













# Lehigh County PENNSYLVANIA

# **Welcome to Your Lehigh County Newsletter**

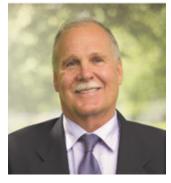
#### From County Executive Phillips "Phil" Armstrong

Hello Residents.

Thank you for taking the time to read our first annual newsletter for the County of Lehigh.

My administration has partnered with Hometown Press to bring a comprehensive and detailed publication concerning your local county government and its many vital functions. This publication is an extension of my administration's commitment to transparency and constituent service, and a reflection of my intention to provide the public with important information.

This publication has been financed entirely through local merchants and businesses, making it free to our taxpayers. These pages contain crucial details about the county's departments, and the resources they provide to local residents.



It is my hope that this annual publication will cultivate a stronger understanding of county government and enlighten you as to the resources we provide.

As this publication will demonstrate, Lehigh County provides a multitude of services to the local community. The county is responsible for everything from law and order, social services, Cedarbrook senior care and rehabilitation, community and economic development, and farmland preservation.

We have a number of exciting initiatives in the years ahead for Lehigh County. We will be undertaking a significant addition of the new E Wing and renovation of our Cedarbrook Nursing and Rehabilitation Center in South Whitehall Township; implementing a new voting system for the November 5th, 2019 election; installing new financial, purchasing, and Human Resources software to improve efficiencies; restoring and renovating the original Court House; further reducing our energy consumption; supporting the "LINK" plan to connect our many Lehigh Valley trail networks, and continuing to build our Youth Advisory Council.

Please take the time to review this letter thoroughly. We look forward to another year of serving our residents and wish everyone a happy and safe summer. For more information concerning the county, visit our website at www.lehighcounty.org



Government Center:
17 South 7th St. • Allentown, PA 18101
Courthouse:
455 Hamilton St. • Allentown, PA 18101

610-782-3000 • www.lehighcounty.org

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## **Lehigh County Board of Commissioners**

The Lehigh County Board of Commissioners serves as the county's legislative branch of government, similar to the State House in Harrisburg or Congress in Washington D.C. It is comprised of nine elected "county commissioners".

There are five districted commissioners who represent specific apportioned parts of the county and four at-large commissioners who represent all of the county of Lehigh.

The Lehigh County Commissioners meetings are held on the second and fourth Wednesday of each month at 7:30 P.M. at 17 S 7th Street, Allentown, PA, 18101.

The Home Rule Charter of Lehigh County, similar to the U.S Constitution, sets forth the responsibilities and duties of the commissioners. Their responsibilities include adopting a budget, approving the appointment of certain officials and sponsoring and passing ordinances and resolutions.

In addition to the Board of Commissioners' regular meetings, commissioners also serve on committees which deal with specific county issues such as Courts & Corrections and Finance.

A more detailed description of their responsibilities can be found on the Board of Commissioners page of the county webpage.

#### **Current Board Members**



Board Chair Marty Nothstein (At Large)



Vice-Chair Nathan Brown (District 5)



Marc Grammes (District 1)



Percy Dougherty (District 2)



Amy Zanelli (District 3)



Geoff Brace (District 4)



Dan Hartzell (At Large)



Amanda Holt (At Large)



Brad Osborne (At Large)

#### Administative & Human Resources:

Amanda Holt (c), Percy Dougherty (v), Brad Osborne, Amy Zanelli

#### **Cedarbrook:**

Dan Hartzell (c), Brad Osborne (v), Geoff Brace, Amanda Holt

#### **Courts & Corrections:**

**Amy Zanelli (c)**, Nathan Brown (v), Marc Grammes, Brad Osborne

#### **Development & Planning:**

Geoff Brace (c), Dan Hartzell (v) Nathan Brown, Marc Grammes

#### Finance:

Brad Osborne (c), Amanda Holt (v), Percy Dougherty, Amy Zanelli

#### **General Services:**

Percy Dougherty (c), Marc Grammes (v), Geoff Brace, Nathan Brown

#### Governance:

Nathan Brown (c), Geoff Brace (v), Dan Hartzell, Amanda Holt

#### **Human Services:**

Marc Grammes (c), Amy Zanelli (v), Percy Dougherty, Dan Hartzell

## Message from President Judge Edward Reibman

The judicial branch of government interprets laws and resolves disputes between individuals, organizations and government.

