

**MINUTES
BOROUGH COUNCIL
ORGANIZATIONAL MEETING**

January 2, 2024

Mayor Johnson opened the meeting and asked Judge Amy Zanelli to perform the Swearing-In Ceremonies.

SWEARING-IN CEREMONIES

Newly elected borough officials had submitted sworn/signed copy of residency affidavit and Judge Zanelli administered the Oath of Office to:

Councilperson Elect Jamie Johnson
Councilperson Elect Annamarie Jordan
Councilperson Elect Stew McCandless
Councilperson Elect Douglas D. Trotter

REORGANIZATION OF COUNCIL

Mayor Johnson called the meeting to order. Council members present were: Ms. Jordan, Ms. Johnson, Mr. Blatt, Mr. Trotter, Mr. McCandless, Mr. Trabel, and Mayor Johnson. Mr. Rufe was absent. Also, in attendance were Amy Burkhart (Borough Manager), Cordula Voges (Finance Director), Mr. Berger (Solicitor) and guests.

Mayor Johnson asked for everyone to rise for the Pledge to the Flag.

• **ELECTION OF OFFICERS**

Mayor Johnson asked for nominations:

- Nominations for Council President

Mr. Trabel nominated Mr. McCandless.

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

The newly elected Council President McCandless continued the public council meeting and asked for nominations for Council Vice-President.

➤ Nominations for Council Vice-President

Mr. Blatt nominated Ms. Jordan.

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

➤ Nominations for Council Chairman Pro Tempore

Mr. Blatt nominated Mr. Trotter.

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

• **COUNCIL COMMITTEE APPOINTMENTS**

Mr. Berger explained that the Council President can decide to keep the committee appointments the same, change them or defer his decision to the next council meeting.

Council President McCandless opted to keep the committee appointments the same.

• **MINUTES**

- Approval of the minutes of December 4, 2023

Council President McCandless asks if there was a motion to approve the minutes as presented. Ms. Jordan made the motion, seconded by Mr. Trabel and unanimously approved by Council.

- **PUBLIC HEARING FOR ZONING ORDINANCE AMENDMENT – INSTITUTIONAL SIGNAGE**

Council President McCandless turned the meeting over to the public hearing portion of the meeting and asked Mr. Berger to continue. Council President McCandless also noted that a stenographer was present to record the public hearing portion. Mr. Berger invited the public to take testimony and comments on the proposed Ordinance 881 to amend Chapter 27, Zoning, as advertised on December 13, 2023, to establish sign regulations for an institutional campus.

Mr. Boell, attorney for St Luke’s Health Network, provided an Exhibit (Draft Ordinance, proposed sign, Lehigh Valley Planning Commission review) as a part of the of St. Luke’s Health Network’s application. Mr. Manzanares, Vice President of Operations St. Luke’s Health Network, was sworn in. Mr. Boell took single witness testimony from Mr. Manzanares, who is familiar with the application proceedings.

Council President McCandless noted that the draft amendment was addressed and thoroughly reviewed in the House and Ordinance Committee. Mayor Johnson inquired if luminance of the signage was considered. Mr. Boell confirmed that it was addressed in the draft ordinance. A member of the public asked if the preservation of the overall historic character was considered in the draft.

When no further comments were made, the public portion of the meeting was adjourned at 7:35 pm.

- **MAYOR’S REPORT**

Mayor Johnson thanked Magistrate Zanelli to swear in the council members.

Mayor Johnson thanked all participants in the Christmas Decorating contest. The winners of the Christmas decorating contest are published on the Borough’s social media page.

Mayor Johnson reminded that school will start soon and asked residents to be cautious about traffic.

- **BOROUGH MANAGER’S REPORT - None.**
- **PRIVILEGE OF THE FLOOR/ PRE-SCHEDULED – None.**
- **NEW BUSINESS**

- ✓ **Jeter Ave Reconstruction – CDBG 2022**
Gaver Industries, Inc. dba Barker & Barker Paving Payment Application # 2
\$19,350.25 including change order.

Council President McCandless asked if there was motion to approve the payment.

	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						

- RESOLUTIONS**

- Resolution 2024-01: Fee Schedule (No Change from 2023)

	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	x			
Mayor Johnson						

- Resolution 2024-02: Appointment of Professional Service Firms for 2024

	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						

- Resolution 2024-03: HIPAA Officers

HIPPA officers suggested: Amy Burkhart, Carol Distasio, Kathy Dirico.

