

**MINUTES  
BOROUGH COUNCIL  
NOVEMBER 3, 2025 - 7 P.M.**

The Council Meeting was held in person at Borough Hall. The meeting was called to order. Council President requested that attendees stand, as able, for the Pledge of Allegiance. Roll call was conducted by Council President McCandless. Councilmembers present were Ms. Jordan, Ms. Johnson, Mr. Trotter, Mr. Blatt, Mr. Trabel, and Council President McCandless. Also present were Mr. Berger, Borough Manager Burkhart, and Mrs. Alysia Velez.

Absent were Mr. Rufe, and Mayor Johnson

The Minutes of October 16, 2025, were reviewed. Council reported no need to amend anything. The Minutes of October 22, 2026, were reviewed. Council reported no need to amend anything. Finally, the Minutes from October 23, 2025, were reviewed. Council reported no need to amend anything. A motion was made approve the Minutes of October 16, 2025; October 22, 2025, & October 23, 2025 as presented. The motion passed.

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

**PRIVILEGE OF THE FLOOR/ PRE-SCHEDULED & AGENDA ITEMS** – No one requested Privilege of the Floor.

**NEW BUSINESS**

Public Works Hiring for New Applicant – The Borough is currently advertising for a Public Works position.. This position is currently posted on Indeed along with the Borough’s website. The Borough is accepting applications/applicants/resumes virtually and/or written applications/resumes/applicants. Mr. Blatt questioned if the Public Works Committee, or the Personnel Committee is going to be responsible for this process or if this will solely be conducted by Council. Borough Manager Burkhart confirmed this process will start with the Personnel Committee and then to Council.

Police Project – The Police Department would like to post an Autism Awareness information for any potential residents. The information would help officers respond appropriately within the community. Mr. Blatt asked when the Police Committee will be meeting for this discussion, Borough Manager Burkhart confirmed the meeting will be held on the first Monday of December, DEC 1<sup>st</sup>, 2025. Ms. Johnson requested Solicitor Mr. Berger to review the form before the Police

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Committee meeting and make sure what collected information does not violate any resident's privacy or personal rights.

Confidentially Resolution- Borough Manager Burkhart explained that this resolution is regarding the statewide collections that is through Berkheimer who collects our mercantile and LST tax. On occasion the Borough must update who can access this sensitive information; with Mrs. Alysia Velez as the newest member and employee needing this access, and Council approval for this resolution.

Handicapped Permit - Borough Manager Burkhart explained there is a Handicapped application on Council agenda. The Handicapped space being requested is an existing space and the applicant explained that the space was in their spouse's name at 1235 Russell AVE. and is now wanting the Handicapped space to place under their name.

Yard Waste Contract – Borough Manager Burkhart explained that the Yard Waste Agreement between the Borough and the City of Bethlehem expiring, and there is a request to extend the contract. The City of Bethlehem is offering the ability for the Borough to sell yard waste permits to residents at \$20/per person. Borough Manager Burkhart explained that this is helpful to the community and recommends that Council approve this extension. Borough Manager Burkhart explained that there is small increase in fees from the previous year (2024) but it is still aligned with the current year (2025) budget and next year proposed budget (2026). The amount is \$1,623.00.

Police MMO – Borough Manager Burkhart explained that there was an initial communication sent from Acrisure regarding the Police MMO (minimum municipal obligation), it was accepted in a recent meeting and was placed on the Council agenda as a motion to accept the 2026 MMO, however after that meeting Acrisure sent another communication with a more up-to-date figures increasing the amount by approximately \$35,000, which places the amount around to \$501,416. Borough Manager Burkhart explains that while Council is not obligated to accept the changes places by Acrisure but did recommend that the Borough accept the new MMO and incorporate it into the 2026 Budget.

**OLD BUSINESS**

**REMNINDER:** Electronic Recycling Event coming up on NOV 22, 2025, from 10am to 1pm. There is no charge for Borough residents, and almost anything is accepted for this event. Mr. Blatt did mention if it is an A/C it **MUST** be tagged that the freon is gone. This information is posted on the Borough website.

Borough Manager Burkhart Reviewed the following:

ORDINANCE 887 – It was reviewed that Ordinance 887, an ordinance that was being revised based on the Boroughs Parking Regulations. Four changes were originally expected to be made, but has been brought down to two changes in the current ordinance:

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- A) We were to add to the types of vehicles that could not be parked on the public street i.e. RV and/or boat. Borough Manager Burkhart, however, did mention there came a lot of nuances as to what is considered or defined as a recreational vehicle or a truck. To avoid this Borough Manager Burkhart recommended that Council to keep the current verbiage of ordinance.
- B) Remove the ability to utilize an RV as a temporary living arrangement. It was originally recommended that the Borough not permit the use of RV's as living quarters in the Borough limits, however, there was a lot of concern over removing that. It was alternately recommended that the number of hours that one can use an RV as a living arrangement be reduced from 72hrs. to 48hrs. **This revision has been made.**
- C) Not permitting uninspected vehicles on public streets and alley ways in the Borough but are permitted on private property. **This revision has been made.**
- D) Prohibiting vehicles from being covered on public and private property. **This revision has not been made.**

ORDINANCE 888 - An Ordinance that increases the Borough's Property Tax Millage from 10.61 to 11.61 has been advertised and is currently available for public inspection in the Borough Office. It is scheduled to pass for motion on DEC 1<sup>st</sup>, the first meeting of the month.