Lehigh County has 14 Magisterial District Courts located throughout the county. Each court is staffed by an elected Magisterial District Judge ("MDJ"). In general, the MDJs hear criminal cases involving misdemeanors of the third degree and summary offenses, various offenses under the Vehicle Code, and first-time charges of driving under the influence of alcohol or controlled substances where the defendant pleads guilty. MDJ's also conduct preliminary hearings to determine if probable cause exists in criminal cases to hold the defendant for trial and to set bail. They also preside over landlord/tenant disputes, civil cases where the claim does not exceed \$12,000.00, and applications for emergency relief in connection with claims of domestic abuse and sexual violence and intimidation.

MDJs are elected for a term of six-years and may succeed themselves by election. Their annual salary is \$91,597. The Court of Common Pleas is located at the Lehigh County Courthouse at 5th and Hamilton Streets, Allentown. The Court consists of 10 judges, who are each elected for a 10-year term and may be retained for additional 10-year terms. Their annual salary is \$183,184.

The Court is divided into four divisions: Civil (contracts, negligence, mortgage foreclosure); Criminal (juvenile delinquency

and adult crimes); Family (divorce, custody, child and spousal support, and protection from domestic abuse, sexual violence and intimidation); and Orphans' (adoptions, guardianships, wills and estates, juvenile dependency, termination of parental rights, and charitable and tax-exempt entities). The Court also decides appeals from decisions of various administrative bodies, such as zoning and tax assessment boards, as well as appeals from the decisions of the MDJs.

Appeals from the Court of Common Pleas go to either the Superior Court or the Commonwealth Court, depending upon the subject matter of the case. Appeals from those courts go to the Pennsylvania Supreme Court.





## **Voter Registration**

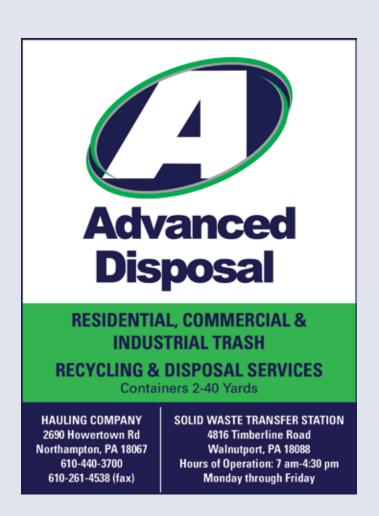
The Lehigh County Election Board is responsible for conducting and facilitating transparent and fair elections. They select, purchase, preserve and equip polling places with the equipment needed to run an Election. The Board also has the power to investigate election fraud and irregularities, and report election results to the public and Secretary of the Commonwealth.

Residents of Lehigh County have 30 days prior to a Primary or Election to register to vote or make changes to their existing registration. This can be done online at www.VotesPA.com or with a paper application by mail or in our office.

Absentee ballots can be obtained if you will be away from your municipality on Election Day, if you are ill and cannot go to your polling place,

or for religious reasons. This is a two-step process. First an application must be filled out and filed prior to 5PM the Tuesday before a Primary or Election. And the voted ballot must be returned to the office prior to 5PM the Friday before a Primary or Election.

In February 2018, Governor Wolf directed and later solidified by a litigation agreement between Jill Stein and the Department of State that all of Pennsylvania will be required in the 2020 presidential primary to use voter verified paper ballots. Lehigh County will begin using hand marked, voter verified paper balloting in the 2019 November Municipal Election.











