

**MINUTES  
BOROUGH COUNCIL  
April 7, 2025 - 7 P.M.**

The Council Meeting was held in person at Borough Hall. The meeting was called to order and roll call was conducted by Council President McCandless. Councilmembers present were Ms. Jordan, Mr. Trotter, Mr. Blatt, Mr. Trabel, Council President McCandless, Mayor Johnson and Borough Manager Burkhardt.

Absent were Ms. Johnson and Mr. Rufe.

The Minutes of March 19, 2025, were presented. A motion was made to approve the minutes. The motion passed.

	Motion	2nd	Yes	No	Abstain	Absent
Annamarie Jordan		X	X			
Jamie Johnson						X
Wilbert Rufe						X
Doug Trotter			X			
Philip Trabel	X		X			
Stewart McCandless			X			
Norman E. Blatt Jr.			X			
Mayor Johnson						

**PRESENTATION FOR 940 CHEROKEE** – Joe Rentko presented on the Preliminary/Final Plan for 940 Cherokee. The proposal is to construct a 4-story 22-unit building similar in design to the existing apartment building. The project went through the Zoning Hearing Board several years ago. The applicant has been to the Planning Commission and has since been working with the Borough Engineers. The applicant suggested that he would accept all the listed conditions in the review letters. Mr. Rentko discussed concerns identified by the Fire Marshal.

Fire Marshal Ray Anthony addressed Council with his Review Letter for the project. The City of Bethlehem’s Will Serve Letter was addressed, and it was determined that the documentation provided was acceptable to the Fire Marshal provided that the email chain was included with the document. The email chain addressed the necessary calculations, indicating that a sufficient amount of water and water flow is available for the project.

Fire Marshal Anthony also explained his concerns regarding the new placement of the building and how that positioning impacts access for fire response to the building. The potential construction materials and the fire rating of those materials were discussed. The ability of fire apparatus to respond to various sections of the building was discussed. Additionally, parking was discussed. N. Blatt requested clarification on fire escapes in the building and if it would have outside escapes. This building would have interior stairwells for fire egress. S. McCandless asked if there was an alternate way to address the stormwater concerns that initiated the new position of the building. Stormwater management for this project was discussed.

The Zoning Hearing Board decision from 2022 was reviewed. That decision provided relief for the project’s parking requirements. The exterior design was identified as brick similar to the

existing building. Building construction was discussed, including materials, the number of units, construction materials, and entryways to apartments.

The process of potential conditional approval was discussed. N. Blatt asked B. Youst for his thoughts on the project. B. Youst addressed the project and thoughts on the various aspects of it, including parking, positioning of the building, fire access, number of units, and number of stories.

There were no further questions or discussion on the project.

**PRIVILEGE OF THE FLOOR/ PRE-SCHEDULED & AGENDA ITEMS** - There were no requests for Privilege of the Floor

### **MAYOR'S REPORT**

Mayor Johnson wished Adele Knauss a very Happy Belated 100<sup>th</sup> Birthday. Adele turned 100 on March 28, 2025.

Little League Opening Day will be April 26.

### **BOROUGH MANAGER'S REPORT**

The Borough is currently accepting applications for Pool / Park positions.

The Dodson Street House has been demolished.

Radio quotes were provided for Fire, Police, and Emergency Management. The quotes are somewhat lower than initially projected. The county is providing financing to the communities at 0%. A promissory note is in Council's packet.

### **NEW BUSINESS**

A. Burkhart reported on the Promissory Note required by the County for use of their financing to purchase the radios as required by the Borough.

It was reported that Bookkeeping Services are being reviewed, given the finance transition that the Borough has been experiencing since October. The firm being recommended currently works for the Borough of Bath and Macungie. It is anticipated that, in addition to bookkeeping, the Borough should consider hiring a part-time billing clerk for the Sewer and Garbage billing. This would provide stability for the Borough as administrative staff would be cross-trained in their positions.

It was asked if the Borough would continue to look for a full-time Finance Manager. It was recommended by A. Burkhart that the Borough stabilize the staff before making any additional hires within the Borough. N. Blatt asked about the amount of time the bookkeeper would be in the office. It was recommended by several members of the Council that the Borough continue to look for a full-time Finance Manager, even after hiring a bookkeeper, until a viable applicant is found. Also, the possibility of full-time for the clerk position should be considered.

**OLD BUSINESS –**

D. Berger reviewed the various actions that could be taken by Council in regards to the plans for 940 Cherokee.

**RESOLUTIONS FOR REVIEW/FINAL PASSAGE**

**RESOLUTION 2025-07**

**A RESOLUTION CONDITIONALLY APPROVING THE PRELIMINARY/FINAL LAND DEVELOPMENT PLAN FOR 940 CHEROKEE STREET APARTMENTS (940 CHEROKEE, LCC – 940 CHEROKEE STREET, BETHLEHEM, PA 18015)**

A motion was made to adopt Resolution 2025-07 with the added condition of satisfaction of the fire and safety concerns presented by the Fire Marshal and Borough Engineer. The motion passed.