**SOLICITOR'S REPORT**

Curb Deferral Agreement – Mr. Berger explained that he is finishing up the formal agreements regarding this matter. Mr. Berger explained that this is about resident's deferral from doing the ADA curb sidewalks. This agreement defers it for a period so see if the Borough can get funding to pay for the ADA curb sidewalk replacements. This Draft will be sent out within the week.

**RESOLUTIONS FOR REVIEW/FINAL PASSAGE**

RESOLUTION 2025-15: A RESOLUTION OF THE GOVERNING BOARD OF THE BOROUGH OF FOUNTAIN HILL, LEIGH COUNTY, PENNSYLVANIA, AUTHORIZING, EMPOWERING AND DIRECTING THE PROPER OFFICERS OF THE GOVERNING BOARD TO APPOINT A LIASON BETWEEN IT AND STATEWIDE TAX RECOVERY, THE DULY APPOINTED COLLECTOR OF TAXES FOR THE DISTRICT, FOR THE EXPRESS PURPOSE OF SHARING CONFIDENTIAL TAX INFORMATION WITH THE DISTRICT OFFICIAL PURPOSES.

	Motion	2 <sup>nd</sup>	Yes	No	Abstain	Absent
Annamarie Jordan			X			
Jamie Johnson	X		X			
Wilbert Rufe						X

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Doug Trotter		X			
Philip Trabel	X	X			
Stewart McCandless		X			
Norman E. Blatt Jr.		X			
Mayor Johnson					X

**ORDINANCES IN REVIEW**

ORDINANCE 887 - 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.

**Motion to advertise is needed.**

ORDINANCE 888 - AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE BOROUGH OF FOUNTAIN HILL, ESTABLISHING THE REAL ESATE AND OTHER TAXATION FOR BOORUGH PURPOSES AT 11.61 MILLS FOR FISCAL YEAR 2026.

**SCHEDULED FOR PASSAGE ON DECEMEBER 1, 2025**

There was a motion to authorize the advertisement of Ordinance 887

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

**MOTIONS**

Request Council accept the 2026 Proposed Budget and authorizes the Borough Manager to advertise the 2026 Budget for Public Review.

	Motion	2 <sup>nd</sup>	Yes	No	Abstain	Absent
Annamarie Jordan		X	X			
Jamie Johnson			X			
Wilbert Rufe						X
Doug Trotter	X		X			

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Philip Trabel		X			
Stewart McCandless		X			
Norman E. Blatt Jr.		X			
Mayor Johnson					X

Request Council approve the Extension to the Compost Center Contract between the Borough of Fountain Hill and the City of Bethlehem. The Council will be extended to December 31, 2026, and the 2026 payment to the City of Bethlehem will be \$1,623.00.

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

Request Council to approve the use of the Handicapped Parking for 1235 Russell AVE.

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

Request Council to adopt the updated Minimum Municipality Obligation for 2026 Police Pension Fund in the amount of \$501,416.00

	Motion	2 <sup>nd</sup>	Yes	No	Abstain	Absent
Annamarie Jordan			X			
Jamie Johnson		X	X			
Wilbert Rufe						X
Doug Trotter			X			
Philip Trabel			X			

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Stewart McCandless		X			
Norman E. Blatt Jr.	X	X			
Mayor Johnson					X

**COMMITTEE REPORTS**

Finance – Mr. Trotter is going to defer this report on NOV 19, 2025

Public Works – Ms. Jordan nothing to report

Police – Mr. Blatt: the take back program; unclear on the success of this program. Police Committee meeting on the first of the month for the Autism Community Campaign & Outreach.

House & Ordinance – Mr. McCandless: once the process is finish make this month stormwater starting between DEC-JAN.

Fire- Mr. Trabel: 20 emergency calls for OCT 2025 & 9 people active

Recreation – Ms. Johnson: on behalf of the mayor and officer who went out to review the Halloween house decorating contest WINNERS:

Haunted House: 1102 Stanely

Sci-Fi: 1136 Broadway

Zombie Apocalypse : 1118 Russel AVE.

There will be tree lighting DEC 7<sup>th</sup>, 2025

Health & Sanitation – Nothing to report

Personnel – Mr. Trotter: nothing to report

IT Committee – Ms. Johnson: nothing to report

**PRIVILEGE OF THE FLOOR** – There were no requests for Privilege of the Floor.

**ADJOURNMENT** - There was a motion to adjourn the meeting. 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			
Stewart McCandless		X	X			

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Norman E. Blatt Jr.  
Mayor Johnson

		X			
					X

BOROUGH OF FOUNTAIN HILL  
ATTESTED

LEHIGH COUNTY, PENNSYLVANIA

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

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

SUBMITTED BY: \_\_\_\_\_  
Alysia Velez, Billing and Finance Clerk