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#### **Residential Service Repair**

Residential use only. Cannot be applied to diagnostic fee. One offer per household; not valid with other offers. Coupon must be presented at time of service. Code: LEHIGHNEWS19. Expires 6/01/2020.

RURKHOLDER'S

#### **New System Installation**

Residential use only. One offer per household; not valid with any other offer. Only valid on proposals dated after 6/30/2019. Coupon must be presented at time of service. Code: LEHIGHNEWS19. Expires 6/01/2020

BURKHOLDER'S

#### **New Residential Maintenance Agreement**

Residential use only. Offer does not apply to contract renewals and excludes humidifiers and media filters. One offer per household; not valid with other offers. Coupon must be presented at time of service. Code: LEHIGHNEWS19. Expires 6/01/2020.

BURKHOLDER'S

383 Minor Street, Emmaus PA 18049

PA 11533

# **Emergency Management Services**

Emergency Management is charged with creating the framework within which communities cope with disasters and reduce vulnerability to hazards. Our vision is to plan, analyze, conduct and maintain programs to minimize damage to property and loss of life or injury. Lehigh County Emergency Management's mission is to assist in protecting communities by coordinating and integrating all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to, and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters.



Lehigh County Emergency Management encourages community members and their families to be self-sufficient for at least 72 hours. We ask everyone to have a plan for themselves and family members: consider prepackaged food, water and supplies you should have to evacuate in place or to move to a safe location based on the type of disaster. Consideration should be given to pets, medicine, physical limitations, and abilities. These actions and staying in communication with directions of first responders will save lives.

A great alerting resource is **CodeRed**. Anyone can sign up to be alerted to a serious incident in Lehigh County. All you need to do is visit the Lehigh Count website, go to the Emergency Management page, and on the left-hand side of our page is the CodeRed icon. Click on the icon and follow the directions to stay informed during a serious incident.

## **Lehigh County Row Offices**

In addition to the County Executive and Board of Commissioners, Lehigh County is served by various officials who are elected-atlarge every four years. These offices are known collectively as the county row offices, the name stemming from their appearance in a row on the general election ballot.

These offices include the Coroner, Clerk of Judicial Records, Controller, District Attorney, and Sheriff.

#### Offices and Responsibilities:

#### **Coroner:**

The Coroner's office is responsible for investigating and determining the cause and manner of death of persons who expire within the boundaries of Lehigh County. The current interim coroner is Eric Minnich, who was appointed in March 2019.

#### **Clerk of Judicial Records:**

This office is responsible for the maintaining of records for the 31st Judicial District Court of Common Pleas including civil, criminal and register of wills records. The office also maintains all deeds for landownership in Lehigh County. These records are now easily searchable in an electronic database, and available to the public unless otherwise stipulated by law. The current Clerk of Judicial Records is Andrea Naugle.

#### **Controller:**

The Controller is an independent office that serves as a fiscal watchdog responsible for conducting fiscal oversight of county operations. The office performs quality audits of County revenue and expenditures on a cyclical basis to measure financial integrity, ensures county compliance with county, state and federal regulations, and maintain the county's ethics hotline.

The Controller also ensures the integrity of the public bidding process and serves as Secretary of the Retirement Board. The current Controller is Glenn Eckhart.

#### **District Attorney:**

The District Attorney's Office is charged with prosecuting all misdemeanor and felony cases arising in the County, and with seeking justice by fairly and efficiently prosecuting those individuals charged with committing crimes. The District Attorney is the Chief Law Enforcement Officer of the County and works closely with all police departments in the county and state and federal law enforcement officials on investigations, crime-fighting and public safety initiatives.

The District Attorney's office has pioneered a number of regional initiatives to enhance the effectiveness of local law enforcement. These include the Regional Intelligence Interface Center (RIIIC) which integrates police records allowing law enforcement professionals to cooperate, easily search records and solve crimes in an expedient manner, and Central Booking Station which allows officers to better use their time.

The current District Attorney is Jim Martin. He has the led the office since 1998.

