

SAUCON RAIL TRAIL OVERSIGHT COMMISSION MEETING
February 27, 2012, 6:00 p.m.
Hellertown Borough Hall
685 Main Street
Hellertown, PA 18055

MINUTES

1. CALL TO ORDER/ROLL CALL- Roger Jurczak, Chairman

Present were: Chuck Hampton, Hellertown Borough
Joe Pampanin, Hellertown Borough
Joe Geib, Upper Saucon Township
Terry Boos, Hellertown Borough
Sara Pandl, Upper Saucon Township
Roger Jurczak, Lower Saucon Township
Steve LaBrake, Hellertown Borough
Pete Jarrett, Upper Saucon Township
Erin Frederick, Coopersburg Borough
Jack Cahalan, Lower Saucon Township,
Tom Henshaw, Hellertown Borough

2. PUBLIC COMMENT- None

3. CORRESPONDENCE & INFORMATION ITEMS

1. Letter from William Schiesser, re: Landis Mill Road Crossing
2. "NeighborFest Mile" race event, Sunday, September 9, 2012

4. ITEMS REQUIRING COMMISSION APPROVAL

1. Minutes of January 23, 2012, Meeting

Mr. Jurczak made the following changes to the minutes: Dawn Kresge and Susan Anderson were absent at the last meeting, Page 3 in the fourth paragraph should be crosswalk markings, and Page 6 under Trail Maintenance should be that Mr. Hampton made a comment about Mr. Henshaw and not Roger.

Motion was made to accept the minutes with the corrections. Motion was unanimously approved.

2. January Financial Report

The balance as of January 31, 2012, was \$3,981.00. The receipts for the month were \$1,018.00, which included the expense for the logo. The fund balance was \$4,662.32.

A motion was made to accept the financial report. The motion was unanimously approved.

3. Bills to Pay (if any)- None

4. Appointment of firm for website development

This item was discussed later.

5. Friends of Southern Lehigh Public Library Bike for Books Event, May 5, 2012

This event has been withdrawn.

5. TRAIL PROJECTS

1. SRT Website

Mr. LaBrake went to various websites to use as examples to see what the Commission liked or didn't like to take back to the web designer.

The Commission liked pictures, a printable map, historical tour, trail rules, memorial bench information, mile marker information, Geocaching information, business directory, calendar of events, photo gallery, Facebook link, and frequently asked questions.

The Commission didn't like scrolling or flashing banners.

Fundraising and advertising opportunities were discussed. All money that is received as a gift has to be used for a specific trail related project. Any non-designated money will be divided amongst the four municipalities.

Four web designers were discussed. Cassandra Yorgey has her own site and is reasonable. The cost to do the website would be around \$500.00. 110 Front is more of a high-end designer with more commercial oriented layouts. The cost would be \$1,200.00. Aaron Meyer has experience with similar websites. We have received a lot of

positive comments on his other work. The cost would be \$600.00 for a basic site and \$1,100.00 for a premium site. The last designer is PLP Design and no prior work could be found.

The consensus was to use Aaron Meyer to design the website. The Commission would like him to bring a presentation to the next meeting.

2. Trail Markers, Bench Locations

a. Upper Saucon Township Locations

Mr. Geib- There was one marker that was not placed at the previous meeting. That marker has since been installed.

b. Memorial Benches

Mr. Henshaw- There are three benches installed on the Hellertown portion of the trail. They were the Lasso, Weaver, and Heintzelman benches. They have since changed the design of the benches.

Mr. Cahalan- Lower Saucon has two benches installed and there is one more on the way.

Mr. Henshaw- Hellertown also has one on the way. We were wondering the Committee's feelings on placing the benches on both side of the trail and if there are any distance requirements?

Mr. Jurczak- We were keeping the benches on one side to avoid looking into any residential areas.

Mr. Geib- Upper Saucon has three benches on order. The benches were donated by our Engineer.

Mr. Henshaw- Has there been any discussion on the matching trash receptables?

Mr. Jurczak- Lower Saucon's Public Works Direction does not like the cans that they are offering.

Mr. Henshaw- They will fill with water and be hard to empty.

3. Bingen Station History, Jerry Holum

Mr. Jurczak- Mr. Holum is on vacation. He was wondering if the history he presented at the last meeting could be approved. I would like to table this until next meeting when he will be present and can answer questions.

6. TRAIL MAINTENANCE

1. March Trail clean-up, Chuck Hampton

Mr. Hampton- Trail Clean-Up will begin on March 24, 2012, at 9:00 a.m. We expect to be completed by noon. I am still waiting on a response from Upper Saucon about allowing the clean-up. We are looking to clear brush and put debris in a spot where the Public Works Departments can have easy access for clean-up.

Mr. Henshaw- We are looking to collect more brush than trim trees.

Mr. Jurczak- There will be no power tools allowed. They should bring lopping sheers and pruners.

A request was made to have a trained EMT on hand in case of an emergency.

A staging area was discussed. It was decided that everyone will meet at Water Street Park and branch out from there.

Mr. Henshaw will be renting a trailer with tools. It will be reserved from March 24, 2012, and also March 31, 2012, in case of rain.

7. TRAIL EVENTS

Mr. Cahalan- There are some events that are going to be coming up. I wasn't sure how the Commission wanted to handle approval of the events. I thought we were going to run this like an IRT where by the Commission would review and approve events. I put together an event registration form which is an application to fill out by the party wishing to hold the event. The application would be approved at a meeting.

Mr. Jurczak- I think that this is a uniform way for all municipalities to handle this situation. The organization will have to indemnify all of the municipalities involved. After we complete a draft of the application, we will send to Councils and Solicitors for approval.

The Commission requested that all applications be in 40 days prior to the event to ensure time to review.

Mr. Cahalan will bring a revised draft of the application to the next meeting.

Mr. Hampton- On April 15, 2012, there is the Spring Valley Turkey Shoot. It is held twice a year. There is information posted in Hellertown and Upper Saucon that the event will be happening to warn trail users. The participants will not be shooting toward the trail.

A notice of the trail clean-up will be placed in the kiosk.

Mr. Jurczak- There will be a Regional Trail Planning Workshop on April 19, 2012. I will be attending as well as a Lower Saucon Township Councilmember.

8. OTHER ISSUES

Mr. Hampton questioned the status of the wristbands or vests for trail attendants.

It was determined that Lower Saucon Township and the Watershed Association have some vests available to use.

Mr. Jurczak noted that he will advertise the need for volunteers for the clean-up on The Patch and Facebook.

Mr. Henshaw discussed the Tumminello Park Plans. It is hoped to have Phase I complete by the end of June. The bridge over the millrace will take longer.

There was discussion about the removal of the light towers after children were seen climbing them. Mr. Henshaw stated that they were going to fix up the light fixtures and keep them but remove the ladder so no one can climb them.

Mr. Jurczak noted that the host municipality will be responsible for transcribing the meeting minutes.

9. NEXT MEETING- March 26, 2012, Coopersburg Borough

Meeting adjourned at 7:55 p.m.