seconded by Dr. Mace, Resolved, To adjourn the Council meeting upon vote. Passed by unanimous vote. The meeting ended at 8:50 p.m.

Prepared and Attested by: Gina M. Wiand
Borough Secretary

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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 October 18, 2025, through November 14, 2025, in accordance with Section 1106 of the Borough Code, Commonwealth of Pennsylvania.

Kevin J. Snyder

Gina M. Wiand