#### Sheriff:

The Sheriff serves all original criminal, civil and protection from abuse orders which come from the Court of Common Pleas and provides security to court preceding and county buildings. The Sheriff's office also transports prisoners, holds sales to collect on debts, investigates and apprehends fugitives and bail jumpers.

The office also issues permits to carry a concealed weapon within the Commonwealth of Pennsylvania provided that an appropriate background check has been completed. The current Sheriff is Joe Hanna.

## **Lehigh County Departments**

#### **General Services:**

The Department of General Services is responsible for the operational and capital planning of the County and the region. The Department of General Services provides support to County agencies in the areas of emergency management; bridge maintenance (including 47 bridges of various descriptions including four historic covered wooded structures); real estate management; facilities planning, construction, & maintenance; vehicle acquisition & maintenance; property disposition; and maintenance of parks.

The County owns or maintains more than 4,000 acres of open space, 50 miles of recreational trails at 23 sites including four museums, and a lake. The Trexler Nature Preserve, Bob Rodale Cycling and Fitness Park, Leaser Lake, and the Sports Fields of Lehigh County are jewels that improve our residents' quality of life.

#### **Corrections:**

The mission of the Lehigh County Department of Corrections is to enhance public safety via the lawful confinement of offenders and targeted rehabilitative programming. They provide a safe, healthful and humane environment in which to live and work and are committed to the furtherance of professional corrections standards.

The Lehigh County Department of Corrections is responsible for the detention of adult and juvenile offenders. The Office of the Director of Corrections is responsible for the overall administration of Lehigh County's Department of Corrections, including the Lehigh County Jail in Allentown and the Community Corrections Center in Salisbury Township, as well as the facilitation of Juvenile Detention services via contracts with neighboring counties.

#### **Administration:**

This department is comprised of six departments responsible for much of the day-to-day operations of Lehigh County's government. The offices consist of: Assessment Office, Fiscal Department, Human Resources Department, Procurement Department, and Veteran's Affairs.

#### **Assessment Office:**

This office is responsible for the maintenance of property assessment rolls and updating property assessments based on new construction or fires, which can either increase or reduce the value of a given property.

#### **Fiscal Department:**

The Fiscal Office is responsible for ensuring Lehigh County is in a solid financial position, promoting the fiscal integrity of the many county departments and agencies, and to provide financial analysis of county operating practices.

#### **Human Resource Department:**

The Office of Human Resources is responsible for personnel and risk management in addition to training. They're tasked with attracting and retaining qualified applicants while encouraging innovation and diversity, while also mitigating risk through employee benefits such as healthcare and workers' compensation.

#### **Information Technology:**

The Office of Information Technology (OIT) provides computing, network infrastructure, software applications and related services, and support and maintenance to facilitate County business objectives. OIT provides technology-based resources and services to all County entities.

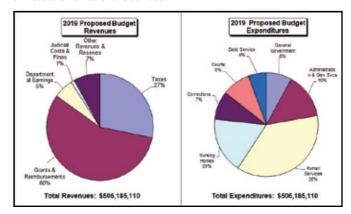
#### **Procurement Department:**

The Office of Procurement is responsible for the administering the purchase of all construction services, equipment, furniture, materials, nonprofessional services and supplies at the lowest possible cost consistent with the quality needed for proper and effective operation of all County departments.

#### **Veterans' Affairs:**

Veterans' Affairs Office is committed to serving Lehigh County veterans and their family members with compassion, dignity and respect. They provide veterans and their families with assistance regarding federal, state and local benefits, and information assistance during the application process.

Despite the size of Lehigh County's 2019 proposed budget of \$506 million, just \$109 million of that comes from local property tax revenue. Two-thirds of the budget is pass through revenue from state and federal sources.



