

Julio Guridy, President  
Ray O'Connell, Vice President  
Joseph Davis  
Jeanette Eichenwald  
Daryl Hendricks  
Cynthia Y. Mota  
Peter Schweyer



Allentown City Council  
435 Hamilton Street  
Allentown, Pa. 18101  
AllentownPa.Gov

Facebook: Allentown City Council

**COUNCIL MEETING  
January 15, 2014 – 7:00 PM  
COUNCIL CHAMBERS**

1. Invocation: Julio Guridy
2. Pledge to the Flag
3. Roll Call
4. Courtesy of the Floor
5. Approval of Minutes: December 18, 2013
6. Old Business
7. Communications

**8. REPORTS FROM COMMITTEES:**

**Budget and Finance: Chairperson Schweyer**

**Public Safety: Chairperson Eichenwald**

**Community and Economic Development: Chairperson Davis**

**Parks and Recreation: Chairperson Mota**

**Public Works: Chairperson O'Connell**

**Human Resources, Administration and Appointments: Chairperson**

**Rules, Chambers, Intergovernmental Relations and Strategy: Chairperson Guridy**

**OTHER COMMITTEE REPORTS**

**Controller's Report**

**Managing Director's Report**

**9. APPOINTMENTS:**

**Recreation Board Appointments – School Board Representatives**

Ellen Bishop 01/21/2015

Robert Smith 01/21/2015

**Human Relations Commission Appointments**

Sherri Brokopp Binder 12/31/2016

Monica Chibber 10/25/2016

Lindsay Harren-Lewis 01/05/2016

Preston Lee 12/31/2016

**10. ORDINANCES FOR FINAL PASSAGE: None**

**11. ORDINANCES FOR INTRODUCTION:**

**Bill 1 Basin Street Funds**

**Refer to Public Works**

Amending the 2014 Capital Fund Budget to provide for an appropriation of Five Hundred Seventy-Five Thousand Dollars (\$575,000.00) reflecting 100% reimbursable federal funds for the Construction and

Inspection of the proposed safety improvements on Basin Street. The Bureau of Engineering is supervising and monitoring the funds.

**Bill 2 Cities of Service Impact Volunteering Fund Grant**

**Refer to CEDC**

Amending the 2014 General Fund Budget to provide for a supplemental appropriation of Twenty-One Thousand Eight Hundred Sixty-Five Dollars (\$21,865) as a result of a grant from City of Service. The Cities of Service Impact Volunteering Fund Grant is part of an initiative to help cities use service as "strategy to tackle pressing local challenges." The City of Allentown proposed a new initiative to address quality of life issues such as graffiti, littered neighborhoods and illegal dumping.

**12. CONSENT AGENDA:**

**CA-1 HARB**

Certificates for Work in the Historic Districts: 1037 W Turner St and 410 N 8<sup>th</sup> St

**13. RESOLUTIONS ON SECOND READING: None**

**14. RESOLUTIONS ON FIRST READING:**

**R-1 Sewage Planning Module -Three City Center**

**R-2 Approves Auditor for 2013, 2014 and 2015**

**16. GOOD AND WELFARE**

**17. ADJOURNED**



Allentown  
City without limits.

**Ed Pawlowski, Mayor**  
**City of Allentown**  
435 Hamilton Street  
Allentown, PA 18101-1699  
Office 610.437.7546  
fax 610.437.8730  
Ed.Pawlowski@allentownpa.gov

**TO:** Michael Hanlon  
City Clerk

**FROM:** Ed Pawlowski  
Mayor

**DATE:** January 8, 2014

**SUBJECT:** Authorities, Boards, Commissions Appointments

Mayor Pawlowski has approved the following appointment and reappointment for City Council's consideration.

<u>Name</u>	<u>Authority/Board/Commission</u>	<u>Term to Expire</u>
Dr. Ellen B. Bishop	Recreation Board	01/21/2015
Robert E. Smith, Jr.	Recreation Board	01/21/2015

At a public meeting of the Board of Directors of the Allentown School District, Dr. Ellen B. Bishop was re-elected to serve as the School District's representative on the Recreation Board replacing Julie Ambrose. Mr. Robert E. Smith, Jr. will also serve as the School District's representative on that Board. Please see the attached letter.

EP/kal

Attachments

**ASD Allentown**  
SCHOOL DISTRICT

31 South Penn Street • P.O. Box 328 • Allentown, PA 18105  
Administration Center • 484-765-4000 • Fax: 484-765-4085

RECEIVED

JAN 17 2013

MAYOR'S OFFICE  
JANINE L. ALLEN  
School Board Secretary  
allenjl@allentownsd.org

January 6, 2014

The Honorable Edward Pawlowski  
Mayor of the City of Allentown  
435 Hamilton Street  
Allentown, PA 18101

Dear Mayor Pawlowski:

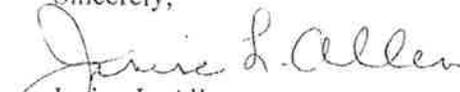
At a public meeting of the Board of Directors held on December 19, 2013, Dr. Ellen B. Bishop was re-elected as a Board member and will continue to serve, along with Mr. Robert E. Smith, Jr., as School Board representative on the Recreation Commission of the City of Allentown.

If additional information is required, please don't hesitate to contact me at the School Board Office at 484-765-4266.

Kindly provide me with a copy of the City Council resolution re-appointing Dr. Bishop and Mr. Smith. This resolution can be mailed to me in care of the school district or faxed to my attention at 484-765-4085.

Thank you for your assistance in this matter.

Sincerely,

  
Janine L. Allen  
School Board Secretary

Copy: City Parks & Recreation Dept.  
City Parks & RecCom. File  
2013 Org. Mtg. File

E:\Organization Meeting\2013 Organization Meeting\City Recreation.MayorLtr 1.2.14 doc



Allentown  
City without limits.

**Ed Pawlowski, Mayor**  
City of Allentown  
435 Hamilton Street  
Allentown, PA 18101-1699  
Office 610.437.7546  
fax 610.437.8730  
Ed.Pawlowski@allentownpa.gov

**TO:** Michael Hanlon  
City Clerk

**FROM:** Ed Pawlowski  
Mayor

**DATE:** January 2, 2014

**SUBJECT:** Authorities, Boards, Commissions Appointments

Mayor Pawlowski has approved the following appointments and reappointment for City Council's consideration.

<u>Name</u>	<u>Authority/Board/Commission</u>	<u>Term to Expire</u>
Sherri Brokopp Binder	Human Relations Commission	12/31/2016
Monica Chibber	Human Relations Commission	10/25/2016
Lindsay Harren-Lewis	Human Relations Commission	01/05/2016
Preston Lee	Human Relations Commission	12/31/2016

Ms. Binder is replacing Janet Ney on the commission; Monica Chibber is being reappointed; Ms. Harren-Lewis is replacing Elizabeth Bradbury and Mr. Lee is replacing Gary Noguera. Their resumes are attached for your review.

EP/kal

Attachments

REQUEST FOR APPOINTMENT

DATE October 30, 2013

AUTHORITY, BOARD OR COMMISSION YOU ARE REQUESTING APPOINTMENT TO: Human Relations Commission

NAME: Sherri Brokopp Binder

HOME ADDRESS: 1553 W Turner St, Allentown, PA 18102

BUSINESS ADDRESS: 1553 W Turner St, Allentown, PA 18102

TELEPHONE NO. (RESIDENCE) (617) 817-8340 BUSINESS Same

EMAIL: sbrokopp@gmail.com

PRESENTLY EMPLOYED BY: University of Hawai'i at Mānoa / New England College

JOB TITLE: Doctoral candidate / Online Adjunct Faculty

EMPLOYMENT (Prior): Urban Ecology Institute, Boston College

EDUCATION:

HIGH SCHOOL GRADUATE: X YES NO  
COLLEGE OR UNIVERSITY GRADUATE X YES NO  
DEGREE/FIELD OF STUDY International Affairs, Sustainable

International Development, Community and Cultural Psychology

CURRENT MEMBERSHIP IN ORGANIZATIONS AND OFFICES: \_\_\_\_\_

Ripple Community Inc. (Board Member), Society for Community Research and Action,

Society for Psychological Anthropology, American Evaluation Association

PAST ORGANIZATIONAL MEMBERSHIP AND OFFICES

HELD: \_\_\_\_\_

Boston Faith and Justice Network (Co-founder)

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DO YOU LIVE IN THE CITY OF ALLENTOWN:  YES  NO

HAVE YOU EVER BEEN ARRESTED?

