

**MINUTES
BOROUGH COUNCIL
DECEMBER 1, 2025
7 P.M.**

The Council Meeting was held in-person at Borough Hall. Council members present were: Ms. Jordan, Ms. Johnson, Mr. Trotter, Mr. McCandless, Mr. Trabel and Mayor Johnson. Also in attendance were Borough Amy Burkhart, Ms. Velez and filling in for Solicitor Mr. Berger was Mr. Dinklelocker.

Absent was Mr. Rufe & Mr. Blatt.

PLEDGE OF ALLEGIANCE

Council President McCandless called the meeting to order and asked for everyone to rise for the Pledge to the Flag

EXECUTIVE SESSION

- Before the Meeting of Official business began Mr. McCandless wanted it to be known that there was an Executive Session on the 25th of November regarding interviews for the Public Works Position. This was regarding the open public works position that will be addressed as motion during DEC 1st general meeting.

MINUTES

- There was a motion to table the Minutes from NOV 19, 2025.

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

PRIVILEGE OF THE FLOOR/ PRE-SCHEDULED – None.

NEW BUSINESS

➤ **Public Works Position Update**

Borough Manager Burkhart recapping that the cause of a public works position was due to an employee resigning as a laborer. Interviews were conducted over the last month, and an applicant was found fitting the Borough’s requirements, needs and expectations. As

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mentioned, there is a motion to hire individual Andrew Urbanski for the public works laborer position on the agenda.

APPROVE HIRING OF ANDREW URBANSKI

APPROVAL FOR THE HIRING OF MR. URBANSKI CONITIONED ON FAVORABLE COMPLETION OF ALL NECESSARY BACKGROUND CHECKS. PRE-EMPLOYMENT PHYSICAL, DRUG SCREENING, & REQUIRED DOCUMENTATION ON THE TERMS OF HIS EMPLOYMENT AGREEMENT.

There was a motion to hire Andrew Urbanski conditioned on favorable completion of all necessary background checks and documentation. 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			
Stew McCandless			X			
Norman E. Blatt Jr.						X
Mayor Johnson						

➤ **Police Programs**

The committee discussed identifying individuals who may require assistance – of any kind – when interacting with law enforcement, law-enforcement activities, or first responders. Pending Council approval and Solicitor review, future online postings will outline the Borough’s commitment to safety and to enhancing community support through this initiative, should there be residents who may require additional assistance.

➤ **Handicap Permit Physical Location Placement/ Resolution 2025-16**

During last agenda two weeks ago, there were questions regarding the actual placement of the parking space itself. The applicant resides at 1444 Broadway Ave, but the location of the parking space will be 500 Lechauweki directly beside the resident’s home.

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➤ **Councilmember Ms. Annemarie Jordan’s Resignation**

Councilmember Jordan read a statement expressing her regret in stepping down from Council due to her upcoming move outside the Borough. Her service has had a significant and positive impact on both her colleagues and the community. President McCandless offered a personal statement thanking her for her years of service – not only as a Councilmember, but also as Vice President – and for the mentorship and guidance she has provided, including during his tenure as Borough President. Ms. Annemarie Jordan’s last day as a Councilmember will be December 5th. Council will formally accept her resignation at a future meeting to allow time to identify a replacement to complete the remainder of her term, and to provide the required 30-day period as outlined in the Borough Code.

OLD BUSINESS

ORDINANCE NO. 887 MOTION TO ADPOT
AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE BOROUGH OF FOUNTAIN HILL, CHAPTER 15, PART 3, 304.2.C, AND 312, AMENDING THE ALLOWABLE TIME TO USE RECREATION VEHICLES AS LIVING QUARTERS, AND RESTRICTING THE COVERING OF VEHICLES IN THE BOROUGH

There was a motion to adopt Ordinance 887. The motion passed.

