A regular meeting of the Planning Commission was held on Monday, December 9, 2019, at the Kutztown Municipal Building, 45 Railroad Street.

The meeting was called to order at 7:00 PM by Ms. Lisa Ladd-Kidder, Chairperson. Members present were: Ms. Lisa Ladd-Kidder, Mr. Frederick Engelhardt, Mr. Joel Seidel, Mrs. Pat Snyder, Mr. Tim Haring, Ms. Karen Feridun, and Mr. Michael Blichar. Also present: Ms. Judith Danko, Director of Community Development; and Ms. Carolann Moody, Recording Secretary. Public Attendance: Ms. Fila Back

PUBLIC COMMENTS ON NON-AGENDA ITEMS
There were no public comments.

PLANNING COMMISSION COMMENTS ON NON-AGENDA ITEMS
There were no comments from Planning Commission members on non-agenda items.

APPROVAL OF MINUTES
The November 18, 2019 Planning Commission minutes were reviewed by members. Ms. Ladd-Kidder wanted the word “residential” inserted in front of tenants in the third paragraph of the New Business/Action Items section. She also wanted the wording changed in the middle of the paragraph of the Old Business/Updates section to read, “There was a brief discussion regarding the previously approved minor subdivision of 26 S. Whiteoak St. into two parcels (the Young Ones building lot located between S. Whiteoak St. and Herring Alley and a portion of the parking lot located east of Herring Alley). At this meeting, motion by Mr. Seidel and seconded by Mrs. Snyder to recommend Borough Council approve the application to annex/consolidate the three private parking lots (between Herring Alley and Stimmel Alley into one parcel and onto one deed. This annexation would encompass, in its entirety the three existing paved parking lot as it physically exists, with the following stipulations; 1. The subdivision plan shall contain a notation that the parcel being transferred is not to be considered a separate building lot and, 2. The sketch plans go through the approval process of the Berks County Planning Commission and HRG, Inc. The motion passed by unanimous vote.” Motion by Mr. Haring and seconded by Mr. Seidel to approve the November 18, 2019 minutes as corrected. The motion passed by unanimous vote.

NEW BUSINESS/ACTION ITEMS
• Letter in Support of CFA (Commonwealth Financing Authority) Grant Application
Ms. Ladd-Kidder mentioned that a letter from the Planning Commission was prepared in support of the Water/Wastewater Department’s CFA grant application for a dewatering sludge project. The Planning Commissions cast their votes electronically to approve or disapprove the prepared letter. A vote was taken by email from November 22-25, 2019. The record shows four votes “in favor” of approval and zero votes “not in favor” of approval. The Planning Commission’s letter was approved and submitted to Brooke Semanchik of HRG. Ms. Semanchik will include the Planning Commission’s letter as part of the CFA grant application packet from the Borough.
OLD BUSINESS/UPDATES

● Discuss Proposed Amendment of the Borough of Kutztown’s Water Supply Agreement
Ms. Ladd-Kidder had previously emailed Planning Commission members a document regarding, “Response to the June 2019 proposal by New Enterprise Stone and Lime to amend the Borough’s Water Supply Agreement of 2005.” She requested Planning Commission members review the document and be prepared to discuss at this meeting.

Mrs. Snyder opened the discussion by asking if the document would be coming from the Planning Commission and Ms. Ladd-Kidder stated it would be from both the Planning Commission and the EAC (Environmental Advisory Council), who has already signed off on the document. Ms. Ladd-Kidder added that if there are changes, she will take the document back to the EAC to make them aware of these changes.

Mrs. Snyder stated that most of the changes she would recommend are in wording and in the tone of the document. While reviewing the document for the changes that she suggested, Planning Commission members were in agreement with those changes. There was a brief discussion regarding the chronological order of the 4 times that Water Supply Agreement’s current maximum limit of PCE was exceeded, and Ms. Ladd-Kidder stated that she will verify the correct timeline and if changes need to be made in the document, she will follow up with Planning Commission members. Following the review of the document there was a motion by Mr. Haring and seconded by Ms. Feridun to recommend approval of the response to the Water/Wastewater Committee contingent upon the PCE levels stated in the document are in the correct order and that the document is amended to reflect the changes Planning Commission members recommended during the discussion of the document. The motion passed by unanimous vote.

OFF AGENDA

● Reminder/Election of Officers at the January 2020 Meeting
Ms. Ladd-Kidder reminded Planning Commission members that elections of officers will take place at the January 2020 meeting. She added that the Chairperson, Vice-Chairperson and Secretary are re-elected every year.

● Review 2020 Meeting Dates: Jan 13, Feb 10, Mar 9, Apr 13, May 11, Jun 8, Jul 13, Aug 10, Sep 14, Oct 12, Nov 9 and Dec 14
Ms. Ladd-Kidder mentioned that the Borough Secretary, Ms. Gina Wiand requested Planning Commission members review the 2020 meeting dates, adding that if 3 or 4 people are not available on a certain meeting date, she will speak with Ms. Wiand about changing the meeting date. She requested Planning Commission members get back to her by the end of the week regarding the meeting dates.

ADJOURNMENT
With no further business to discuss a motion was made by Mrs. Snyder and seconded by Mr. Blichar to adjourn the meeting. The motion carried and the meeting was adjourned at 7:55PM.

Respectfully submitted,

Ms. Carolann Moody
Recording Secretary