No. \_\_\_\_\_

IF SO, WHY?

DO YOU HAVE A SIGNIFICANT "BUSINESS" OR "PROPERTY" INTEREST IN ALLENTOWN? PLEASE EXPLAIN:

No. \_\_\_\_\_

ARE YOU A REGISTERED VOTER:  YES  NO

WHY ARE YOU INTERESTED IN THIS APPOINTMENT? BE SURE TO INCLUDE WHAT VALUE YOU WILL BRING TO THE BOARD:

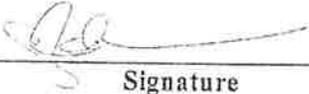
I am interested in this appointment because I believe that the Human Relations Commission plays a vital role in Allentown by maintaining an environment of fair housing and employment practices for all residents. I am a Community and Cultural Psychologist, and my specific expertise is in the area of community resilience and social capital. As such, I have a deep appreciation of the value of this work in the city. I know that discriminatory practices can have very serious consequences not only for affected individuals and their families, but also for the community as a whole. Communities thrive when there are strong social networks and a sense of collective efficacy, and when systems are in place to address problems when they arise. Discriminatory practices threaten these and other important markers of healthy, resilient communities. The Human Relations Commission plays an important role in maintaining the well-being of Allentown's residents and communities by educating residents about their rights and protecting them from illegally discriminatory practices, and by educating property and business owners about their responsibilities as community stakeholders. I would be honored to contribute to this important work.

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF AN AUTHORITY, BOARD OR COMMISSION:  YES  NO

IF YES,  
EXPLAIN: \_\_\_\_\_

IF YOU ARE BEING CONSIDERED FOR REAPPOINTMENT, PLEASE INDICATE  
HOW MANY TERMS YOU HAVE SERVED \_\_\_\_\_ AND THE YEAR YOU  
WERE FIRST APPOINTED \_\_\_\_\_.

NOTE: This information will be used for making appointments to authorities, boards and  
commission and in the event you are appointed/reappointed, it may be used as a  
news release to identify you to the community.

  
\_\_\_\_\_  
Signature

11/1/13  
\_\_\_\_\_  
Date

Please forward this request for appointment, along with a resume to:

Mayor'S Office  
City Hall  
435 Hamilton Street  
Allentown, PA 18101

## SHERRI BROKOPP BINDER

1553 W. Turner St., Allentown, PA 18102 | 617.817.8340 | brokopp@hawaii.edu

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November 1, 2013

Ismael Arcelay, MBA  
Special Assistant to the Mayor  
Mayor's Office  
435 Hamilton Street  
Allentown, PA 18101

Dear Mr. Arcelay,

Please find my application materials for the open seat on the City of Allentown Human Relations Commission enclosed. I was very pleased to be recommended for this position. I would greatly appreciate the opportunity to contribute to the work of the Commission, and I believe my training, experience, and commitment to the community have prepared me to do so.

I am currently completing my doctorate in Community and Cultural Psychology at the University of Hawai'i at Mānoa. My specific area of expertise is in community resilience and social capital. In my work, I look at individual- and community-level factors that contribute to the development and maintenance of healthy, resilient communities. In this regard, equal access to vital resources, including housing and employment, are foundational. When these resources are restricted as a result of discriminatory practices, whole communities suffer.

I have extensive experience in both policy and community contexts. For example, I served for several years as a Division Director at an environmental policy institute based out of Boston College. In this role I directed programs aimed at supporting community-led environmental efforts in disadvantaged areas, launched city and regional policy initiatives, and chaired multi-sector collaborations related to environmental policy and practice. In addition to important programmatic outcomes, my colleagues and I were able to establish a level of trust and foster a more positive relationship between the local government and community members through collaboration and open communication.

My partner was born in Allentown and has deep family roots in the area. When we moved to Pennsylvania last year, we decided to purchase a home in the heart of Allentown so that we could become involved in the city. Over the past year I have been involved in community-based efforts, including the newly-formed Ripple Community Inc. (affiliated with Ripple Church). We are also in the process of becoming foster parents through Pinebrook Family Services.

With my expertise in community psychology, my experience in local policy, and my commitment to the community, I believe I would offer a unique and valuable perspective that would complement that of the current members of the Commission. Thank you for your consideration.

Sincerely,



Sherri Brokopp Binder, M.A.

## SHERRI BROKOPP BINDER

1553 W. Turner St., Allentown, PA 18102 | 617.817.8340 | brokopp@hawaii.edu

### RESEARCH INTERESTS

- Disaster recovery
- Community resilience and social support
- Cultural and ethnocultural diversity
- Community change
- Program evaluation

### TEACHING INTERESTS

- Community psychology
- Cross-cultural psychology
- Disaster management and recovery
- Qualitative research methods
- Community interventions
- Program evaluation

### EDUCATION

- 2014 University of Hawai'i at Mānoa, Honolulu, HI  
**Doctoral candidate, Community and Cultural Psychology**  
 Dissertation: "Resilience and postdisaster relocation: A mixed-methods study of New York's home buyout program in the wake of Hurricane Sandy"  
 Advisor: Charlene K. Baker
- 2012 University of Hawai'i at Mānoa, Honolulu, HI  
**M.A. Community and Cultural Psychology**  
 Thesis: "Resilience and disaster recovery in American Sāmoa: A case study of the 2009 South Pacific tsunami"
- 2012 University of Hawai'i at Mānoa, Honolulu, HI  
**Certificate, Disaster Management and Humanitarian Assistance**
- 2003 Brandeis University, Waltham, MA  
**M.A., Sustainable International Development**  
 Thesis: "What *works* in community development"
- 2001 Kennesaw State University, Kennesaw, GA  
**B.A. International Affairs, Summa Cum Laude**
- 2001 Kennesaw State University, Kennesaw, GA  
**Certificate, Geographic Information Systems**

**PROFESSIONAL EXPERIENCE**

- Urban Ecology Institute, Newton, MA
- 2003-2008 **Sustainable Cities Division Director**  
Developed and implemented initiatives on community-based ecological restoration, urban forestry, climate change, and environmental justice. Directed public policy on a range of issues. Led and facilitated multi-sector collaborations.
- 2006-2008 **Chair, Boston's Urban Forest Coalition**  
Launched and chaired a public-private partnership composed of urban forestry stakeholder organizations and agencies. Projects included the first inventory and assessment of Boston's urban tree canopy and the launch of Grow Boston Greener, a city-wide initiative to increase the tree canopy by 20%.
- 2007 **Interim Executive Director**  
Oversaw all aspects of organizational operations. Strengthened systems for decision-making, inter-office communications, budget tracking, and human resources management.
- 2002-2003 **Natural Cities Program Assistant**  
Assisted with all aspects of program implementation and development.
- Boston College, Newton, MA
- 2007-2008 **Research Associate, Environmental Studies Program**  
Assembled and co-led the Boston Urban Long-term Research Areas Committee as part of a national research initiative to understand and meet the social and environmental challenges faced by major cities.
- Verite, Amherst, MA
- 2002 **Research Consultant**  
Researched and produced policy briefings on global labor rights.
- Stockholm Environmental Institute, Boston, MA
- 2001-2002 **Research Assistant**  
Conducted research on human rights violations in West Africa in preparation for the World Summit on Sustainable Development.
- Law Engineering and Environmental Services, Kennesaw, GA
- 2001 **Geographic Information Systems Operator**  
Conducted environmental impacts assessments using geospatial technology.

## TEACHING EXPERIENCE

- 2013            New England College, Henniker, NH  
                  **Online Adjunct Faculty: WebU**
- 2013            University of Hawai'i Outreach College (Online), Honolulu, HI  
                  **Instructor: International Community Psychology**
- 2009-2010      University of Hawai'i at Mānoa, Honolulu, HI  
                  **Teaching Assistant: Cultural Community Psychology, Psychology of Human  
Sexuality**
- 2001            Brandeis University, Waltham, MA  
                  **Teaching Assistant: Rights-based Approaches to Development**

## PUBLICATIONS

### Manuscripts

- Binder, S.B.**, Baker, C.K., Mayer, J., and O'Donnell, C.O. Resilience and recovery in American Sāmoa: A case study of the 2009 South Pacific tsunami. *Journal of Community Psychology*. (accepted, pending minor revisions)
- Binder, S.B.** and Baker, C.K. Postdisaster aid in non-Western cultural contexts: A case study of American Sāmoa and the 2009 South Pacific tsunami. (in preparation)

### Technical Reports and Unpublished Manuscripts

- Baker, C.K., **Binder, S.B.**, Bettag, D., Berlin, J., and Aldana-Aragon, E. (2011). Best practice standards for the delivery of sexual assault services in Hawai'i." Honolulu, HI: Hawai'i Coalition Against Sexual Assault.
- Brokopp, S.**, Castronovo, D., Bean, B., and Strauss, E.G. (2008). "The Greater Boston Urban Forest Inventory: An integrated approach to long-term assessment and management of urban forests." Newton, MA: Urban Ecology Institute.

