

**MULTI-MUNICIPAL COMPREHENSIVE PLAN
LAKE REGION STEERING COMMITTEE**

MEETING MINUTES

August 10, 2004

The Lake Region Steering Committee Meeting was called to order at 4:35 p.m. on Tuesday, August 10, 2004 at the Paupack Township Municipal Building. Those in attendance were as follows:

Mr. Theodore Kostige, Paupack Township	Mr. Bill Igoe, Paupack Township
Mr. Chester Grodack, Lake Township	Mr. Russell Enslin, Lake Township
Mr. David Cummins, Lake Township	Mr. Donald Kyzer, Hawley Borough
Mrs. Mary Sanders, Hawley Borough	Mr. Pete Steffen, Palmyra Township
Mr. Joseph Kmetz, Palmyra Township	Mr. Michael Hanf, Palmyra Township
Mr. Edward Kennedy, Hawley Borough	Mr. James R. Martin, Consultant
Mr. Thomas Shepstone, Consultant	

Introductions – The Steering Committee started with introductions since this was the initial meeting that Planning Commission and Zoning Board Members were present at.

Administrative Issues – A background was provided for all new members in relationship to the formation of the Partnership between the four (4) municipalities to come together to develop a multi-municipal comprehensive plan. The overview of the grant application to DCED was provided which outlined the components of a Comprehensive Plan. Discussion also occurred concerning the development and ultimate adoption of an Intergovernmental Agreement which will be signed by all Partners to the Project. Local match letters were sent out to all municipalities for processing. Finally, an advance of approximately \$18,000 was sent to DCED for consideration and processing. This payment is expected to be sent to Paupack Township as the lead municipality within six (6) weeks.

Steering Committee Leadership – After discussion, the Committee elected Mr. Theodore Kostige as Chairperson and Mr. Donald Kyzer as Vice-Chairperson. The Committee also decided to invite representatives from the Wallenpaupack School District and the Western Wayne School District to participate in this planning process.

Multi-Municipal Plan Timeline / Outline – The Committee briefly discussed the Project outline to include a timeline of approximately 24 months. The discussion of Project Scope of work included a discussion of the major work elements of the Project including an Inventory Process, the development of Goals and Objectives and finally, the Development of a Plan or Set of Recommendations.

Community Survey Discussion – The Committee reviewed a Community Survey provided by the Consulting Team. The Committee provided feedback and recommendations for modifying the Community Survey. A final version will be made available for review and consideration by the Committee at the next Steering Committee Meeting. The Committee also discussed the method of distribution which will involve a mail survey to a combination of voters and tax payers within all four (4) municipalities. In addition, the Community Survey will be placed on a Project Web Site and will be available at all four (4) Municipal Buildings.

Strengths, Weakness, Opportunities and Threats (SWOT) Analysis – The Committee went through a preliminary Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis Process. The Committee identified the following issues as part of the analysis:

Strengths:

- < Local School System
- < Quality of Life (Environment, Water Quality)
- < Recreation
- < Access to Interstate Highways
- < Rural Atmosphere
- < Restaurants
- < Public Game Lands
- < Low Crime Rate
- < Good Local Infrastructure
- < Lake Wallenpaupack

Weaknesses:

- < Tax Increases
- < Employment Opportunities
- < Rail System
- < No Public Transportation
- < Local Highway Capacity
- < Central Sewage / Water
- < Poor Soils

Opportunities:

- < Real Estate Development
- < Sterling Industrial Park
- < Tourism
- < Home Occupations
- < Joint Municipal Efforts
- < Service Businesses
- < Lake Wallenpaupack

Threats:

- < Real Estate Development
- < Loss of Youth (Employment)
- < Increase of Drugs
- < Increase in Gasoline Products
- < Lake Pollution

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DCED Training for Local Officials – The Committee briefly discussed the need to coordinate with the Department of Community and Economic Development (DCED) on planning for a training opportunity for local officials. This training effort will be focused on the benefits of developing a Comprehensive Plan as well as the elements of an effective Comprehensive Planning Process. The consulting Team will work closely with DCED on identifying possible Training dates that are convenient for all parties.

Steering Committee - Meeting Schedule – The Committee discussed an on-going meeting schedule and decided that the next meeting will be scheduled for September 14, 2004 at 4:30 p.m. at the Paupack Township Municipal Building.

Adjournment – The Steering Committee adjourned at 6:00 p.m.