

**BOROUGH OF FOUNTAIN HILL  
COUNCIL MEETING MINUTES  
February 3, 2020  
7:00 PM**

Council members present were: Ms. Jordan, Ms. Johnson, Mr. Rufe, Mr. Trotter, Mr. Atkinson, Mayor Gifford, Mr. Trabel, and Ms. Halleman. Also, in attendance were Anthony Branco (Borough Manager), Cordula Voges (Finance Director), Pete Lehr (Solicitor) and guests.

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

The documents listed below were provided to Council for the February 3, 2020 Council meeting:

- Agenda
- Minutes of January 22, 2020
- Commercial Façade Program Guidelines

**APPROVAL OF MINUTES**

Council President Atkinson asked for a motion to approve the Minutes of January 22, 2020.

	Motion	2nd	Yes	No	Abstain	Absent
Annamarie Jordan	x		x			
Wilbert Rufe			x			
Jamie Johnson			x			
Doug Trotter		x	x			
Philip Trabel			x			
Helen Halleman			x			
Leo Atkinson						
Mayor Gifford						

**PRIVILEGE OF THE FLOOR** – Agenda Items – none.

**MAYOR'S REPORT**

Mayor Gifford reminded of the upcoming Fountain Hill Bacchanalia Food and Wine Tasting to benefit children in the Borough of Fountain Hill. The event will be held at the Comfort Suites University (Bethlehem) on Saturday March 28, 2020 from 2:00 to 4:30 pm.

**BOROUGH MANAGER'S REPORT** – none.

NEW BUSINESS

- Façade Grant Program

The Borough has reserved \$55k for Community Development projects in its 2020 General Fund Budget. Council President Atkinson encouraged a Façade Grant Program as one such Community Development project referring to the City of Bethlehem Façade Grant program as provided to Council. Based on the City of Bethlehem grant guidelines Council President Atkinson suggested similar provisions, such as making grant funding available for business/property owners (mostly on Delaware Avenue and Broadway) to make exterior renovations to their front facades. Council President Atkinson also suggested to invite the Bethlehem group for a presentation on their Façade Grant program.

In addition to the Façade Grant Program Mayor Gifford mentioned the creation of a “town square” and include it in a comprehensive plan for Community Development projects. In conjunction with the above efforts of rehabilitating the existing housing stock, Mayor Gifford reminded Council of the existing Lehigh County **rehabilitation assistance program** to income-eligible, owner-occupants of single-family homes, and townhouses and raise awareness to it within the community.

RESOLUTIONS – none.

ORDINANCES – none.

MOTIONS- none.

OLD BUSINESS- none.

COUNCIL PRESIDENT’S REPORT – none.

SOLICITOR'S REPORT

Mr. Lehr confirmed the successful closing and sale of the 1336 Russell Ave on January 24, 2020 to Black Dog Development Partners to construct a senior multi-unit housing project. The construction plans will be submitted to the Planning/Zoning Committee for review and approval. Council President Atkinson noted to potentially earmark the sales proceeds for future capital projects such as renovation of Borough Hall and the Police Department.

COMMITTEE REPORTS

A. Finance (Trotter, Atkinson, Jordan)

Mr. Trotter read the Check Detail reports for the month of January and motioned to approve the payments.

	Motion	2nd	Yes	No	Abstain	Absent
Annamarie Jordan			x			

Wilbert Rufe		x	x			
Jamie Johnson			x			
Doug Trotter	x		x			
Philip Trabel			x			
Helen Halleman			x			
Leo Atkinson			x			
Mayor Gifford						

B. Public Works (Jordan, Trotter, Rufe)

The Borough Manager asked for a motion to approve the sale of a Public Works Ford Expedition 2010 on the online government auction Municibid.

	Motion	2nd	Yes	No	Abstain	Absent
Philip Trabel			x			
Leo Atkinson			x			
Hellen Halleman			x			
Annamarie Jordan	x		x			
Jamie Johnson			x			
Doug Trotter		x	x			
Wilbert Rufe			x			
Mayor Gifford						

C. Police (Atkinson, Trotter, Johnson)

Council President Atkinson reported that the Police has transitioned to the 12-hr. shift schedule.

D. House & Ordinances (Rufe, Halleman, Jordan) - NONE.

E. Fire (Trabel, Halleman, Rufe) - NONE.

F. Recreation (Johnson, Rufe, Trabel)

Ms. Johnson announced that a February 11, 2020 meeting with the YMCA was scheduled to discuss the Pool Management and potentially a summer Park program. Additionally, she has reached out to other third-party Pool Management companies. She expects to have more information at the 1<sup>st</sup> March Council meeting.

G. Health & Sanitation (Halleman, Johnson, Trabel)

Ms. Halleman reported the January 2020 Sewer and Garbage collection reports.

H. Personnel (Trotter, Atkinson, Jordan) - NONE.

## SPECIAL OR SELECT COMMITTEES

Council President Atkinson informed Council that the Finance Committee had met with a PENNVEST (Pennsylvania Infrastructure Investment Authority) representative on January 23, 2020 to discuss financing options for the Borough's Sewer Rehabilitation program. PENNVEST serves the communities and citizens of Pennsylvania by funding sewer, storm water and drinking water projects both in the form of grants and loans. The PENNVEST representative recommended to initiate a request for proposal (RFP) for engineering services per its engineering procurement guidelines – necessary to evaluate the scope of the sewer rehabilitation, review biddable specs and oversee construction.

The Borough Manager noted that the status of the sewer system has last been documented in 2008 and emphasized the need to comply with requirements of the Pennsylvania Sewage Facilities Act (Act 537) to adapt to the future sewage disposal needs of the municipality. Based on the influx and infiltration issues that Borough is facing, he expects total rehabilitation costs to run up to \$5 mill. depending on the type of work needed.

It was suggested to schedule another PENNVEST presentation to all of Council.

The Borough Manager updated Council on the curb and sidewalk project on Broadway that is funded through a Multimodal Transportation grant. Work will be coordinated with both PennDOT and UGI doing road and gas line work respectively.

## PRIVILEGE OF THE FLOOR – Discussion on Non - Agenda Items

Mr. Spencer of 1035 Jeter Avenue recommended to have the engineers prioritize the rehabilitation of the sewer system by sections.

He recommended to publicize historical grant received to emphasize that the Borough is funding projects with the help of diverse sources.

Mr. Spencer suggested to publish on the Borough's website what business owners need to learn about what local business licenses and permits to apply for during the start-up phase of the business.

He encouraged the Borough to establish a social media (e.g. facebook) again. Council President Atkinson will add to Council Meeting agenda. He would like to develop a social media policy and have reviewed by the Solicitor.

Mr. Trabel asked about the status of selection of Solicitor serving on the Zoning/Planning Board. No decision has been made.

## EXECUTIVE SESSION - (as needed) – NONE.

## ADJOURNMENT

At 8:15 pm Council President Atkinson asked for a motion to adjourn. Ms. Jordan made the motion, seconded by Ms. Johnson and unanimously approved.

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**BOROUGH OF FOUNTAIN HILL  
LEHIGH COUNTY, PENNSYLVANIA**

By: \_\_\_\_\_  
Leo Atkinson - President of Council

**SUBMITTED BY**

By: \_\_\_\_\_  
Cordula Voges, Finance Director

**ATTEST:**

By: \_\_\_\_\_  
Anthony Branco, Borough Manager

Next Resolution 2020-23  
Next Ordinance 857