**GRANTS RECEIVED**

- 2013 Resilience and postdisaster relocation: A study of New York's proposed home buyout plan in the wake of Hurricane Sandy. Grant awarded by the Natural Hazards Center Quick Response Grant Program, \$1,350.
- 2013 Travel Award to attend the Society for Community Research and Action Biennial Conference. Grant awarded by the University of Hawai'i at Mānoa Graduate Student Organization, \$650.
- 2012 Resilience and postdisaster relocation: A study of New York's proposed home buyout plan in the wake of Hurricane Sandy. Grant awarded by the University of Hawai'i at Mānoa Department of Psychology Gartley Research Award Program, \$1,860.
- 2012 Travel Award to attend the American Evaluation Association's Annual Meeting. Grant awarded by the University of Hawai'i at Mānoa Graduate Student Organization, \$400.
- 2011 Community-based dissemination of findings from a case study of the 2009 South Pacific Tsunami in American Sāmoa. Grant awarded by the University of Hawai'i at Mānoa Department of Psychology Gartley Research Award Program, \$1,900.
- 2011 Case study of the 2009 South Pacific Tsunami in American Sāmoa. Grant awarded by the University of Hawai'i at Mānoa Graduate Student Organization, \$500.
- 2011 Student Travel Award to attend the American Psychological Association Annual Convention. Grant awarded by the American Psychological Association, \$300.
- 2010 Case study of the 2009 South Pacific Tsunami in American Sāmoa. Grant awarded by the University of Hawai'i at Mānoa Department of Psychology Gartley Research Award Program, \$1,350.

**CONFERENCE PRESENTATIONS**

- Oct. 2013 "Evaluating the success of postdisaster relocation programs: Preliminary findings from a study of New York's home buyout program."  
Presented at the American Evaluation Association's Annual Conference, Washington, D.C.

- July 2013 "Resilience and postdisaster relocation"  
Presented at the 38<sup>th</sup> Annual Natural Hazards Research and Applications Workshop, Broomfield, CO.
- July 2013 "Resilience and recovery in diverse cultural contexts"  
Presented at the 38<sup>th</sup> Annual Natural Hazards Research and Applications Workshop, Broomfield, CO.
- June 2013 "Older adults as community leaders in the context of disasters"  
Presented at the Society for Community Research and Action's Biennial Conference, Miami, FL.
- June 2013 "Disaster resilience and recovery in diverse cultural contexts"  
Presented at the Society for Community Research and Action's Biennial Conference, Miami, FL.
- Oct. 2012 "Reassessing disaster aid in diverse cultural contexts"  
Presented at the American Evaluation Association's Annual Conference, Minneapolis, MN.
- Mar. 2012 "Dual Enrollment with Individualized Supports model for students with intellectual disabilities in postsecondary educational settings."  
Presented at the Pacific Rim International Conference on Disability and Diversity, Honolulu, HI.
- Aug. 2011 "Understanding how communities with limited access to external resources recovery from disaster."  
Presented at the American Psychological Association Annual Convention, Washington, D.C.

## PROFESSIONAL SERVICE

Program Co-Chair, Disaster and Emergency Management Topical Interest Group, American Evaluation Association (2013)

Guest associate editor, *Natural Hazards Review* (2013)

Conference reviewer, Society for Community Research and Action Biennial Conference (2013)

Conference reviewer, American Evaluation Association Annual Conference (2012-2013)

**PROFESSIONAL AFFILIATIONS**

Society for Community Research and Action (American Psychological Association Division 27)

American Evaluation Association

Society for Psychological Anthropology

**PROFESSIONAL DEVELOPMENT**

2007 Pathway to Change Workshop, Interaction Institute for Social Change, Watertown, MA.

2006 Facilitative Leadership for Social Change Workshop, Interaction Institute for Social Change, Watertown, MA.

**COMMUNITY INVOLVEMENT**

2013 Board member, Ripple Community Inc.

2005-2008 Youth Mentor, Ma Siss' Place, Dorchester, MA

2007 Volunteer, Arco-Iris Orphanage, Maputo, Mozambique

2005-2007 Co-Founder, Boston Faith and Justice Network, Boston, MA

2005 Volunteer, Emergency Communities, New Orleans, LA

2004-2005 Visiting elder volunteer, Match-up, Boston, MA

2004 Volunteer, Songs of Joy Orphanage, Chiqimula, Guatemala

2001 Volunteer, Spring Village Hydroponics Project, Kingston, Jamaica

1999-2001 Student Area Coordinator, Amnesty International, Atlanta, GA

1995-1996 Americorps volunteer, Habitat for Humanity, Savannah, GA

**REQUEST FOR APPOINTMENT**

**DATE** 11/20/13

**AUTHORITY, BOARD OR COMMISSION YOU ARE REQUESTING APPOINTMENT TO:** Human Relations Commission

**NAME:** Monica K. Chibber

**HOME ADDRESS:** 1684 Harding Circle Whitehall PA 18052

**BUSINESS ADDRESS:** \_\_\_\_\_

**TELEPHONE NO. (RESIDENCE)** 610 769-1898 **BUSINESS** \_\_\_\_\_

**EMAIL:** monica.chibber@johncs.com

**PRESENTLY EMPLOYED BY:** CSA Technologies

**JOB TITLE:** RA Specialist

**EMPLOYMENT (Prior):** Humans / Telex America

**EDUCATION:**  
**HIGH SCHOOL GRADUATE:**  YES  NO  
**COLLEGE OR UNIVERSITY GRADUATE:**  YES  NO  
**DEGREE/FIELD OF STUDY:** Bachelor of Science

Currently attending LCCC to pursue a business course.  
Part-time student

**CURRENT MEMBERSHIP IN ORGANIZATIONS AND OFFICES:** Lehigh County Republican Committee Member (LCRC)  
Whitehall Township Environmental Committee Member

PAST ORGANIZATIONAL MEMBERSHIP AND OFFICES

HELD: Region Director of JPLCV

LCRC member

Regional Leadership Developmental Committee Member

DO YOU LIVE IN THE CITY OF ALLENTOWN: \_\_\_\_\_ YES   NO

HAVE YOU EVER BEEN ARRESTED?

No.

IF SO, WHY?

DO YOU HAVE A SIGNIFICANT "BUSINESS" OR "PROPERTY" INTEREST IN ALLENTOWN? PLEASE EXPLAIN:

No.

ARE YOU A REGISTERED VOTER: \_\_\_\_\_  YES \_\_\_\_\_ NO

WHY ARE YOU INTERESTED IN THIS APPOINTMENT? BE SURE TO INCLUDE WHAT VALUE YOU WILL BRING TO THE BOARD:

I have been a commissioner since 2011. I am interested in continuing serving the city of Allentown as a commissioner. It is an honor to be a part of this organization and I look forward to serving in the future. This organization gives a great opportunity to learn and grow while helping the community.

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF AN AUTHORITY, BOARD OR COMMISSION: \_\_\_\_\_ YES   NO

IF YES, EXPLAIN:

\_\_\_\_\_

IF YOU ARE BEING CONSIDERED FOR REAPPOINTMENT, PLEASE INDICATE HOW MANY TERMS YOU HAVE SERVED one term AND THE YEAR YOU WERE FIRST APPOINTED 2011.

**NOTE:** This information will be used for making appointments to authorities, boards and commission and in the event you are appointed/reappointed, it may be used as a news release to identify you to the community.

