



Allen Township
Board of Supervisors and Planning Commission
4714 Indian Trail Road
Northampton, Pennsylvania 18067

**ALLEN TOWNSHIP SUPERVISORS & PLANNING COMMISSION
JOINT MEETING
MINUTES
February 24, 2016**

A Comprehensive Plan Meeting of the Allen Township Board of Supervisors and the Allen Township Planning Commission was held on Wednesday, February 24, 2016, at 7:00 P.M. at the Allen Township Municipal Building, 4714 Indian Trail Road, Northampton, Pennsylvania 18067. The Pledge of Allegiance to the Flag was led by Chairman Bruce Frack.

Roll Call: Present: Bruce Frack; Dale N. Hassler; Alfred Pierce; Larry Oberly; Gary Behler; Eugene Clater; Gary Krill; Ilene Eckhart, Manager; J. Jerome Skrincosky, AICP
Hawk Valley Associates, PC; Dave Schwartz, P.E., AICP, PP
CH Planning;
Louis Tepes Jr. - Absent

Public to be Heard: No comments from the audience.

General Business:

- A. **Zangl Subdivision:** Mr. Clater made a motion to recommend approval of the Zangl Subdivision as submitted, subject to compliance with the comments contained in the Hanover Engineering Associates review letter dated February 11, 2016, a recreation fee of \$2000 to be provided at the time of Final Plan approval, sanitary sewer and water service with PA DEP Planning Module approval and deferral of widening of Pine Street to a 40' cartway, sidewalk and curbing within 90 days of notice from the Township; seconded by Mr. Pierce. On the motion, by roll call vote, all Planning Commission members present voted yes. Mr. Pierce made a motion to approve the recommendation of the Planning Commission and approve the plan; seconded by Mr. Behler. On the motion, by roll call vote, all Supervisors present voted yes.

Comprehensive Plan Discussion Items:

- A. **Project:** The Allen Township Comprehensive Plan was initially prepared in 1968 and last updated in 1999. Municipalities within the Commonwealth of Pennsylvania are required to review their respective Comprehensive Plan every ten (10) years. Allen Township has issued a Request for Proposal (RFP) in order to consider proposals from qualified professionals.
- B. **Task Force:** The Allen Township Comprehensive Task Force (Task Force) shall be comprised of members from the Allen Township Board of Supervisors and Planning

Commission. The Allen Township Manager shall coordinate the administrative requirements for this Project.

- C. **Consultants:** Allen Township has selected Hawk Valley Associates (HVA) as the principal consultant for this Project. In order to enhance its professional qualifications, HVA shall utilize CHPlanning (CHP) as a sub-consultant for this Project. Together, HVA and CHP shall be responsible for preparing the Comprehensive Plan Update in accordance with its Proposal.
- D. **Project Overview:** The Comprehensive Plan Update shall be completed in three (3) phases. Phase 1 shall be devoted to a community assessment of Allen Township. Phase 2 shall be the functional components that form the Comprehensive Plan. Phase 3 shall focus on a strategic and implementable Comprehensive Plan. The Consultants should complete their efforts associated for the Comprehensive Plan Update by February of 2017 at a cost of \$49,960.
- E. **Community Assessment:** The Consultants propose that Phase 1 of the Comprehensive Plan Update be completed to consider the following efforts:
- a. A Community Survey shall be developed and issued via the Allen Township Newsletter and Website during April and May of 2016.
 - b. A Mission Statement shall be formulated and the principal issues facing Allen Township shall be identified and prioritized.
 - c. The Goals and Objectives for the Comprehensive Plan shall be prepared and evaluated.
 - d. A draft Table of Contents and Maps shall be issued for review and consideration.
 - e. A Community Assessment Report shall be prepared and issued to Allen Township.
- F. **General Discussion:** The Task Force in conjunction with the Consultants discussed several issues that relate to past and current planning efforts in Allen Township, which included: subdivision and land development activity; commercial and industrial land uses; residential housing composition; rural and agricultural preservation; local and regional transportation improvement projects; mobility and accessibility issues; sanitary sewage and water supply; and utility limitations.
- G. **Public Comments:** No comment at this time.
- H. **Next Meetings:**
- Allen Township Supervisors General Meeting, Thursday, March 10, 2016 7:00 PM
 - Allen Township Planning Commission, Monday, March 21, 2016 7:00 PM
 - Allen Township Supervisors General Meeting, Tuesday, March 22, 2016 7:00 PM
 - Allen Township Comprehensive Plan Joint Meeting, Wednesday, March 23, 2016 7:00 PM

With no other business to discuss at this time, the meeting was adjourned.

Respectfully submitted,

Ilene M. Eckhart
Manager