

SAUCON RAIL TRAIL OVERSIGHT COMMISSION

MEETING MINUTES

January 23rd – 6:00 PM

Coopersburg Borough

5 N. Main Street

Coopersburg PA 18036

I. OPENING

A. Call to Order – President Steve LaBrake

B. Roll Call

1. Coopersburg Borough – Linda Minarik
2. Upper Saucon Township – Peter Jarrett, Diana Inglis
3. Lower Saucon Township – Jerry Holum, Roger Jurczak
4. Hellertown Borough – Steve LaBrake, Phil Weber

II. PUBLIC COMMENT / CITIZEN NON-AGENDA ITEMS

III. PUBLIC COMMENT (Related to Agenda Items below)

A. Frank Hollenback & Tom Morino present to discuss the status of the trail in Springfield and Richland Townships and on forming an Oversight Commission for themselves. See notes below

IV. PRESENTATIONS / TRAIL BUSINESS

A. Elections/Reorganization

1. Linda Minarik submitted her resignation from the SRTOC. She will be working with Tim Paashaus to find a Coopersburg replacement.
2. Motion by Roger for Steve to extend his term as President. Second by Jerry, all in favor
3. Motion by Diana for Peter to extend his term as Vice-President. Second by Roger, all in favor
4. Motion by Steve for Diana to extend her term as Secretary. Second by Peter, all in favor

B. Vision/Future Plans

1. Springfield & Richland Townships Updates
 - a) The S&R trail extensions are moving forward. Bucks County is building the trail which will then be turned over to the Townships for oversight and continuing maintenance.
 - b) SRTOC members provided feedback on how the SRTOC was originally formed and funded by each municipality.
 - i. Initially each municipality seed funded the SRTOC. This money can only be spent on trail expenses that benefit the complete trail such as the website costs.
 - ii. Anything that is located in one municipality is funded by that municipality (such as a trail head) or through fundraising (such as the rail signal restoration project in Hellertown, memorial benches, water fountains).
 - iii. Each municipality adopted their own existing park rules to govern their section of the trail.

- c) At this point it does not make sense for the groups to combine into one commission since the meeting needs will be significantly different due to the phases of the trails. Suggested having a joint meeting periodically, perhaps at the scheduled SRTOC Coopersburg meeting.
 - d) Agreed that Peter will serve as a liaison to the Springfield/Richland commission.
 - 2. Coopersburg Update – No update
 - 3. Bethlehem Update – No update. Completion planned by end of 2017
- C. Trail Improvement Projects
 - 1. Signal Restoration Project
 - a) The restoration project is just about complete. Some small conduit needs to be painted and installed March/April timeframe, depending on the weather. We need to begin to think about a possible plaque at the signal thanking donors and a sign similar to the Wetlands signs with information on the historical significance of the signal.
 - 2. Trail Signage
 - a) Jerry presented his suggested signage to be placed at each street crossing that would indicate the street name and direction of travel. He obtained pricing from several vendors and the signs could be completed for \$30-\$35 each. There would be 22 signs needed for the existing street crossings. These signs would be installed on the gate crossings at each intersection, facing the street side. It is proposed that the signs be purchased by the SRTOC using excess donation funds available from the signal restoration project. They would then be provided to the municipalities for installation by the respective Public Works departments. The commission discussed the sign design and agreed on an 18" x 24", 0.08 Aluminum with white background, red circle, black & white lettering and non-reflective. The sign proposal will be presented to each of the municipalities for feedback and unofficial approval before proceeding with the purchase.
 - b) As part of the same signage we will look at the possibility of adding North-South directional signs at the parks and trail heads where someone might access the trail without crossing a road. This will be left for future consideration.
 - 3. SRT Bridge over Preston Lane
 - a) Construction to begin soon and be complete by end of 2017. Located near the SL Public Library, this bridge will allow trail users to continue on the trail over Preston Lane instead of getting off the trail and going through Upper Saucon Park and under Preston Lane through the tunnel. The bridge cost is covered 50% through grant, 25% by DeSales University and 25% by Upper Saucon Township. The bridge will be branded DeSales University and be considered a gateway into the university.
- D. Upcoming Events
 - 1. Band on the Run 5K – April 29, 2017
 - a) Motion by Roger to approve, second by Peter, all in favor
- E. Other Business
 - 1. 2017 Meeting Schedule – this was distributed after the November meeting and agreed upon through email.
 - 2. Updated Representatives – reviewed the latest representative list and made necessary updates. Diana will make the necessary changes and distribute to the commission.

3. New Trail Map – Peter presented that Joe Geib (Upper Saucon) is working with Hanover Engineering on an updated trail map. The new map will be oriented portrait, North up and have a point-to-point mileage table. Proposed map will be distributed to the SRTOC shortly for review and comment.

F. Website/Facebook Updates

1. 2017 meeting schedule has been posted on the Facebook page
2. Diana will add the meeting schedule to the website calendar and make some updates on the website to the restored rail signal and mile marker pages including adding a list of the rail signal restoration sponsors

V. MISCELLANEOUS BUSINESS ITEMS

- A. Previous Meeting Minutes – Motion by Steve to approve minutes from November 29, 2017 meeting. Second by Roger, all in favor
- B. Financial Report – Motion by Jerry to approve the December 2017 financial reports with proposed changes to future reports on how the available donation funds are recorded. He will coordinate the report changes with Cathy Hartranft (Hellertown). Second by Steve, all in favor.
- C. Bills to Pay – None

VI. COMMISSIONER INDIVIDUAL STATEMENTS & UPDATES

- A. By Municipality
 1. Hellertown reports that the High Street Bridge project is proceeding and will be a 6-8 month project

VII. ADJOURNMENT

- A. Motion by Jerry to adjourn at 8:40pm, second by Steve, all in favor
Next Meeting: **February 27th – Upper Saucon Township
SL Public Library**