Melissa K. Phillips  
Signature

11/20/13  
Date

Please forward this request for appointment, along with a resume to:

Mayor'S Office  
City Hall  
435 Hamilton Street  
Allentown, PA 18101

**REQUEST FOR APPOINTMENT**

DATE Nov. 20, 2013

AUTHORITY, BOARD OR COMMISSION YOU ARE REQUESTING APPOINTMENT TO: Human Relations Commission

NAME: Lindsay Harren-Lewis

HOME ADDRESS: 22 S. Glenwood St. Allentown, PA 18104

BUSINESS ADDRESS: 3231 Tilghman St. Allentown, PA 18104

TELEPHONE NO. (RESIDENCE) 610-439-2795 BUSINESS 610-395-3781

EMAIL: lindsay.harren-lewis@fpcallentown.org

PRESENTLY EMPLOYED BY: First Presbyterian Church of Allentown

JOB TITLE: Pastor, Pastoral Care

EMPLOYMENT (Prior): only place of employment in PA

Previously worked at Albany Medical Center in Albany, NY

EDUCATION:

HIGH SCHOOL GRADUATE:	<u>X</u> YES	<u>      </u> NO
COLLEGE OR UNIVERSITY GRADUATE	<u>X</u> YES	<u>      </u> NO
DEGREE/FIELD OF STUDY	<u>Social sciences &amp; theology</u>	

CURRENT MEMBERSHIP IN ORGANIZATIONS AND OFFICES: —

Member of The Young Clergy Women Project

Minister Member of the Lehigh Presbytery

Member of The Allentown YMCA/YWCA

PAST ORGANIZATIONAL MEMBERSHIP AND OFFICES  
HELD: \_\_\_\_\_

Member of Association of Presbyterian Church Educators

DO YOU LIVE IN THE CITY OF ALLENTOWN:  YES  NO

HAVE YOU EVER BEEN ARRESTED?

No

IF SO, WHY?

DO YOU HAVE A SIGNIFICANT "BUSINESS" OR "PROPERTY" INTEREST IN  
ALLENTOWN? PLEASE EXPLAIN:

No

ARE YOU A REGISTERED VOTER:  YES  NO

WHY ARE YOU INTERESTED IN THIS APPOINTMENT? BE SURE TO INCLUDE  
WHAT VALUE YOU WILL BRING TO THE BOARD:

I have lived in the city of Allentown for 4 years and care  
very deeply for the city and those who live in it. It is  
important to me that we live in a society and community  
where all people are treated with dignity, respect and  
justice. Through this commission I hope to support and promote that  
environment in our community. This is the value I would bring the commission

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER  
OF AN AUTHORITY, BOARD OR COMMISSION:  YES  NO

IF YES,  
EXPLAIN: \_\_\_\_\_

IF YOU ARE BEING CONSIDERED FOR REAPPOINTMENT, PLEASE INDICATE  
HOW MANY TERMS YOU HAVE SERVED \_\_\_\_\_ AND THE YEAR YOU  
WERE FIRST APPOINTED \_\_\_\_\_.

NOTE: This information will be used for making appointments to authorities, boards and  
commission and in the event you are appointed/reappointed, it may be used as a  
news release to identify you to the community.

Rindsay Hansen-Lewis  
Signature

Nov. 20, 2013  
Date

Please forward this request for appointment, along with a resume to:

Mayor'S Office  
City Hall  
435 Hamilton Street  
Allentown, PA 18101

**EDUCATION**

**Ordained as Minister of Word and Sacrament**, September 2008  
*Genesee Valley Presbytery, NY*

**Clinical Pastoral Education, Intern** - Summer 2006 and *Resident* - 2007-2009  
*1 Level I credit, 8 Level II credits*

**Master of Divinity, Merit Scholar**, May 2007  
*McCormick Theological Seminary, Chicago, IL*

**B.A. in Social Science with a Women's Studies Minor**, Magna Cum Laude, May 2003  
*Providence College, Providence, RI*

**EXPERIENCE**

**Pastor for Pastoral Care**, August 2012-Present  
*First Presbyterian Church, Allentown, PA*

- Coordinate Pastoral Care for members of the congregation with a membership of 2,000
- Work with the Pastors, Deacons, Stephen Ministers and other volunteers to implement this care
- Oversee the Ministry Coordinator for Pastoral Care and Connections
- Visit, hospitals, assisted living facilities, nursing homes and personal residences weekly
- Lead in worship weekly
- Preach at least six times a year
- Lead small groups
- Participate in the governing board of the church, the Session, during monthly meetings

**Director of Family and Younger Children's Ministry**, July 2010-August 2012  
*First Presbyterian Church, Allentown, PA*

- Worked with children and families from birth to third grade including small group opportunities, attending activities, and creating fellowship opportunities in this 2,000 member church
- Oversaw the recruiting, training and equipping of volunteer leaders
- Created and implemented the content of Church school on Sunday morning and a midweek program
- Oversaw the paid and volunteer nursery staff
- Led a children's time in worship on a regular basis
- Assist in worship on a regular basis

**Senior Resident Chaplain (Clinical Pastoral Education)**, September 2008 – August 2009  
*Albany Medical Center, Albany, NY*

- Responsible for the orientation, scheduling, and mentoring of the trainees of a regional 650 bed Trauma I hospital's chaplaincy staff, including 4 residents, 15 CPE interns, and over 20 volunteers
- Coordinated and implemented the schedule of 14 -18 day and night on-call shifts per week, including final authority and responsibility for ensuring shifts were adequately covered at all times
- Led the department through technical and pragmatic transitions within the institution, including a 45% increase in service calls over my 2 years of service
- Developed and carried out new departmental protocol regarding on-call responsibilities and charting
- Actively involved in staffing decisions through candidate interviews and was a member of the Professional Advisory Group
- Member of a support group for bereaved families in the community
- Prepared and led interfaith and Christian services in the hospital
- Provided pastoral care within the hospital (see below for more detail) in addition to the above responsibilities
- Earned 4 Level II CPE credits

**Pulpit Supply, 2008-2009**

*First Congregational Church of Bennington, VT*

- Planned worship services, preached and served communion 6 times in this historic 100 member church

**Resident Chaplain (Clinical Pastoral Education), September 2007-August 2008**

*Albany Medical Center, Albany, NY*

- Provided pastoral care to patients, family and staff of a regional 650 bed Trauma I hospital, including Medical Cardiology, Oncology, Labor and Delivery, Gynecology/Obstetrics, At-Risk Obstetrics, and the Neonatal Intensive Care Units
- Provided pastoral care for the entire hospital during on-call shifts
- Pastoral care in this setting included conversation, prayer, Sacraments, advocacy, facilitating conversations between families, patients, and staff, staff support, as well as obtaining more specific services for patients (e.g. Calling a Priest to perform Catholic Sacraments when needed)
- Co-led a support group for in-hospital ante-partum patients
- Officiated at interfaith and special services in the hospital, and responded to the needs of patients of all religious backgrounds
- Earned 4 Level II CPE credits

**Intern Chaplain (Clinical Pastoral Education), Summer 2006**

*Northwestern Memorial Hospital, Chicago, IL*

- Provided pastoral care in an 850 bed Trauma I hospital, concentrating on the Prentice Women's hospital's oncology floor, as well as serving as chaplain to the entire hospital during on-call shifts
- Earned 1 Level I CPE credit

**Seminary Intern, June 2005-May 2006**

*Lake View Presbyterian Church, Chicago, IL*

- Led weekly worship, preached regularly, supported growth of individual church members and church membership more broadly through one-on-one conversations and program creation and attendance, in this 150 member church
- Visited the sick and those in nursing homes
- Taught Sunday School to a class averaging 6 students
- Actively involved in advancing pastoral programming including supporting the Senior Site – a weekly meal and activity program sponsored by the church in conjunction with the city of Chicago with average attendance of 15 Senior Adults per day
- Assisted the Parish nurse in creation of new programming including day trips and a three day retreat for members of the Senior Site, worked as a pastoral liaison to the Deacons, Fundraising and Christian Nurture committees, and created a Women's Book Group to increase fellowship opportunities in the church
- Coordinator for a Silent Auction fundraiser for the exterior renovation capital campaign
- Coordinated a trip to New Orleans in conjunction with other churches in the Presbytery to help rebuild after Hurricane Katrina. This trip was the first of its kind at this church and invigorated it to continue a service relationship with organizations in New Orleans.