#### **Human Services:**

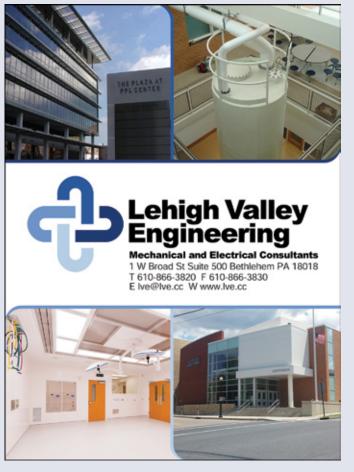
The Lehigh County Department of Human Services (LCDHS) is a tax-payer supported organization whose mission is to assist individuals and families in becoming self-sufficient and to improve the quality of life for the community. Services are designed to assist people who find themselves in difficult situations and need help to navigate through crisis and chronic situations to aid them in moving forward with their lives.

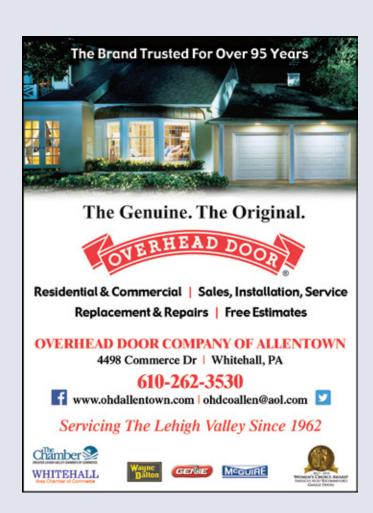
LCDHS administers service delivery to County citizens through the Offices of Information and Referral Services, Aging and Adult Services, Children and Youth Services, Drug and Alcohol Services, Early Intervention Services, HealthChoices, Integrated Services, Intellectual Disabilities Services, and Mental Health Services. Our agencies strive to protect the most vulnerable citizens and respect the diversity of the many that we serve. We also encourage community and family partnerships and establish service priorities within resource constraints.

The Information and Referral Office serves as the "front door" to LCDHS, and provides the important "no wrong door" approach to assistance or information. Staff in this office are able to quickly assess a situation and refer the call to any LCDHS Office or simply provide the requested information.













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# **Recycling in Lehigh County**

Refuse, Recycling, Yard Waste /Organic material, CFL bulbs, Rechargeable Batteries, Primary batteries, Cell Phones, Plastic Shopping Bags, Latex Paint, Food Waste, Clothing, Furniture, Document Shredding, Electronics

For the majority of Residents in Lehigh County, the recycling of everyday household items like glass, plastic bottles, aluminum cans, bi-metal cans, office paper, newspaper, paperboard, and corrugated cardboard are among the designated materials typically collected curbside by your local Municipalities contracted refuse and recycling hauler. This is required as "mandated" under the Municipal Waste Planning, Recycling, and Waste Reduction Act 101 of 1988 if your municipal population is greater than 5,000 residents and population density, greater than 300 people per square mile. Local Municipalities are able to designate the items by municipal ordinance that they want to include on this list. Leaves, Yard waste, Christmas Trees and cut green grass are referred to as organic material and also included in this law. Many municipalities pick up organic material curbside. Organic material should not be mixed with refuse for pickup. Much of the County is serviced by municipal waste and recycling haulers who have been awarded a publicly bid collection contract(s) to service the residents of the municipalities they serve. The rest of the municipalities, mainly those who are not mandated to recycle, rely on their residents to provide for their own trash and recycling through "private subscription." Some of our municipalities, both mandated and non-mandated, provide recycling and yard waste/ organic drop-off locations for their residents.

CFL bulbs, rechargeable batteries, single use Primary Batteries, and Cell Phones, locations to recycle: https://www. call2recycle.org/ many retailers such as Home Depot, Lowe's, ACE hardware, Staples and Madles Hardware in Coopersburg participate with lobby drop off bins.

Plastic Shopping Bags: Take your clean plastic shopping bags back to Boscov's, Giant, Home Depot, Target, Wal Mart, Wegman's and Weis lobby containers. Use reusable cloth shopping bags to eliminate the need for plastic bags.

