

# **The Multi-Municipal Comprehensive Plan for the SLATE BELT**

## **Steering Committee Meeting**

**June 5, 2019 – 7 PM, Weona Park Community Center, 25 S. Main Street, Pen Argyl, PA 18072**

### **Steering Committee Attendees:**

Bangor: Nate Dysard  
East Bangor: Derek Powell, Jason Huggan  
L. Mt. Bethel: Sandra Newman, Jennifer Smethers  
Pen Argyl: Janell Connolly, Robin Zmoda  
Plainfield: Terry Kleintop, Tom Petrucci, Steve Hurni  
Portland: Lance Prator, Stephanie Steele  
Roseto: Carl Renna, Joe Angelini, Cathy Martino  
U. Mt. Bethel: Anthony DeFranco, Rick Fisher  
Washington: Gail Putvinski, Robert D. Smith  
Wind Gap: Louise Firestone

### **Members of the Public in Attendance:**

Samantha Burns – Lower Mount Bethel Township  
Paul Levits – Plainfield Township  
Judith Henckel – Upper Mount Bethel Township  
Charles Cole – Upper Mount Bethel Township  
Andrew Kleiner – Lehigh Valley Economic Development Corporation  
Stephen Reider – Slate Belt Rising

### **Planning Partners in Attendance:**

Becky Bradley – Lehigh Valley Planning Commission (LVPC)  
Peter Barnard – Lehigh Valley Planning Commission (LVPC)  
Sue Rockwell – Lehigh Valley Planning Commission (LVPC)

## **Minutes:**

### **Introductions**

Ms. Rockwell took roll call.

Mr. Barnard identified the consulting team members and discussed each member's role in the planning process. Contact information is provided with the agenda attachments.

Mr. Petrucci added an item to the agenda: Approval of the May 1, 2019 Meeting Minutes, which are attached to the agenda. Mr. Angelini made a motion to approve the minutes. Mr. Prator seconded the motion, which passed unanimously.

### **Intermunicipal Agreement**

Ms. Zmoda stated that Pen Argyl Borough approved the agreement at their June 4, 2019 Council Meeting. She asked if each municipality needs to submit their approval separately. The group discussed creating a single signature page that each municipality would sign. After discussion, Mr. Hurni made a motion that each municipality will approve the agreement individually, and sign a single separate signature page at a future meeting. Mr. Prator seconded the motion, which passed unanimously.

Mr. Kleintop questioned why each municipality is restricted to three representatives, which he believes is inadequate. Ms. Bradley responded that the intermunicipal agreement was amended several weeks ago that included language for just three representatives. Each municipality can invite anyone they want to the meetings, which are open to the public. Other Steering Committee members noted that that was voted on previously. The three members represent the community, which has only one vote. If others from the community want to be involved, they can be invited to the meetings. Ms. Bradley stated that the Steering Committee members inform their community of the votes, and if there is a disagreement, the LVPC should be notified. The Steering Committee has no legally binding status. Mr. Prator made a motion to maintain the number of committee representatives from each municipality at three. Mr. Angelini seconded the motion. The group commented that the “no” votes should also be called for with all votes. Mr. Petrucci called for the “no” votes. Mr. Kleintop voted no. The motion passed with one no vote.

### **Consulting Contract**

Mr. Petrucci asked if there were any comments on the contract that was previously provided to Steering Committee members. Ms. Putvinski questioned the addition of Northampton County with the most recent version of the contract. Ms. Bradley explained that the County requested that the contract be revised to add County Executive McClure to the signature page. With no other comments, Mr. Hurni made a motion that the contract move forward for municipal approval. Ms. Smethers seconded the motion, which passed unanimously.

### **Logo and Website**

Ms. Bradley showed the Steering Committee three logo options for consideration. Ms. Connolly indicated that they liked the second option. Mr. Prator seconded the motion to discuss the logos. Mr. Petrucci questioned the seconded motion and whether a motion is needed for discussion. The group commented that the committee should follow Roberts Rules of Order. Lower Mt. Bethel indicated that they liked the second option as well, with the curve representing the topography of the area. Several committee members noted that the listing of municipal names was out of order with their colors. Ms. Bradley suggested that, using the second option, the municipal names could be changed to slate gray and the color of the dot in front of each municipal name would reflect the municipal color. The motion was amended and seconded to reflect Ms. Bradley’s suggestion. The motion passed unanimously. The revised logo will be sent to Steering Committee members by June 6.

Mr. Barnard showed the group the draft website. The URL for the site is [planslatebelt.org](http://planslatebelt.org). He called for photos that can be included on the site. A question was raised as to whether the name is Plan Slate Belt or Slate Belt Plan. The website says the former while the logo options provided say the latter. Ms. Bradley stated that the name on the logo options was incorrect and

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will be corrected. Mr. Barnard provided a walk-through of the website. The home page will include hero slides, Steering Committee meeting dates and a list of committee members. The About page includes a discussion of the planning effort, meeting dates and location. The Resources page will include basic maps of the area, which will be revised to reflect the municipal colors, and current plans and reports. Paper plans will be scanned and added to the website. The Meetings page will include agendas and meeting minutes (once approved by the Steering Committee). The meeting dates will be updated to include 2020 dates once finalized. The Get Involved page will include a place to provide comments, which will automatically be sent to the committee Chair and Vice Chair, whose contact information is also provided. Ms. Bradley said the link to the site will be sent June 6 but asked members not to distribute it publically until it is finalized. She requested municipal comments on the website within a week. LVPC staff is currently working on maps for the charrettes, which will be added to the site as well. Committee members opened the site with their cellphones during the meeting and asked how to stop the maps from scrolling. Ms. Bradley said she would check with staff.

### **Monthly Meeting Schedule**

Mr. Petrucci said that the Steering Committee meeting dates, as provided in the agenda attachments, have already been approved. A comment was made that the address shown on the legal ad was incorrect. Mr. Petrucci said the meetings would have to be re-advertised. Ms. Bradley said that, after discussion with the LVPC solicitor, the charrette meetings will be advertised. The Steering Committee meeting dates can be re-advertised with the charrette ad.

### **Stakeholder Charrettes**

Mr. Petrucci asked if each community provides a stakeholder list. Ms. Bradley responded that normally we package the email for communities to use to send to their stakeholders. Mr. Barnard said a meeting invite is attached to the agenda and will be sent to committee members by June 6. He requested that members provide the LVPC with their stakeholder lists to create a master list. A question was asked about whether a maximum number of people are allowed at the charrettes. Ms. Bradley responded no, different dates and times are scheduled to meet peoples' schedules. A comment was made that the June 19 time listed on the agenda was not the same as that on the email invite. Mr. Barnard said the time on the agenda is correct and that would be corrected on the invite before sending it out to them. Ms. Bradley said the meetings are being advertised because they are open to the public, however, the communities know those people that have the most knowledge.

Mr. Barnard said that the next committee meeting is scheduled for mid-July. After the charrettes, the LVPC will send a survey to the stakeholders and invitees, but the survey can be open to the public if the Steering Committee chooses to do so.

### **Call for Data**

Mr. Petrucci commented that all municipalities should have received a request for community utilities and facilities from the LVPC and to submit the requested data as soon as possible.

Mr. Hurni made a motion to adjourn the meeting. Mr. Prator seconded the motion, which passed unanimously.

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**Attachments**

- Consulting Team Contacts
- Logo Options
- Monthly Meeting Schedule
- Stakeholder Email Invite
- May 1, 2019 Steering Committee Minutes

Minutes prepared and respectfully transmitted by the LVPC.