**Ministry Staff Leader for A Christian Ministry in the National Parks, Summer 2004**

*Grand Teton National Park, Jackson Hole, WY*

- Provided organizational direction to the Ministry Team preparing interdenominational worship services for visitors and staff
- Preached weekly
- Offered pastoral care to approximately twenty ministry members, staff, and visitors to the park

REQUEST FOR APPOINTMENT

DATE 10/22/15

AUTHORITY, BOARD OR COMMISSION YOU ARE REQUESTING APPOINTMENT TO: \_\_\_\_\_

NAME: Preston T. Lee

HOME ADDRESS: 2045 Vine St Apt 3 Allentown Pa 18103

BUSINESS ADDRESS: \_\_\_\_\_

TELEPHONE NO. (RESIDENCE) 610 504 4220 BUSINESS \_\_\_\_\_

EMAIL: Plee72@gmail.com

PRESENTLY EMPLOYED BY: SODEXO

JOB TITLE: Catering / Transportation

EMPLOYMENT (Prior): OSRAM Sylvania

EDUCATION:

HIGH SCHOOL GRADUATE:  YES  NO

COLLEGE OR UNIVERSITY GRADUATE  YES  NO

DEGREE/FIELD OF STUDY \_\_\_\_\_

Business Certificate from Northampton Community College, PA Realtor License, Certified Biblical Counselor

CURRENT MEMBERSHIP IN ORGANIZATIONS AND OFFICES: Member of Resurrected Life Community Church

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PAST ORGANIZATIONAL MEMBERSHIP AND OFFICES  
HELD: \_\_\_\_\_

DO YOU LIVE IN THE CITY OF ALLENTOWN:  YES  NO

HAVE YOU EVER BEEN ARRESTED?

NO

IF SO, WHY?

DO YOU HAVE A SIGNIFICANT "BUSINESS" OR "PROPERTY" INTEREST IN  
ALLENTOWN? PLEASE EXPLAIN:

NO

ARE YOU A REGISTERED VOTER:  YES  NO

WHY ARE YOU INTERESTED IN THIS APPOINTMENT? BE SURE TO INCLUDE  
WHAT VALUE YOU WILL BRING TO THE BOARD:

People are the greatest asset that we have in  
relationship to one another. That all of us are joined and  
messed together in some form of unity. MLK said what  
effects one effects All, we are interwoven together. All shall  
have equal rights and justice under the Law.

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER  
OF AN AUTHORITY, BOARD OR COMMISSION:  YES  NO

IF YES,  
EXPLAIN: \_\_\_\_\_

IF YOU ARE BEING CONSIDERED FOR REAPPOINTMENT, PLEASE INDICATE HOW MANY TERMS YOU HAVE SERVED \_\_\_\_\_ AND THE YEAR YOU WERE FIRST APPOINTED \_\_\_\_\_.

NOTE: This information will be used for making appointments to authorities, boards and commission and in the event you are appointed/reappointed, it may be used as a news release to identify you to the community.

Pauline T. [Signature]  
Signature

10/22/13  
Date

Please forward this request for appointment, along with a resume to:

Mayor's Office  
City Hall  
435 Hamilton Street  
Allentown, PA 18101

## **Preston T. Lee**

2045 Vine St Apt 3  
Allentown Pa 18103  
610-504-4220  
plee72@gmail.com

**OBJECTIVE:** To utilize 10 years of experience, with strong work ethics, both as a team player, and independent with diverse abilities to contribute to helping improve working environment and to quickly grasp ideas which may provide growth opportunity

## **EXPERIENCE**

Sodexo – Lehigh Catering, Bethlehem PA 01/2007 – 02/2011

### **Catering**

- Providing customers services, this includes assessments customers needs, meeting quality standards for services, and evaluation of customer satisfaction.
- Provided daily reports for special orders.

Seigfried Chauffeuring, Allentown PA 07/2007 – 03/2010

### **Chauffeur**

- Professionally and safely chauffeured passengers to their destination and insure the greatest **comfort**
- Perform vehicle safety inspection
- Pick up passengers at designated locations.
- Provide assistance with entering and exiting vehicles, and attend their luggage.

Osram Sylvania, Bethlehem PA 08/1998 – 01/2007

### **General Warehouse**

- Forklift operator, material handling, and stocking, in compliance with requisitions
- Dispose of defective, stock

Cassidon Realty 07/2009 – 10/2011

### **Realtor**

- Reviewed clients to determine their interest
- Act as an intermediary in negotiations between buyers and sellers
- Verify competitive market price.
- Home inspection; ensure that terms and conditions of purchase agreements are met before closing dates.

## **EDUCATION**

**Easton High School** - Easton PA

Attained High School Diploma

**Northampton Community Collage** - Bethlehem PA

Business Program - Certification of Completion

**Grace Deliverance Baptist Church** - Bethlehem PA

Biblical Counselor Certification

## **CREATE SKILLS, QUALIFICATIONS, ACHIEVEMENTS**

### **Forklift Operator**

Electric, standup, sit down, high reach, cherry picker



Allentown  
City without limits.

**Ed Pawlowski, Mayor**  
**City of Allentown**  
435 Hamilton Street  
Allentown, PA 18101-1699  
Office 610.437.7546  
fax 610.437.8730  
Ed.Pawlowski@allentownpa.gov

**TO:** Michael Hanlon  
City Clerk

**FROM:** Ed Pawlowski  
Mayor

**DATE:** January 8, 2014

**SUBJECT:** Authorities, Boards, Commissions Appointments

Mayor Pawlowski has approved the following appointment and reappointment for City Council's consideration.

<u>Name</u>	<u>Authority/Board/Commission</u>	<u>Term to Expire</u>
Dr. Ellen B. Bishop	Recreation Board	01/21/2015
Robert E. Smith, Jr.	Recreation Board	01/21/2015

At a public meeting of the Board of Directors of the Allentown School District, Dr. Ellen B. Bishop was re-elected to serve as the School District's representative on the Recreation Board replacing Julie Ambrose. Mr. Robert E. Smith, Jr. will also serve as the School District's representative on that Board. Please see the attached letter.

EP/kal

Attachments

# ASD Allentown SCHOOL DISTRICT

31 South Penn Street ▪ P.O. Box 328 ▪ Allentown, PA 18105  
Administration Center ▪ 484-765-4000 ▪ Fax: 484-765-4085

RECEIVED

JAN 17 2013

MAYOR'S OFFICE  
JANINE L. ALLEN  
School Board Secretary  
allenjl@allentownsd.org

January 6, 2014

The Honorable Edward Pawlowski  
Mayor of the City of Allentown  
435 Hamilton Street  
Allentown, PA 18101

Dear Mayor Pawlowski:

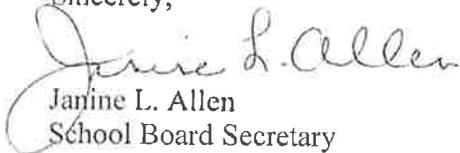
At a public meeting of the Board of Directors held on December 19, 2013, Dr. Ellen B. Bishop was re-elected as a Board member and will continue to serve, along with Mr. Robert E. Smith, Jr., as School Board representative on the Recreation Commission of the City of Allentown.

If additional information is required, please don't hesitate to contact me at the School Board Office at 484-765-4266.

Kindly provide me with a copy of the City Council resolution re-appointing Dr. Bishop and Mr. Smith. This resolution can be mailed to me in care of the school district or faxed to my attention at 484-765-4085.

Thank you for your assistance in this matter.

Sincerely,

  
Janine L. Allen  
School Board Secretary

Copy: City Parks & Recreation Dept.  
City Parks & RecCom. File  
2013 Org. Mtg. File

E:\Organization Meeting\2013 Organization Meeting\City Recreation.MayorLtr 1.2.14.doc

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 1 - 2014

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JANUARY 15, 2014

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AN ORDINANCE

Amending the 2014 Capital Fund Budget to provide for an appropriation of Five Hundred Seventy-Five Thousand Dollars (\$575,000.00) reflecting 100% reimbursable federal funds for the Construction and Construction Inspection of the proposed safety improvements on Basin Street. The Bureau of Engineering is supervising and monitoring the funds.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ALLENTOWN:

SECTION ONE: That the City Council authorizes an increase to the unappropriated balance of the Capital Fund in the amount of Five Hundred Seventy-Five Thousand Dollars (\$575,000) reflecting receipt of Federal funds for safety improvements.

SECTION TWO: That City Council authorizes an appropriation from the unappropriated balance of the Capital Fund to the Capital Program Project Number 1286, Basin Street Safety Improvements.

