



Catasauqua Borough | East Allen Township | Hanover Township
North Catasauqua Borough | Northampton Borough

RIVER CENTRAL MULTI-MUNICIPAL PLANNING STEERING COMMITTEE Minutes from the January 12, 2021

Peter Paone volunteered to preside over the virtual meeting. Called meeting to order at 7pm.

WELCOME + INTRODUCTIONS

Tracy Oscavich (LVPC) was asked to call the roll.

ROLL CALL

Members

Steve Travers – Catasauqua Borough
Brent Green – East Allen Township
Bob Mills – East Allen Township
Chris Cruz – East Allen Township
Vicky Roth – Hanover Township
Melissa Wehr – Hanover Township
Peter Paone – North Catasauqua Borough
Bryan Cope – North Catasauqua Borough

Others in Attendance

Georgian Hunsicker – East Allen Township
Doreen Curtin – East Allen Township
Rick Molchany – Lehigh County
Ryan Meyer – Lehigh and Northampton Airport Authority
Victor Rodite – Northampton Borough
Becky Bradley – LVPC
Tracy Oscavich – LVPC
Samantha Smith – LVPC
Jill Seitz – LVPC

APPROVAL OF MINUTES

[No Prior Meeting]

COURTESY OF THE FLOOR

Becky Bradley (LVPC) welcomed and thanked participants, stated that she was looking forward to this project that has been worked towards for such a long time.

DESIGNATE STEERING COMMITTEE OFFICERS

Becky started discussion on group organization. Peter Paone suggested open nominations for a chair. Steve Travers seconded. Bob Mills asked about Chair responsibilities. Becky responded with normal chair duties and communications. Following discussion, Peter Paone called for nominations for Chair.

MOTION: By Bryan Cope to nominate Brent Green as Chair. Second by Bob Mills.

Brent Green stated that he believed that the Chair might best be served by someone living in River Central, but that he would serve. Steve Travers offered that he would assist Brent, but that seconded the comment.

Melissa Wehr asked about additional fees. Becky clarified that the costs from LVPC have been fixed, and assured of no additional bills. Brent mentioned separate costs East Allen Township paid for (advertising) that have been discussed separately.

MOTION: By Bryan Cope to close nominations. Seconded by Steve Travers. Call for vote – all in favor, none opposed.

Nominations being closed with only one nominee, Brent Green affirmed as Chair. Peter Paone turned meeting over to Chairperson.

Brent Green called for nomination for Vice Chair.

MOTION: By Peter Paone to nominate Steve Travers as Vice Chair. Second by Vicky Roth.

MOTION: By Melissa Wehr to close nominations. Seconded by Bob Mills. Call for vote – all in favor, none opposed.

Nominations being closed with only one nominee, Steve Travers affirmed as Vice Chair.

Brent Green called for nomination for Secretary.

MOTION: By Bob Mills to nominate Peter Paone as Secretary. Second by Chris Cruz.

Nominations being closed with only one nominee, Peter Paone affirmed as Secretary.

CONTRACT + INTERMUNICIPAL AGREEMENT STATUS

DESIGNATE MUNICIPAL POINT OF CONTACT FOR CONTRACT

Becky Bradley asked for municipal point of contact. Each community provided guidance.

Catasauqua Borough – Steve Travers
East Allen Township – Brent Green
Hanover Township – Melissa Wehr
North Catasauqua Borough – Peter Paone
Northampton Borough – LeRoy Brobst

MINOR ADMINISTRATIVE MATTERS

Becky asked if LVPC should take minutes or if Peter Paone would be. Pete offered to take minutes, but asked Tracy to forward minutes from earlier in the meeting.

Becky asked of any community designees that should be notified of meetings. Provide names to Tracy.

Becky presented the list of appointees to the group, and asked if municipalities are doing alternates. Brent commented that it was up to the communities and asked that alternates be included in the notifications.

Becky noted that a website is being created and asked whether municipalities are okay listing names on website. Brent asked if there were any issues. No issues raised. Becky asked if it was okay to include e-mail addresses. No concerns raised.