Latex Paint: Open the can let the paint dry out, you may add cat litter before putting in plastic bag in trash. Visit the Habitat for Humanity Re-store website for directions on how they accept latex paint for recycling and resale. Habitat for Humanity Restore 1053 Grape Street, Whitehall, PA Phone 610-776-7499. https:// habitatly.org/latex-paint-recycling

*Food Waste*: Many residents utilize *food waste* in their gardens and in the making of compost.

Clothing, Furniture, Household Goods: American Family Services, 1025 MacArthur Rd. Whitehall, PA 18052. 610-351-3069. Check website: http://www.amfamilyservices.com/

Clothing, Cars, Furniture, Household goods, working appliances: Salvation Army 1195 Mickley Rd. Whitehall, PA 18052 1-800-728-7825 or 570-823-4248. Check website: https:// satruck.org/

Clothing, Cars, Furniture, Household Goods: Good Will locations 4634 Broadway, Allentown, PA 18104 Tilghman Square. 610-391-9760. 7720 Main Street, Fogelsville, PA 18051 610-398-2042. 1901 Lehigh Street, Allentown, PA 18103. 610-904-6135. Check website: https://www.goodwill.org/

Furniture, Electrical fixtures, appliances, Windows, Doors, Books Lamps, Kitchen Cabinets Note: Must be approved by Habitat for Humanity ReStore 1053 Grape Street, Whitehall, PA 18052 610-776-7499. https://habitatlv.org/restore-home

**Document Shredding:** many municipalities host document shredding events, check your municipal newsletter and website for dates.

*Electronics:* What about electronic waste (or e-waste)? Under the PA Covered Device Act 108 of 2010, no Electronic item such as TVs, Computers. DVD players, Stereos, VCRs etc. can be placed out for refuse or placed in a Landfill. Unlike many of the other 67 counties in the state, Lehigh County is lucky to have two certified e-waste recycling companies operating within our boarders. The great benefit to this is the fact that Lehigh County residents do not have to wait until the County or a municipality hold an electronics waste (e-waste) collection event, but can recycle the electronics at the convenience of the homeowner all year long. The fees charged by these companies for recycling e-waste are based on the types of electronic devices being recycled, and would be charged at a County or Municipal run collection event.

For more information on those companies such as locations, contact information, and hours of operations you can click on "Solid Waste Management" under "Departments" on the Lehigh County website at www.lehighcounty.org, there you will find "Electronic Waste" listed along with other recycling information on things like "Composting" and "Household Hazardous Waste." In addition, many municipalities in Lehigh County have annual electronic recycling events and document shredding events that can be found in their newsletters and websites.

When it comes to Household Hazardous Waste (HHW), the extreme cost of this program per event, and the long mandatory planning process required as per the state means that the County typically plans on a two to three-year cycle for collection events. Through environmental education, the County hopes to reduce the long-term need for this program. The next HHW event that the County anticipates holding will be in the early part of 2020. When the contracted collection company, the location of the event, and the date selected is available the County will post the information on the front page of the County website. By clicking on the button, you will also find a list of materials that are acceptable as well as a list of materials that are unacceptable. You will also be able to select an appointment time for your drop-off. In addition, by completing the information on the form, the system will verify your residency in the County and allow you to print out a ticket to attend the event. Most importantly, it will verify that the material is coming from Lehigh County residences and not businesses.

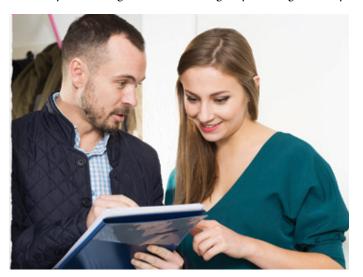
Our goal, will continue to protect, preserve this beautiful County and the Lehigh Valley that we call home for this generation and for future generations to come. This takes a commitment from each and every one of our 367,000 residents. For more information on how to Keep Pennsylvania Beautiful visit https:// www.keeppabeautiful.org/

Happy Recycling Lehigh County!

