

ALLENTOWN HISTORIC PRESERVATION COMMISSION
Reorganization Meeting
Minutes for June 16, 2022

The annual reorganizational meeting of the Allentown Historic Preservation Review Commission was called to order by Chairwoman Jan Meerwarth at 7:03 PM.

Salute to flag

Compliance Statement:

In compliance with the Open Public Meetings Act, Chapter 231, P. L. 1975, Section 5, adequate notice has been given of this meeting by posting a Notice in a public place and by transmitting a notice in two newspapers, The Trenton Times and the Asbury Park Press as required by law.

Roll Call:

	Present	Absent	Absence Excused
Allison Arnone	X		
Brian Mojta	X		
Cindy Malsbury	X	X	
David Bamford		X	
Enzo Nini	X		
Frank Cincotta	X		
Jan Meerwarth	X		
Nancy Tindall		X	
Will Borkowski	X		
Mayor Fritts			X

Also attending: Mayor Fritts

Public attendees: Martha and Jeff Ploshay

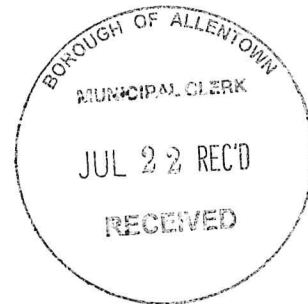
Applications:

- None

Minutes: May 19, 2022 –
Correction: not reorg in title
Motion: Enzo, 2nd: Wil. Approved

Public Comment: none

Old Business:



1. Union AME Cemetery Marker: Budget is \$1,600. Cost raised to \$2,312 including increased size, shipping and tax. Need to understand if HPC can proceed without knowing that if we will have the rest of the money.
 - a. Nancy has a full-scale mockup
 - b. Decisions made:
 - i. Shape + style: with higher arch, brown background with bronze lettering
 - ii. Font: Times New Roman
 - iii. Size: 18x20
 - iv. Logo: Mayor Fritts' staff would design a logo
 - v. Ship or pick up: pick up
 - vi. Extra money: verify with Mayor Fritts
 - vii. Deposit: Send invoice to June
 - viii. Final mockup will be done by David's contact
 - c. Motion: move project forward except for logo, price and remaining funds: Will, 2nd Cindy. No further discussion. Approved
2. Historic District Brochure:
 - a. Purpose of the brochure: spell out steps to be taken to change historic property; role of the HPC for guidance and approval; distributed to property owners in Historic District; tax assessor; Ron Gafgan; Borough Clerk; realtor can give to buyers under contract;
 - b. Not the purpose of the brochure: Allentown sales collateral
 - c. Title: "Allentown Historic District and You
What you need to know" (in smaller print)
 - d. Z Fold
 - e. Steps to making changes to a property in the historic District
 - i. Contact the Historic Preservation Chair, Borough Administrator or Code Official
 - ii. Scan the QR Code for help
 - f. Add logo: approve logo with Borough Council?
 - g. Delete "When submitting a proposal..."
 - h. Add link to HP Ordinance

New Business:

None

Mayor's Update:

- None

Committees:

- Application for Certificate of Appropriateness (Brian, Will) – no update
- Property/Business Owner Letter; Realtor brochure (Allison, Frank, Cindy) – no update
- **Union AME Cemetery Marker**

- **CLG** = Certified Local Government (Jan, in collaboration with Borough Administrator) – State Historic Pres office reviewed ordinance to see if it complies with CLG. List of must change items and suggestions. Laurie sent notes to Michele Donato and PB Planner for estimates for making changes \$1500 Planner. Not sure if attorney fee. Needs to determine how to pay for this fee. Must change: administrator and code office, reference to an application but no application in the ordinance, other language. Jan will send out letter written by SHIPO.
- Walking Tour (Nancy, Allison, David, in collaboration with PPS, NJ Historic By-ways, MCA) – no update
- Municipal Annex (Will, Allison, in collaboration Erica DeKranes and DPW Nick Pellichero) – no update

Meeting adjourned at 8:06 pm

Next meeting scheduled for July 21, 2022