

**BOROUGH OF FOUNTAIN HILL  
COUNCIL MEETING MINUTES**

**March 2, 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), Ed Bachert (Police Chief), Jason Quarry (Public Works Supervisor) 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 March 2, 2020 Council meeting:

- Agenda
- Minutes of February 19, 2020
- Engineering Proposal from Remington & Vernick – RECOMMENDED
- Engineering Proposal from USA Architects
- Loy Daniels – Handicap request tabled from 2/19/2020

**APPROVAL OF MINUTES**

Council President Atkinson asked for a motion to approve the Minutes of the February 19, 2020 Council Meeting.

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

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

**MAYOR'S REPORT**

Mayor Gifford read February's Police report.

Mayor Gifford also reminded of the 2020 Easter Egg Hunt on Saturday, April 11 at 10 am that is organized by the local Police Department. An advance children's sign-up is recommended to have an approximate head-count of children participating.

The first Borough Clean-up for 2020 will be held on May 2 at 9 am. Everyone is invited to join the effort.

Mayor Gifford reminded that the Fountain Hill Bacchanalia will hold its annual Food and Wine Tasting fundraising event on March 28, 2020 in the afternoon benefiting children in the Borough of Fountain Hill.

**BOROUGH MANAGER'S REPORT**

- In its effort to protect and enhance the water quality of Lehigh County residents, the Lehigh County Conservation District notified Mr. Branco of available funding. As a qualifying project, Mr. Branco suggested to convert the Borough alley from Wiley to Ronca and Sioux into a green zone allowing storm water to permeate into the ground. The alley is very narrow and not suitable for cars passing through, partially overgrown and partially in need of blacktop repair. He asked for a motion to pursue funding for this project.

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

- Mr. Branco asked for permission to sell the no longer used Pressure Sealer (Formax Versa Seal VS 1500) on Municibid, an online auction site.

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

- Mr. Branco informed Council that the Zoning/Hearing Board will interview four law firms as its solicitor in the upcoming week.

- PENNVEST, an agency of the Commonwealth of Pennsylvania, has been identified as the funding source for the Borough's sewer project. In the formal process of procuring engineering services for the wastewater project, PENNVEST recommends that the Borough solicits engineering firms to submit their qualifications to be considered for the sewer project (i.e. RFQ). Mr. Branco asked for a motion to prepare the RFQ, have it proof-read by the Borough Engineer (Hanover Engineering) and submit it to PENNVEST (and DEP). Council will select an engineering firm that will determine the ultimate scope of the project.

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

- Proposal from Remington & Vernick – engineering & design build services for Office upgrade - \$23,500.00

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

In light of the security upgrade for the administrative offices, Mayor Gifford asked if moving of Borough Hall and Police to a different location was still on the near horizon. Council President Atkinson stated that other projects will have precedent over an administrative move for at least the next fifteen years. It was established that an independent move of the Police Department to a different location can be considered.

NEW BUSINESS – NONE.

RESOLUTIONS – NONE.

ORDINANCES – NONE.

MOTIONS – NONE.

## OLD BUSINESS

- Façade Grant Program

Council President Atkinson reiterated that the idea of a Façade Program is to make Fountain Hill a desirable destination for both residents and businesses. Mayor Gifford mentioned that St. Luke's hospital is also making an effort to enhance Fountain Hill's identity by advertising its hospital location as Fountain Hill instead of Bethlehem. Mr. Lehr, the Solicitor, suggested to create a committee to oversee a Façade Program. Council President assigned the Recreation Committee to oversee a Façade Program and asked the Solicitor to draft an ordinance for one of the next two Council meetings. Mr. Lehr also suggested to partner with other existing grant programs to potentially be able reaching more recipients in a group effort. Mayor Gifford recommended to contact the Community Action of Lehigh Valley.

- Loy Daniels 1219 Russell Ave – request Handicap space (tabled from 2/19/2020)

Council President Atkinson reported that the Borough Manager had contacted St. Luke's Hospital to possibly provide an added independent physician's review of handicap parking applications. St. Luke's legal department is reviewing the request. Council President Atkinson suggested to place a moratorium on new handicap parking applications until St. Luke's has completed its review. Mayor Gifford strongly opposed a moratorium because applicants generally are in genuine need of assistance. Ms. Jordan commented that Council historically based its decision on handicapped parking on the applicant's medical records. But since Council wanted to abandon that practice, Ms. Jordan argued that an independent medical review would be fair. Ms. Johnson emphasized that the decision on the current Loy Daniels's application should not be further delayed. She argued that only future applications should be reviewed through a different process.