# **Lehigh County Census**

The 2020 Census is right around the corner. It's important everyone is counted, counted once and counted in the right place. This is one of the most important acts of civic duty that a resident can take part in. The 2020 Census will determine how \$675 billion dollars in federal money will be divided among states and cities and help legislatures decide how many representatives you will have.

It's important everyone in the community do their part to get an accurate count. An undercounting means that we get less money which means less services to the community. For those interested in helping with the conducting of the 2020 Census, see the flyer to the right. We're counting on you Lehigh County!



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718 Hamilton Street Allentown, PA 18101 Phone: 610-799-1205 Mon. - Thurs.—9:00 AM-3:00 PM Bethlehem Employment & Training Center PA CareerLink® Lehigh Valley

502 East 4th Street Bethlehem, PA 18015 Phone: 610-868-7800, ext. 224 Mon. - Fri.—9:00 AM-4:00 PM Easton Employment and Training Center PA CareerLink® Lehigh Valley

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# **Lehigh County Contact Directory**

Lehigh County Government Center 17 S 7th Street • Allentown, PA 18101 Phone: 610-782-3000 • www.lehighcounty.org

| Assessment                             | 610-782-3038 |
|--|--------------|
| Cedarbrook Nursing Homes               | 610-395-3727 |
| Clerk of Judicial Records              |              |
| Civil Division                         | 610-782-3148 |
| Criminal Division                      | 610-782-3077 |
| Register of Wills                      | 610-782-3170 |
| Recorder of Deeds                      | 610-782-3162 |
| Commissioners                          | 610-782-3050 |
| Community and Economic Development     | 610-782-3565 |
| Controller                             | 610-782-3082 |
| Coroner                                | 610-782-3426 |
| District Attorney                      | 610-782-3100 |
| Fiscal/Tax Claims                      | 610-782-3115 |
| General Services                       | 610-782-3033 |
| Human Resources                        | 610-782-3130 |
| Human Services – Administrative Office | 610-782-3952 |
| Information & Referral                 | 610-782-3200 |

| Emergency Telephone Numbers            |              |
|--|--------------|
| Aging and Adult Services               | 610-782-3034 |
| Children and Youth                     | 610-782-3064 |
| Crisis Intervention                    | 610-782-3127 |
| Drug & Alcohol                         | 610-782-3555 |
| Early Intervention                     | 610-782-3125 |
| Mental Health                          | 610-782-3135 |
| Intellectual Disabilities              | 610-782-3126 |
| Veteran's Affairs                      | 610-782-3295 |
| Parks and Recs                         | 610-871-0281 |
| Public Defender                        | 610-782-3157 |
| Procurement                            | 610-782-3030 |
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## **Lehigh County Conservation District**

Providing Lehigh County with Integrated Pest Management

In 2019 LCCD received granted funds from the Pennsylvania Department of Environmental Protection to deliver a mosquito borne disease control program in Lehigh County. The services the



program offers are available to all county residents. If you have questions or concerns regarding this topic please contact LCCD at (610) 391-9583 Ext. 19 or IPM@lehighconservation.org for more information.



LCCD has been awarded a grant to mitigate for the spotted lanternfly (SLF) pest and its invasive host, tree of heaven. Measures to control for the insect and tree of heaven are being offered to

municipalities. Education materials and programs are offered to residents and businesses by LCCD. For details please contact LCCD at jchylack@LehighConservation.org or (610) 391-9583 Ext. 21. For up to date SLF information, please visit: www.agriculture.pa.gov



The mission of the Lehigh County Conservation District is to protect, conserve and provide leadership for the sustainability of our natural resources. Programs offered by LCCD include: Water Quality Program Agricultural Conservation • Watershed Conservation Environmental Education • Dirt and Gravel /Low Volume Road

Program • Municipal Separate Storm Sewer System (MS4) Program

Lehigh County Agricultural Center
4184 Dorney Park Road, Suite 105 • Allentown, PA 18104
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