<b>001-03-1286-1311-76</b>	<b>Construction Contracts</b>	<b>\$ 500,000.00</b>
<b>001-03-1286-1311-46</b>	<b>Other Contract Services</b>	<b><u>\$ 75,000.00</u></b>
	<b>Total</b>	<b>\$ 575,000.00</b>

SECTION THREE: That this Ordinance takes effect ten (10) days after final passage.

SECTION FOUR: That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.

- **What Department or bureau is Bill originating from? Where did the initiative for the bill originate?**

Department of Public Works, Engineering Bureau

- **Summary and Facts of the Bill**

This Bill will establish the account for funds for Capital Improvement Program 1286, Basin Street Safety Improvements.

- **Purpose – Please include the following in your explanation:**
  - **What does the Bill do – what are the specific goals/tasks the bill seek to accomplish**
  - **What are the Benefits of doing this/Down-side of doing this**
  - **How does this Bill related to the City’s Vision/Mission/Priorities**

The Basin Street Safety Improvement Project is to improve safety along Basin Street between Union Street and Auburn Street. This project is funded with Federal Funds and administered by PENNDOT.

- **Financial Impact – Please include the following in your explanation:**
  - **Cost (Initial and ongoing)**
  - **Benefits (initial and ongoing)**

The total cost for this project is estimated to be \$575,000. Since the project is 100% Federal Funds there will be no City Funds involved.

- **Funding Sources – Please include the following in your explanation:**
  - **If transferring funds, please make sure bill gives specific accounts; if appropriating funds from a grant list the agency awarding the grant.**

Establishes funds for Capital Account 1286.

- **Priority status/Deadlines, if any**

PENNDOT is ready to bid this project. Therefore, prompt passage is requested.

- **Why should Council unanimously support this bill?**

Allows the City to improve safety along Basin Street..

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 2 - 2014

JANUARY 15, 2014

AN ORDINANCE

Amending the 2014 General Fund Budget to provide for a supplemental appropriation of Twenty-One Thousand Eight Hundred Sixty-Five Dollars (\$21,865) as a result of a grant from City of Service. The Cities of Service Impact Volunteering Fund Grant is part of an initiative to help cities use service as "strategy to tackle pressing local challenges." The City of Allentown proposed a new initiative to address quality of life issues such as graffiti, littered neighborhoods and illegal dumping.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ALLENTOWN:

SECTION ONE: That City Council authorizes an increase to the unappropriated balance of the General Fund in the amount of Twenty-One Thousand Eight Hundred Sixty-Five Dollars (\$21,865) reflecting receipt of grant funds.

SECTION TWO: That City Council authorizes a supplemental appropriation from the unappropriated balance of the General Fund in the following manner:

Department of Community and Economic Development  
 Bureau of Planning and Zoning  
 Office of Neighborhoods:

<b>000-09-0902-0007-48</b>	<b>Grant, Non City Charges</b>	<b>\$ 18,000</b>
<b>000-09-0902-0007-68</b>	<b>Operating Materials and Supplies</b>	<b>3,190</b>
<b>000-09-0902-0007-58</b>	<b>Office Supplies</b>	<b><u>675</u></b>
<b>Total</b>		<b>\$21,865</b>

SECTION THREE: That this Ordinance will take effect ten (10) days after final passage.

SECTION FOUR: That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.

- **What Department or bureau is Bill originating from? Where did the initiative for the bill originate?**

DCED, Bureau of Planning and Zoning, Office of Neighborhoods

- **Summary and Facts of the Bill**

The Bureau of Recycling and Solid Waste, the Office of Neighborhoods and the Assistant to the Mayor will work collaboratively to coordinate this initiative.

- **Purpose – Please include the following in your explanation:**
  - **What does the Bill do – what are the specific goals/tasks the bill seek to accomplish**
  - **What are the Benefits of doing this/Down-side of doing this**
  - **How does this Bill related to the City's Vision/Mission/Priorities**

Allentown's grant project, *Love Our City = SERVE Allentown*, proposes a new initiative and campaign to address specific quality of life issues particularly graffiti, littered neighborhoods and illegal dumping. In addressing those local challenges our goal is to utilize our base of volunteers and equip them with staff support and mini-grant dollars as they resolve identified neighborhood issues replace the blight with beautification projects. Faith based leaders, neighborhood watch groups, and community organizations/individuals will be asked to assist the City in identifying blight in their neighborhoods and recruit these volunteers to eradicate blight where they live, work and worship. Addressing these challenges fulfills impact initiative elements in *SERVE Allentown's* service plan which was designed to engage citizens to work to strengthen their community. Beautification efforts will be implemented as a result of the implementation of approximately 25 mini-grants that will be made available to neighborhood/community organizations/faith based groups.

- **Financial Impact – Please include the following in your explanation:**
  - **Cost (Initial and ongoing)**
  - **Benefits (initial and ongoing)**

There is minimal financial impact on the General Fund due to the fact that the receipt of all the revenue will be in January 2014 and expenses will be throughout the year (and into 2015).

- **Funding Sources – Please include the following in your explanation:**
  - **If transferring funds, please make sure bill gives specific accounts; if appropriating funds from a grant list the agency awarding the grant.**

The Cities of Service Impact Volunteering Fund grant comes from the Cities of Service organization which provides technical support and grant funds to cities across the country that carry out volunteer initiatives. The grant totals \$25,000. The \$3,135 difference is reimbursement for the Neighborhood Coordinator salary.

- **Priority status/Deadlines, if any**

The Project will begin in January, 2014 therefore bill is necessary so that funds can be expensed. The approximate end date for the project will be in July, 1015.

- **Why should Council unanimously support this bill?**

This grant supports the Committee Action



CITY OF ALLENTOWN

CA-1

**RESOLUTION**

**2014**

*Introduced by the Administration on January 15, 2014*

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**Certificates of Appropriateness for work in the Historic Districts**

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***Resolved by the Council of the City of Allentown, That***

**WHEREAS**, Certificates of Appropriateness are required under the provisions of the Act of the General Assembly of the Commonwealth of Pennsylvania No. 167, June 13, 1961 (P.L. 282) and City of Allentown Ordinance No. 12314; and

**WHEREAS**, the following owners and/or applicants propose exterior alterations of the listed properties as indicated on the attached Case Reports:

1037 W Turner St  
Donald A Lobach

410 N 8<sup>th</sup> St  
R Scott Unger/LAGR Properties LLC

**WHEREAS**, on January 6, 2014; the Allentown Historical Architectural Review Board recommended approval of the above applications or offered modifications, which were subsequently accepted by the property owners, to City Council; and

**WHEREAS**, after reviewing the above-mentioned HARB Case Reports, it is the opinion of City Council that the proposed work is appropriate.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Allentown that Certificates of Appropriateness are hereby granted for the above referenced work.

**HISTORIC ARCHITECTURAL REVIEW BOARD  
1037 W TURNER STREET**

**JANUARY 6, 2014  
FINAL REVIEW SHEET**

**Case #HDC-2013-00068** - Proposal to replace falling brick front porch wall to match other bricks, reuse all concrete capping pieces.

**Property located at:** 1037 W. Turner Street  
**Agenda #4**

**Historic District:** Old Allentown

**Case #HDC-2013-00068**

**Meeting date:** December 2, 2013

**Property Owner:** Donald & Anna Lee Lobach

**Address:** 436 1<sup>st</sup> St, Whitehall PA 18052

**Applicant:** same

**Applicant's Address:** same

**Building description, period, style, defining features:** This structure is a 3 story brick dwelling with a flat roof, double-story oriel window, projecting cornice with classical bracketing, an Allentown porch roof and brick walled front porch. The building dates from c. 1900 and is Queen Anne with Classical details.



Survey



Current

**Proposed alterations:** It is proposed to replace falling brick front porch wall to match other bricks, reuse all concrete capping pieces. The brick will be colored in the spring to match the existing.

**Background:** Per HARB Case 1986-2, heard on February 3, 1986:

Approved Alterations: Install new 12'x7'8" overhead garage door, the remainder of the 28'4"x13'6" minus 12' for the door will receive face board trim.

Per HARB Case 1982-35, heard on June 7, 1982;

Approved Alterations: Stucco the rear wall of the 3<sup>rd</sup> floor of the main structure.