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

ORDINANCE NO. 888 MOTION TO ADPOT

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AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE BOROUGH OF FOUNTAIN HILL, ESTABLISHING THE REAL ESTATE AND OTHER TAXATION FOR BOROUGH PURPOSES AT 11.61 MILLS FOR FISCAL YEAR 2026

There was a motion to adopt Ordinance 888. 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			
Stew McCandless			X			
Norman E. Blatt Jr.						X
Mayor Johnson						

RESOLUTION 2025-16 FOR REVIEW OF FINAL PASSAGE MOTION VOTE

There was a motion to adopt. 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			
Stew McCandless			X			
Norman E. Blatt Jr.						X
Mayor Johnson						

FINAL PASSAGE OF RESOLUTION 2025-18

As part of the budgeting process, the annual trash and recycling collection fee will be adjusted to \$540.00, increasing the quarterly residential bill by \$5.00 to a total of \$135.00 per quarter. This adjustment is the result of the Borough's contract with Whitetail, which includes scheduled annual increases over the duration of the five-year agreement.

There was a motion to adopt. The motion passed.

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

ADPOT FINAL BUDGET

Final Approval of the budget was proposed. The Budget was properly advertised and made available for public review, and it remains accessible on the Borough of Fountain Hill website. A motion is on the agenda to adopt the Preliminary Budget as the Final Budget.

There was a motion to adopt. The motion passed.

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

COUNCIL PRESIDENT’S REPORT –Tree sales are ongoing weekdays from 5 P.M. to 8 P.M. daily, and from 12 P.M. to 8 P.M. on weekends. As of the night of DEC 1st, per the Fire House, there are 43 trees left. This has been a huge success for the Fire house. Santa Run is Saturday DEC 13th starting at 12 P.M., Route is TBD. Dropoff ends DEC 8th and is available to drop off between the hours of 6 P.M. to 8 P.M. House Decorating contest is set to take place; more information will be posted Facebook and the Borough Website.

FINANCE COMMITTEE REPORT – Mr. Trotter reported for the Month of NOV on the following accounts:

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- General Fund Account total expenses \$150,246.52
- Sewer Fund Account total expenses \$127,551.55
- Library Fund Account total expenses \$8, 053.25
- Health & Sanitation Fund total expenses \$71,099.68

Councilmember Trotter upon reading made a motion to approve listed expenses. There was a motion to adopt. The motion passed

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

HOUSE + ORDINANCE COMMITTEE REPORT – Council President McCandless reported that the committee will be starting recodification in the first year of all the Borough ordinances.

FIRE COMMITTEE REPORT – Mr. Trabel reported 33 emergency calls were made for the month of November totaling the amount to 241. There are roughly 12 people actively volunteering.

RECREATION COMMITTEE REPORT – Ms. Johnson first started with an open reminder that there will be a tree lighting ceremony on DEC 7th at 4:30 P.M. and all residents are invited. The Tree Lighting is across the street from the Fountain Hill Fire House on Cherokee Street. Dress warmly, hot chocolate, and other refreshments will be provided.

PRIVILEGE OF THE FLOOR – Discussion on Non - Agenda Items - None.

ZONING OFFICER ANNOUCEMENT – Mr. Hogan approached the floor podium and advised residents of the following on:

- As of DEC 2nd, early in the morning it will snow, unsure if it will stick but still advises residents that there is an ordinance stating the snow must be removed from the sidewalk within 10 hours after snowfall.
- Residents try to do tend around this time of year try to finish up home improvements done quickly before the snowfall, Mr. Hogan advises residents to be wary when hiring contractors and any contractor scams. Seek out the hired help you are doing business with their contractor registration number

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- You can use the General Attorney website to research home improvement contractor registration and input any contractor registration number and see if they are active and a legitimate contractor BEFORE they do work on your home. It will always be a six digit number starting with PA (i.e. PA123456)
- All Registered Contractors and Home Improvement Laborers must be registered in the state of Pennsylvania if they are working on a project worth at least \$5,000 or more. Mr. Hogan advises investigating reviews, and for residents to do their research.

ADJOURNMENT

Council President entertained a motion to adjourn. Ms. Johnson made the motion, seconded by Mr. Trabel and unanimously approved.

BOROUGH OF FOUNTAIN HILL
LEHIGH COUNTY, PENNSYLVANIA

By:

Stewart McCandless - President of Council

ATTESTED

BY: _____

Amy Burkhart, Borough Manager

SUBMITTED

BY: _____

Alysia Velez, Finance Clerk