

**MINUTES  
BOROUGH COUNCIL  
February 5, 2024  
7 P.M.**

The Council Meeting was held in-person at Borough Hall. Council members present were: Ms. Jordan, Mr. Rufe, Mr. Trotter, Mr. McCandless, Mr. Blatt, Mr. Trabel and Mayor Johnson. Ms. Johnson was absent. Also in attendance were Amy Burkhart (Borough Manager), Cordula Voges (Finance Director), Rocco Beltrami (Solicitor), and guests.

**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**

Council President McCandless reported that an executive session on personnel matters was held both on 1/29/2024 and prior to this meeting. The hiring of a Finance Director was discussed. No votes were taken, and no decision was made.

**MINUTES**

- Approval of the minutes of January 17 as amended.

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

**PRIVILEGE OF THE FLOOR/ PRE-SCHEDULED** – None.

**MAYOR’S REPORT** – None.

**BOROUGH MANAGER’S REPORT**

- Ethics Forms

Ms. Burkhart reminded Council members to complete and return the annual Ethics forms.

**NEW BUSINESS**

- Newsletter

Ms. Burkhart reported that she had discussions about the release of a newsletter with some of the staff members and Council woman Jordan. Hometown Press is the name of the company putting together newsletters. Samples of newsletters from other communities were provided to Council. A newsletter is free of charge to the community; the Borough would only incur the cost of mailing newsletters which is estimated to be approximately \$600 per mailing twice a year. The Borough would provide its own relevant content (e.g. recycling etc.) and work with partners, such as the Fire Company, the library etc., gathering information to publish. If Council agrees, Ms. Burkhart would start collecting information and schedule publishing the first newsletter in June 2024. Council consented.

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

- **Planning Commission Members**

Ms. Burkhart reported that there are two vacancies on the Planning Commission. Two applicants, Mr. Sherer and Ms. Kotsch, submitted letters of interest. Ms. Burkhart asked if Council as a whole or just the House & Ordinance Committee members would like to meet with the applicants. Council agreed to invite the applicants and the Zoning Officer before the next Council Meeting on February 21<sup>st</sup> at 6:30 pm.

- **Encroachment agreement**

Mr. Beltrami explained that the Borough and some homeowners had reached an agreement regarding fences that had existed and were reconstructed on property lines encroaching into the Borough's right of way. The agreement will allow the encroachments to exist until they obstruct the right of way, and the parties disapprove of them. The Zoning Hearing Board and the affected homeowners had reviewed and consented to the agreement. Mr. Berger and the homeowners' attorneys had worked on this agreement and asked Council to approve it subject to minor typographical changes.

	Motion	2nd	Yes	No	Abstain	Absent
Annamarie Jordan			x			
Jamie Johnson						x
Wilbert Rufe	x		x			

Doug Trotter		x			
Philip Trabel	x	x			
Stew McCandless		x			
Norman E. Blatt Jr.		x			
Mayor Johnson					

Mr. Repasch of 726 S Hoffert Street, a party to the agreement, reiterated the process over the agreement and found it unnecessary simply causing legal expenses.

**RESOLUTIONS FOR FINAL PASSAGE – None.**

**ORDINANCES FOR FINAL PASSAGE – None.**

**MOTIONS**

- Lease with Voter Registration Services to use Fire Company as a polling station.

Ms. Burkhart mentioned that the lease term includes an increase to \$400/year.

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

**OLD BUSINESS**

- **Update on Pool Employees**

Ms. Burkhart mentioned that the Community Coalition started advertising for lifeguards. The Borough also placed an ad on indeed and received a few applications. Ms. Burkhart will also follow up with high schools for recruitment.

Mr. Zovko spoke on behalf of the Community Coalition that they have also approached high schools (namely Liberty and Freedom) for recruitment. The Community Coalition has also advertised in some local newspapers and facebook. The Community Coalition will offer scholarships for lifeguard certification.

- **Handicapped Parking Updates**

Ms. Burkhart reminded that the respective ordinance is revised and will be on next meeting's agenda to be adopted.

**COUNCIL PRESIDENT'S REPORT**

Council President McCandless reminded that the Stormwater Authority meeting will be held on February 14<sup>th</sup> at 6 pm.

The emergency management is in the process of being updated.

Council President McCandless gathered the newly suggested committee meeting dates from the Committee Chairs for rescheduling:

- ✓ Fire Committee on 1<sup>st</sup> Wednesday of the month at 7 pm
- ✓ House & Ordinance on a Wednesday at 5:30 pm
- ✓ Public Works on the 1<sup>st</sup> Tuesday at 5:30 pm
- ✓ Finance Committee on the 1<sup>st</sup> Tuesday at 4 pm.

The revised meeting schedule will be finalized and voted on via resolution at the next Council Meeting.

Due to personal time constraints, the chairs of the Health & Sanitation and the House & Ordinance Committees switched chairmanship.

**SOLICITOR'S REPORT-** None.

**COMMITTEE REPORTS**

A. Finance (Trotter, Blatt, Jordan)

- Motion to pay the bills as presented –

	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						

B. Public Works (Jordan, Trotter, Rufe)

Ms. Jordan reported that a sinkhole appeared on Spiegel Street near the book mobile.

C. Police (Blatt, Trotter, Johnson)

Chief Bachert reported that grants are available for seatbelt and aggressive driving enforcement.

Mr. Rufe inquired if the police were aware of catalytic converter thefts. Chief Bachert had not received any reports about that.

Chief Bachert announced there was a police committee meeting in February.

D. House & Ordinances (McCandless, Jordan, Rufe) - None

The next meeting will be held on February 21<sup>st</sup> together with the Planning Commission. The handicapped and weed ordinances will be on the agenda. Council President McCandless mentioned that there will be a moratorium on existing related ordinances or a recommendation to authorize the Zoning Officer to enforce the current ordinances.

E. Fire (Trabel, Rufe, McCandless) –

Mr. Trabel read the updated list of members in the Fire Co.

F. Recreation (Johnson, Rufe, Trabel) - None

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

Mr. Rufe read the Sewer & Garbage collection reports for the month of January.

H. Personnel (Trotter, Blatt, Jordan)

Mr. Trotter reported that the Personnel Committee had interviewed candidates for the finance office and had forwarded the applications to Council as a whole.

I. IT Committee (Johnson, Rufe, Jordan) – None.

**SPECIAL OR SELECT COMMITTEES - None.**

Mr. Rufe reported that the cloud library is available to current library card holders.

**PRIVILEGE OF THE FLOOR** – None.

**ADJOURNMENT**

At 7:47 pm Council President McCandless asked to adjourn the Council meeting. Ms. Jordan made the motion, seconded by Mr. Trabel and unanimously approved.

ATTESTED

BOROUGH OF FOUNTAIN HILL  
LEHIGH COUNTY, PENNSYLVANIA

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

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

SUBMITTED

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

Next Ordinance – 883  
Next Resolution – 2024-08

Approved