Per AHRB Case 1982-22, heard on May 10, 1982;

Approved Alteration:

1. Remove the wrought iron loading platform on the north wall of the 2-story rear addition,

2. Remove the wooden porch on the 3<sup>rd</sup> floor, north wall of the 3-story main structure,
3. Remove the two windows and door on the north wall of the 2-story rear addition,
4. Remove three windows from the 1<sup>st</sup> floor of the west wall of the 2-story rear addition,
5. Remove the doors from the west wall of the 2-story rear addition, 1<sup>st</sup> and 2<sup>nd</sup> stories,
6. Remove the door and window from the 3<sup>rd</sup> floor of the north wall of the main structure, and
7. Stucco the new openings closed which will leave the possibility of restoring the building.

**Staff Approvals:** On August 6, 2002 – replace nine (9) vinyl & aluminum windows with the same size and style in vinyl windows.

**Violations:** N/A

**Guideline Citation:** **SIS 9.** New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment. **SIS 6.** Deteriorated features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. **Allentown Guidelines for Historic Districts:** Chapter 5. Guidelines for Existing Buildings and Structures 7, Porches and Stoops.

**Evaluation, effect on historic district, recommendations:** The new masonry installed at the front porch replaced red brick masonry that was in poor structural condition and poorly pointed. The new masonry appears to have a scored stucco finish to give the appearance of brick, but the color is gray/tan. The wall should have been repaired in-kind or replaced with new brick to match the old. Brick detailing should be replicated if wall rebuilt.

**Discussion:** The applicant gave a lengthy explanation of what the conditions of the wall were and what he did to repair it. He said the quotes to replace in brick were too expensive. Instead he had a new reinforced concrete foundation installed, and concrete block placed above the foundation wall. The concrete block was grouted solid and a scored stucco finish applied. Since the photos were taken, the scored concrete was painted with red and white to recall the historic brick. Mr. Fillman explained to the applicant that the brick scoring is not consistently done and does not match the pattern on the side of porch which included a soldier course just above the level of the sidewalk. The applicant pointed out that the porch was not original to the building, but a HARB member said the porch was historic and had developed importance in its own right. The date of the porch is approximately 1920-1940. The general consensus of the HARB was that the wall needed to be rebuilt in brick. Matching new brick to the old was discussed with the applicant. The applicant said the masons who priced the work said you could not match the existing historic brick. The Historic Consultant and HARB members assured the applicant that a brick that was very close to the original could be found and also that the brick did not need to match exactly.

Mr. Hartney explained the process to the applicant that the HARB is a recommending body and that City Council ultimately approves or denies Certificates of Appropriateness. Based on the discussion it was clear the HARB would recommend denial unless the applicant agreed to modify the application. The Board discussed how to demolish the existing concrete block wall and build brick on top of the new foundation. The Historic Consultant produced a quick sketch showing the applicant a shelf in the concrete that would support the outer wythe of brick until the level reached the top of the foundation wall and continued up as 2 wythes of brick. After discussing "how" with the applicant, "when" was addressed. It was agreed that the applicant should contact Mr. Hartney in 3 months (March) with pricing and details. He would have until September 2014 to complete the work. The applicant agreed to modify his application to reflect the HARB and Consultant's recommendations so the application could be recommended for approval.

**Motion:** The HARB upon motion by Mr. Sell and seconded by Mr. Wheeler adopted the proposal that City Council issue a Certificate of Appropriateness for the proposed work described herein:

1. The proposal to replace falling brick front porch wall to match other bricks, reuse all concrete capping pieces at 1037 W. Turner Street was represented by Donald Lobach.
2. The porch will be restored to original condition and detail including the lower soldier course and a band of rotated brick located at the center of the wall.
3. The brick will match the existing as closely as possible.
4. Pricing must be obtained by March, 2014 and work must be completed by September 2014.
5. The proposal to recommend a COA was unanimously approved. (6-0; motion carried; *Berner, Brobst, Fillman, Jackson, Sell, Wheeler*)

Approved Alteration:

1. Remove the wrought iron loading platform on the north wall of the 2-story rear addition,
2. Remove the wooden porch on the 3<sup>rd</sup> floor, north wall of the 3-story main structure,
3. Remove the two windows and door on the north wall of the 2-story rear addition,
4. Remove three windows from the 1<sup>st</sup> floor of the west wall of the 2-story rear addition,
5. Remove the doors from the west wall of the 2-story rear addition, 1<sup>st</sup> and 2<sup>nd</sup> stories,
6. Remove the door and window from the 3<sup>rd</sup> floor of the north wall of the main structure, and
7. Stucco the new openings closed which will leave the possibility of restoring the building.

**Staff Approvals:** On August 6, 2002 – replace nine (9) vinyl & aluminum windows with the same size and style in vinyl windows.

**Violations:** n/a

**Guideline Citation:** **SIS 9.** New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment. **SIS 6.** Deteriorated features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. **Allentown Guidelines for Historic Districts:** Chapter 5. Guidelines for Existing Buildings and Structures 7. Porches and Stoops.

**Evaluation, effect on historic district, recommendations:** The new masonry installed at the front porch replaced red brick masonry that was in poor structural condition and poorly pointed. The new masonry appears to have a scored stucco finish to give the appearance of brick, but the color is gray/tan. The wall should have been repaired in-kind or replaced with new brick to match the old. Brick detailing should be replicated if wall rebuilt.

**Discussion:** The applicant gave a lengthy explanation of what the conditions of the wall were and what he did to repair it. He said the quotes to replace in brick were too expensive. Instead he had a new reinforced concrete foundation installed, and concrete block placed above the foundation wall. The concrete block was grouted solid and a scored stucco finish applied. Since the photos were taken, the scored concrete was painted with red and white to recall the historic brick. Mr. Fillman explained to the applicant that the brick scoring is not consistently done and does not match the pattern on the side of porch which included a soldier course just above the level of the sidewalk. The applicant pointed out that the porch was not original to the building, but a HARB member said the porch was historic and had developed importance in its own right. The date of the porch is approximately 1920-1940. The general consensus of the HARB was that the wall needed to be rebuilt in brick. Matching new brick to the old was discussed with the applicant. The applicant said the masons who priced the work said you could not match the existing historic brick. The Historic Consultant and HARB members assured the applicant that a brick that was very close to the original could be found and also that the brick did not need to match exactly.

Mr. Hartney explained the process to the applicant if the HARB voted and denied his request for a Certificate of Appropriateness. He also cautioned the applicant that City Council usually voted as the HARB recommended. How to demolish the existing concrete block wall

and build brick on top of the new foundation was discussed. The Historic Consultant produced a quick sketch showing the applicant a shelf in the concrete that would support the outer wythe of brick until the level reached the top of the foundation wall and continued up as 2 wythes of brick. After discussing "how" with the applicant, "when" was addressed. It was agreed that the applicant should contact Mr. Hartney in 3 months (March) with pricing and details. He would have until September 2014 to complete the work.

**Motion:** The HARB upon motion by Mr. Sell and seconded by Mr. Wheeler adopted the proposal that City Council issue a Certificate of Appropriateness for the proposed work described herein:

1. The proposal to replace falling brick front porch wall to match other bricks, reuse all concrete capping pieces at 1037 W. Turner Street was represented by Donald Lobach. .
2. The porch will be restored to original condition and detail including the lower soldier course and a band of rotated brick located at the center of the wall.
3. The brick will match the existing as closely as possible.
4. Pricing must be obtained by March, 2014 and work must be completed by September 2014.
5. The proposal to recommend a COA was unanimously approved. (6-0; motion carried; *Berner, Brobst, Fillman, Jackson, Sell, Wheeler*)

**CITY OF ALLENTOWN**  
**Historical Architectural Review Board**  
**FINAL REVIEW SHEET**  
**January 6, 2014**

**Case # HDC-2014-00001** - Proposal to remove a shed roof at the rear of the property and install a solid 6 panel door or door with half-light with 2 lower panels on rear grocer alley entry from the rear.