Mr. Stewart McCandless on 1011 Pawnee Street explained the lengthy process of physicians' and state reviews before being identified as "disabled" and receive a Disability Parking Placard. He questioned the necessity of an additional physician's review.

Ms. Johnson acknowledged that a state-issued handicap placard should speed up the decision process but still favored an independent physician's review. When asked the Solicitor confirmed that the Borough has the right to refuse a designated parking space on a borough street. Ms. Jordan reminded Council that decisions historically also depended on the neighbors' input. Mr. Branco stated that the Borough ordinance not only requires a placard but a license plate to be granted a designated parking space.

Mr. Stewart McCandless further explained the different types of handicap designations (i.e. temporary placards, permanent placards, and license plates issued for a specific vehicle).

Council unanimously agreed to have one designated parking space to one vehicle plate. Council also agreed – except Ms. Halleman abstained – to not require a neighbor's approval any longer. Council President postponed the final decision on a second required medical review and add to next meeting's agenda and asked Mr. Lehr to prepare an edited parking ordinance including the one-on-one parking space and obsolescence of neighbors' approval.

Council President Atkinson asked for a motion to approve the current Loy Daniels's application.

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

### COUNCIL PRESIDENT'S REPORT

Council President Atkinson reported that Mr. Ashley, the Planning Commission's solicitor, accepted the change of solicitors.

### SOLICITOR'S REPORT

Mr. Lehr reported that Salisbury Township did not seek mediation in the ongoing litigation with the Borough and litigation will go forward.

### COMMITTEE REPORTS

#### A. Finance (Trotter, Atkinson, Jordan)

Mr. Trotter read the check detail reports for the month of February.

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

B. Public Works (Jordan, Trotter, Rufe)

- Motion to purchase a street sweeper from the Borough of Emmaus for \$10,000 including a vacuum cleaner in the back to clean storm sewers (included in budget).  
Mr. Trabel reminded to have a protocol in place for moving parked vehicles on the days of street cleaning.

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

C. Police (Atkinson, Trotter, Johnson) – NONE.

D. House & Ordinances (Rufe, Halleman, Jordan)

Mr. Rufe reported that the committee is reviewing the current ordinance on parking restrictions for small businesses. The committee plans to present an amendment loosening the current restrictions to Council by the end of the month.

E. Fire (Trabel, Halleman, Rufe)

Mr. Trable reported that State Representative Jeanne McNeill’s office announced \$12k grant for the Fire Department.

F. Recreation (Johnson, Rufe, Trabel)

Ms. Johnson reported that the local YMCA agreed to manage the 2020 pool season again from June 6 to August 9 for a management fee of \$45k. Final house and pool rules will be discussed at the end of May. The YMCA could also accommodate extended weekend hours until the end of August at an additional cost. Mr. Rufe will inspect the concession stand and equipment to determine if the Borough could operate it itself. Ms. Johnson asked the Borough Manager to advertise for pool cashiers for the summer.

Ms. Johnson proposes to advertise for Park employees to entertain a summer park program again.

Ms. Johnson recommended to schedule the free Y on the Fly program in Fountain Hill. An activity van will spend between one to two hours delivering a variety of activities to local communities.

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

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

Ms. Halleman read the February collection reports for sewer and garbage fees.

H. Personnel                           **(Trotter, Atkinson, Jordan) – NONE.**

SPECIAL OR SELECT COMMITTEES – NONE.

PRIVILEGE OF THE FLOOR – Discussion on Non - Agenda Items

Mr. Mike Spencer inquired if Council had created a social media policy. Council President asked to add the request to the next meeting agenda. He also asked to check on a mattress discarded at 531 S. Clewell Street for proper disposal. Mr. Spencer commended Public Works on their general maintenance but mentioned several potholes in the Borough that should be patched as soon as possible to avoid further road deterioration and to keep long-term road maintenance costs down.

Mr. Quarry explained the Public Work protocol and scheduling for pothole maintenance both in the warm and cold season.

EXECUTIVE SESSION (as needed) – NONE

ADJOURNMENT

At 8:55 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 2020-25  
Next Ordinance 857