	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						

- Resolution 2024-04: Committee/Board Appointments

- ✓ Fountain Hill Stormwater Authority – Mr. Trabel 2024 – 2028
- ✓ Fountain Hill Stormwater Authority – Mr. Lansek 2024 – 2028

	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						

- Resolution 2024-05: Sewer Enforcement Officers

- ✓ Appointment of Sewer Enforcement Officers – Hanover Engineering
- ✓ Approval of Hanover Engineering Rate Schedule

	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						

- Resolution 2024-06: Appointment of MECAB Representative

✓ Appointment of Mr. Trabel

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

- Resolution 2024-07: Establishing Northampton Tax Collection Committee Delegates

- ✓ Primary Voting Delegate - Ms. Voges
- ✓ First Alternate Voting Delegate – Ms. Burkhart

The replacement of Ms. Voges who is resigning will be deferred.

	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						

- **ORDINANCES**

ORDINANCE #880

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE BOROUGH OF FOUNTAIN HILL, CHAPTER 15, PART 3, SECTION 302 (c)(3), TO DELETE/ADD CERTAIN HANDICAPPED PARKING SPACES: ADD: 929 Itaska Street, Front, DELETE: 922 Delaware Avenue front

	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						

ORDINANCE #881

AN ORDINANCE OF THE BOROUGH OF FOUNTAIN HILL, LEHIGH COUNTY, PENNSYLVANIA AMENDING THE ZONING ORDINANCE, AS ADOPTED CHAPTER 27, "ZONING", OF "THE CODE OF ORDINANCES, BOROUGH OF FOUNTAIN HILL," AS AMENDED, BY ESTABLISHING SIGN REGULATIONS FOR AN INSTITUTIONAL CAMPUS; PROVIDING FOR CERTAIN REPEALERS AND SEVERABILITY; AND ESTABLISHING THE EFFECTIVE DATE OF THE ORDINANCE.

	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						

• **MOTIONS**

- Accept Resignation of Ms. Voges as of February 18, 2023.

	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	x			
Mayor Johnson						

- Moravia Street School Traffic Study

Mr. Berger reported on the current school traffic situation. One-way traffic around the school has been done on a temporary basis to test it. To make a legal change to the traffic pattern a traffic study is required.

Mr. Blatt asked if any financial assistance from the Bethlehem Area School District can be expected. Mr. Berger replied that financial assistance has not been explored yet. Ms. Burkhart stated that Hanover Engineering has not provided a cost estimate for a traffic study yet. Based on the conversation Ms. Burkhart had with Hanover Engineering she stressed the importance of having a conversation with the Police and Hanover Engineering (leading the traffic study) to determine the scope of the project before any final traffic changes can be implemented.

Ms. Johnson added that a traffic study would be beneficial considering the upcoming construction of the new elementary school. Conversely, the future validity of the traffic study done now is questionable. Mr. Berger suggested to table the decision over the traffic study to further research the matter.

Council President McCandless asked if there was a motion to table the decision over a traffic study.

	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						

- **OLD BUSINESS**

Mr. Blatt reminded of the re-codification of the Borough Code.

- **COUNCIL PRESIDENT’S REPORT**

Council President McCandless hoped everyone had a safe holiday.

- **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) – None.

C. Police (Blatt, Trotter, Johnson)

Chief Bachert was interested to have a police committee meeting in February.

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

E. Fire (Trabel, Rufe, McCandless) - None

F. Recreation (Johnson, Rufe, Trabel)

Ms. Johnson reminded that the 1st meeting will be held at 6:30 pm on January 17.

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

Council President McCandless read the Sewer & Garbage collection reports for the month of December.

H. Personnel (Trotter, Blatt, Jordan) – None.

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

- **SPECIAL OR SELECT COMMITTEES** – None.

- **PRIVILEGE OF THE FLOOR** – Discussion on Non - Agenda Items none

- **EXECUTIVE SESSION (Personnel Matter) & ADJOURNMENT**

At 7:50 pm Council President McCandless asked to adjourn the Council meeting and asked Council to move into an executive session to discuss a personnel matter. Mr. Trabel made the motion, seconded by Ms. Johnson, and unanimously approved.

BOROUGH OF FOUNTAIN HILL
LEHIGH COUNTY, PENNSYLVANIA

By:

Stewart McCandless - President of Council

ATTESTED

BY: _____
Amy Burkhart, Borough Manager

SUBMITTED

BY: _____
Cordula Voges, Finance Director

Next Ordinance – 881
Next Resolution – 2024-08