	Motion	2nd	Yes	No	Abstain	Absent
Annamarie Jordan			X			
Jamie Johnson						X
Wilbert Rufe						X
Doug Trotter		X	X			
Philip Trabel				X		
Stewart McCandless	X		X			
Norman E. Blatt Jr.			X			
Mayor Johnson						

RESOLUTION 2025-11

A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF FOUNTAIN HILL, LEHIGH COUNTY, PENNSYLVANIA, ADDING A RESERVED HANDICAPPED PARKING SPACE

A motion was made to adopt resolution 2025-11. The motion passed.

	Motion	2nd	Yes	No	Abstain	Absent
Annamarie Jordan	X		X			
Jamie Johnson						X
Wilbert Rufe						X
Doug Trotter			X			
Philip Trabel		X	X			
Stewart McCandless			X			
Norman E. Blatt Jr.			X			
Mayor Johnson						

**MOTIONS**

A motion was made to authorize the execution of the Promissory Note between the Borough of Fountain Hill and the County of Lehigh creating a 5-year 0% interest payment schedule for the purchase of Police, Fire and Emergency Management Radios. The motion passed

	Motion	2nd	Yes	No	Abstain	Absent
Annamarie Jordan			X			
Jamie Johnson						X
Wilbert Rufe						X
Doug Trotter		X	X			
Philip Trabel	X		X			
Stewart McCandless			X			
Norman E. Blatt Jr.			X			
Mayor Johnson						

A motion was made to accept and approve the Letter of Engagement from FRS Bookkeeping for Bookkeeping Services. The motion passed

	Motion	2nd	Yes	No	Abstain	Absent
Annamarie Jordan		X	X			
Jamie Johnson						X
Wilbert Rufe						X
Doug Trotter			X			
Philip Trabel	X		X			
Stewart McCandless			X			
Norman E. Blatt Jr.			X			
Mayor Johnson						

**COUNCIL PRESIDENT’S REPORT**

Council President McCandless reported on the following events:

- Egg Hunt – Saturday April 19, 2025
- Arbor Day – April 25, 2025

**ORDINANCES FOR FINAL PASSAGE** – There were no Ordinances for Final Passage.

**SOLICITOR’S REPORT** – D. Berger had no report.

**COMMITTEE REPORTS**

Finance - D. Totter reported on the Borough's Financial Report. A motion was made to accept the reports and pay the bills

	Motion	2nd	Yes	No	Abstain	Absent
Annamarie Jordan		X	X			
Jamie Johnson						X
Wilbert Rufe						X
Doug Trotter	X		X			
Philip Trabel			X			
Stewart McCandless			X			
Norman E. Blatt Jr.			X			
Mayor Johnson						

Public Works - A. Jordan deferred to J. Quarry, who had no report.

Police – N. Blatt reported that there was no meeting held this month. He then reported on the number of police calls in the previous month. N. Blatt asked for an update on the Consortium's Hiring List. Chief Bachert elaborated on the subject.

House & Ordinance – S. McCandless noted that House and Ordinance would be working on an ordinance to prohibit the covering of cars on the street.

Fire – P. Trable reported the number of fire calls in the previous month.

Recreation – No Report

Health & Sanitation - No Report

Personnel – No Report

IT Committee - No Report

**SPECIAL OR SELECT COMMITTEES** – No Reports

**PRIVILEGE OF THE FLOOR-**

Ashley Woods, 1128 Russell Avenue, discussed the electric pole near her house to determine who is in charge of repairing the fractured sidewalk. It was determined that Public Works would take a look at it to determine what action might be necessary. A. Woods also discussed a Fire Lane that is beside her house. She felt that it perhaps should not be listed as a Fire Lane.

**ADJOURNMENT** - There was a motion to adjourn the meeting. The motion passed.

	Motion	2nd	Yes	No	Abstain	Absent
Annamarie Jordan		X	X			
Jamie Johnson						X
Wilbert Rufe						X
Doug Trotter			X			
Philip Trabel	X		X			
Stewart McCandless			X			
Norman E. Blatt Jr.			X			
Mayor Johnson						

ATTESTED

BOROUGH OF FOUNTAIN HILL  
LEHIGH COUNTY, PENNSYLVANIA

BY: \_\_\_\_\_  
Amy Burkhart, Borough Manager

By: \_\_\_\_\_  
Stewart McCandless - President of Council

SUBMITTED BY: \_\_\_\_\_

Amy Burkhart, Borough Manager

APPROVED