PROJECT SCHEDULE

KICK-OFF IN FEBRUARY

Becky commented that the contract was signed earlier in the day. LVPC is ready to proceed. She reviewed the general schedule. LVPC needs to ensure that they have current comprehensive plans, zoning amendments, etc. LVPC will build an interactive zoning map that will go on the website. Kickoff will be 1/13/21 at LVPC.

PROJECT KICK-OFF CHARETTE

Initial round of public participation. LVPC needs decision from the committee in the next month on how to proceed in light of COVID. LVPC will get the website running for engagement. After this, LVPC will move into inventory/data gathering and analysis, then proceed to vision and guiding principles. The next part will address policy framework, draft plan and strategy. Final adoption of the plan depends on the communities, boards and the intermunicipal agreement. The key is figuring out how the communities will coordinate for implementation and cooperation post plan adoption.

Becky asked for comments on the schedule. Brent stated that he thought the schedule was aggressive, but hoped to hold to it. Bob agreed and stated that the schedule is dependent on remaining committed. Becky asked if it was okay to post the schedule on the website. Brent, Bob and Steve affirmed. Brent stated it would measure progress. Pete agreed to the posting, and further requested a copy of the meeting presentation to share with his council. Bob commented that each community should post the schedule on their website or provide a link to the River Central website. Bob added the desire to get people involved in the effort and transparency.

Becky stated that LVPC will post materials on the website, and asked for approval. General consensus was that this is encouraged. Bob stated it allows for information distribution. Steve suggested having a comment box on the website and allow for review of comments at meetings.

Becky stated LVPC could set up mini-surveys. Pete asked if the River Central site will be a subpage of the LVPC website. Becky stated it will be its own website. Pete asked if it could also have a dedicated email address. Bob sees a lot of Frequently Asked Question pages, and asks to addressed here. Becky stated that LVPC will share links to other plans. Steve recommended keeping track of people commenting to maintain database and for further involvement. Bob seconded this by saying that a record of participation could be used for future engagement. Becky asked that any other items be communicated right away.

Becky got into details of next phase. Regarding existing plans, Sam and Jill will be reaching out to gather items from municipalities.

Becky began discussing public kick-off meetings – would like to discuss at next meeting. Normally in-person meetings, but with COVID, not an immediate option. Looking to do kick-off charettes. Normally the first committee meeting focuses on Strengths Weaknesses Opportunities and Threats (SWOT) after the public kick-off. LVPC is working on a list of options to present in February. Each municipality should consider what they want from the invite. LVPC needs invitees. Generally kick-offs are done three times to accommodate schedules. Decision should be made in February on how to move forward. Sam and Jill will nudge communities before next meeting.

Issues and Opportunities will be ascertained based on feedback. After SWOT will be assessment, and decisions on the next event.

LOGO + WEBSITE

Becky noted the website had already been discussed, but a logo decision was required. Brent discussed history; logo ideas previously, before all five communities were involved. Modifications could take place but those are beyond current budget. Melissa suggested reaching out to schools for logos. Brent noted that LVPC had created a placeholder logo. Becky presented logo. Brent offered that it looked acceptable and asked if there was agreement.

MOTION: By Chris Cruz to adopt the logo created by LVPC. Seconded by Steve Travers.

Some discussion ensued around tweaks to the logo. Becky noted that alternate versions can be created as needed. Brent agreed. Call for vote – all in favor, none opposed.

LVPC can go over the MPC comprehensive plans subject areas at a later date.

2021 MEETING DATES

Becky presented proposed meeting dates for 2021 – 2nd Tuesday of every month, except for October due to conflict. Becky asked to having this meeting on the Thursday after the 2nd Tuesday. Melissa, Steve, Bob, and Pete agreed with this date. Brent noted that this date was included in the meeting advertisement.

CLOSING REMARKS + ADJOURNMENT

MOTION: By Bob Mills to adjourn the meeting. Seconded by Chris Cruz.

Submitted by:
Lehigh Valley Planning Commission