**Property located at:** 410 N 8th Street

**Agenda #1**

**Historic District:** Old Allentown

**Case #HDC-2014-00001**

**Meeting date:** January 6, 2014

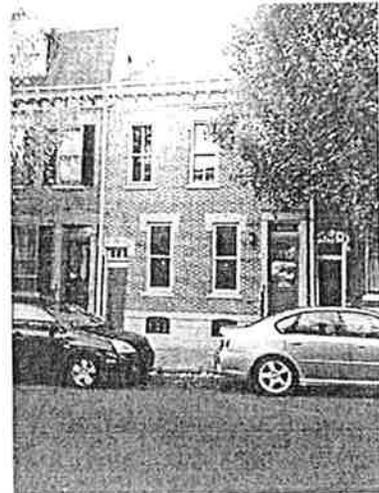
**Property Owner:** LAGR Properties LLC

**Address:** 3440 Lehigh St., Allentown, PA

**Applicant:** Same

**Applicant's Address:** Same

**Building description, period, style, defining features:** This structure is a 3 bay, 2 1/2 story, attached brick row house with a gable roof, bracketed cornice, and East Lake ornamented window and door headers. The house is Queen Anne in style with East Lake details and dates from c. 1880.



**Proposed alterations:** It is proposed to remove a shed roof at the rear of the property and install a solid 6 panel door or door with half-light with 2 lower panels on rear grocer alley entry from the rear.

**Background:**

**Staff Approvals:** n/a

**Violations:** Current violation

**Guideline Citation:** SIS 9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be compatible with the massing, size, scale, and architectural features to protect the historic

integrity of the property and its environment. **SIS 6.** Deteriorated features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. **Allentown Guidelines for Historic Districts:** Chapter 5. Guidelines for Existing Buildings and Structures – Doors and Roofs.

**Evaluation, effect on historic district, recommendations:** The existing small roof at the rear of the house is in deteriorated condition. It is not original to the building. Its removal would not create an adverse effect on the existing historic building. The choices for the door for the rear grocer alley door are historically appropriate. Either door design would be appropriate.

**Discussion:** The project was discussed briefly with the applicant/owner. It was not clear why the low roof at the Grocer alley was constructed. The Historic Consultant suggested that it might have provided protection for grocery deliveries. The consensus of the HARB was that the roof had little historic significance and its removal would be acceptable. The HARB asked that the ceiling beams be removed and holes in masonry infilled with stone when the main roof removed.

**Motion:** The HARB upon motion by Mr. Huber and seconded by Mr. Sell adopted the proposal that City Council issue a Certificate of Appropriateness for the proposed work described herein:

1. The proposal to remove a shed roof at the rear of the property and install a solid 6 panel door or door with half-light with 2 lower panels on rear grocer alley entry from the rear at 410 N 8th Street was represented by R. Scott Unger and Ryan Butkowski.
2. The shed roof may be removed as requested because it was not considered a character defining feature and it was at the rear of the property.
3. A transom will be installed above the new grocer alley door if needed to infill the existing opening.
4. The beams of the roof will be removed and infilled with brick and appropriate high lime-content mortar.
5. The proposal to recommend a COA was unanimously approved. (6-0; motion carried; *Berner, Brobst, Fillman, Jackson, Sell, Wheeler*)



CITY OF ALLENTOWN

R-1

**RESOLUTION**

**2014**

*Introduced by the Administration on January 15, 2014*

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**Sewage Planning Module for Three Center City**

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***Resolved by the Council of the City of Allentown, That***

**WHEREAS**, Section 5 of the Act of January 24, 1966, P.L. 1535, No. 537, known as the "Pennsylvania Sewage Facilities Act", as Amended, and the rules and Regulations of the Pennsylvania Department of Environmental Protection (Department) adopted thereunder, Chapter 71 of Title 25 of the Pennsylvania Code, require the municipality to adopt an Official Sewage Facilities Plan providing for sewage services adequate to prevent contamination of waters of the Commonwealth and/or environmental health hazards from sewage wastes, and to revise said plan whenever it is necessary to determine whether a proposed method of sewage disposal for a new land development conforms to a comprehensive program of pollution control and water quality management, and

**WHEREAS**, North Star Construction Management, Inc. has proposed the development of a parcel of land identified as a parcel at Three City Center and described in the Sewage Facilities Planning Module, and proposes that such subdivision be served by: Sewer tap-ins.

**WHEREAS**, City of Allentown finds that the subdivision described in the Sewage Facilities Planning Module conforms to applicable sewage related zoning and other sewage related municipal ordinances and plans, and to a comprehensive program of pollution control and water quality management.

**NOW, THEREFORE, BE IT RESOLVED** that the Council members of the City of Allentown hereby adopt and submit to the Department of Environmental Protection for its approval as a revision to the "Official Sewage Facilities Plan" of the municipality the above referenced Sewage Facilities Planning Module.



CITY OF ALLENTOWN

R-2

RESOLUTION

2014

*Introduced by City Council on January 15, 2014*

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**Approves Auditing Services for years ending December 31, 2013; 2014 and 2015**

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***Resolved by the Council of the City of Allentown, That***

**WHEREAS**, Article 130.13 of the Home Rule Charter, states Council shall provide for an annual independent audit to be completed and submitted to the Mayor within one hundred eighty (180) days of the close of the fiscal year; and

**WHEREAS**, a Request for Proposals was prepared pursuant to purchasing guidelines as established in the Administrative Code and other relevant statutes for an independent auditor; and

**WHEREAS**, a number of firms submitted proposals to provide for the requested audited services in the years ending December 31, 2013, 2014 and 2015; and

**WHEREAS**, a committee evaluated each of the technical and cost proposals associated with the RFP.

**NOW, THEREFORE, BE IT RESOLVED** that City Council hereby engages MaherDuessel, 3003 North Front Street, Harrisburg, PA for the auditing services in the years ending December 31, 2013, 2014 and 2015 at a cost not to exceed \$50,000, \$51,500 and \$52,950 respectively.

## RELEVANT SECTIONS OF CODE RELATING TO AUDIT

### 115.10 INVESTIGATIONS

A. A Council shall have the power, by ordinance, to make or cause to be made, investigations, audits or studies of the City and the conduct of any City department, office or agency, and, for this purpose may retain professional and technical assistance, subpoena witnesses, administer oaths, take testimony, require the production of evidence, and provide funds for such investigation, audit, or study. (Art. II, §210)

B. The subjects of such investigation, audit or study shall be specifically stated in the authorizing ordinance. (Art. II, §210)

### From SECTION 130.10 CAPITAL PLAN:

**4. Post Project Completion Audit:** Following completion of the Capital project, a complete and detailed audit must be published and made available to the public. This Post Audit is to be completed by an independent auditor appointed by the Council. The purpose of the Post Audit is to confirm the estimates of costs and explain any deviation between actual and estimated costs. (Note: The Home Rule Charter Transition Committee reviewed this section of the Charter and considered the annual audit to be a means of compliance with this requirement.)

### 130.13 INDEPENDENT AUDIT

The Council shall provide for an annual independent audit to be completed and submitted to the Mayor within one hundred eighty (180) days of the close of the fiscal year. It shall include City receipts, expenditures, accounts and reports by a Pennsylvania Certified Public Accountant or a Certified Public Accounting firm, experienced in municipal finance, having no personal interest, direct or indirect, in the fiscal affairs of the City or any of its elected or appointed personnel. The Council may provide for more frequent audits at its discretion. Within thirty (30) days of completion, the Mayor shall present, to the Council, the results of the annual audit and a financial statement of the fiscal affairs of the City, with the results of the independent auditor's survey of internal control and any recommendations thereon. The evaluation of the internal control shall take the form of a Management Letter. This Management Letter shall be submitted to the City Council after every audit. A summary of the annual audit of the independent auditor shall be published at least once in one or more newspapers of general circulation in the City within thirty (30) days after submission to the Mayor. The annual audit shall be conducted in accordance with generally accepted auditing standards. The financial report shall be prepared in accordance with generally accepted accounting principles, and shall include a balance sheet for each fund, and on a consolidated fund basis reflecting all current assets, current liabilities and fund balances. The Council shall designate such accountant or firm annually or for a period not exceeding three (3) years. Such accountant or firm shall not serve for more than six (6) consecutive years. (Art. VIII, §814)

### 130.23 ANNUAL AUDIT

A. All accounts of the City shall be audited following the close of each fiscal year by an independent certified public accountant selected by Council. The term for which such person or firm can be retained shall be unlimited. Notwithstanding this fact, however, the City shall circulate to qualified person or firms a request for proposal for auditing services at least once every three (3) years. Said proposal shall detail all pertinent information including the scope of the services requested and the fiscal year(s) to be audited.

B. It shall be the prerogative of Council to conduct surprise audits of any or all accounts of the City at any time Council, by vote of majority, deems it necessary. (12336 §6 2/7/79)