

**MINUTES  
BOROUGH COUNCIL  
September 5, 2023  
7 P.M.**

The Council Meeting was held in-person at Borough Hall. Council members present were: Ms. Jordan, Ms. Johnson, Mr. Rufe, Mr. Trotter, Mr. Blatt, Mr. McCandless, and Mr. Trabel. Mayor Johnson joined a little later. Also in attendance were Cordula Voges (Finance Director), Keith Zehner (Zoning Officer), Ed Bachert (Police Chief), Dave Berger (Solicitor), and guests.

**PLEDGE OF ALLEGIANCE**

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

**MINUTES**

Approval of the minutes of August 23<sup>rd</sup>, 2023

|                                      | 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.<br>Mayor Johnson |        |     | x   |    |         |        |

**PRESENTATION**

- **Keystone Technology, LLC – Presentation Andy Gildner**

Mr. Gildner presented a plan to strengthen and secure the IT needs of the Borough regarding the infrastructure (such as firewall, server), workstations for staff, implementation of multi-factor authentication (MFA), and deployment of Borough provided devices (i.e. iPads or tablets) for elected/appointed officials for borough tasks.

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

**MAYOR'S REPORT - None**

**BOROUGH MANAGER'S REPORT- None**

**NEW BUSINESS**

- **Acknowledgment and commemoration of Sandra Thomas, a veteran having served her country since 1988**

Council President Blatt asked if there was a motion to approve the resolution and authorize himself and the Mayor to sign the resolution.

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

- **Animal Control**

Chapter 3 Part 2 of the Borough Code regulates animal control within the Borough. Council President Blatt noted that an Animal Control Officer is currently not appointed. Mr. Berger recommended advertising for/appointing a Borough resident as animal control officer. Mr. Berger also recommended to set a police officer aside as secondary for emergency situations. As recommended by Mr. Berger Council President Blatt asked if there is a motion to start the search for an animal control officer.

|                     | 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      |     | x   |    |         |        |
| Norman E. Blatt Jr. |        |     | x   |    |         |        |
| Mayor Johnson       |        |     |     |    |         |        |

- **ESRI (Environmental Systems Research Institute, Inc.) – Renewal Quotation (Memo to Council, Mayor, Interim Borough Manager)**

ESRI maintains the ArcGIS (online geographic information system) and licensed it to the Borough until 11/9/2023. ESRI sent an annual subscription renewal.

Ms. Johnson recommended postponing the renewal decision until after a new Borough Manager is hired.

- **Deputy Tax Collector** (Memo to Council, Mayor, Interim Borough Manager)

Section 22 2 (b) of the Local Tax Law stipulates that a Deputy Tax Collector “shall collect and settle taxes during any incapacitation of the tax collector.” The current Deputy Tax Collector made known that he no longer wants to serve as Deputy Tax Collector. No residency limitations are placed on the Deputy Tax Collector.

Council President Blatt asked if there was a motion to search/advertise (website) for a replacement.

|                     | 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       |        |     |     |    |         |        |

**RESOLUTIONS FOR FINAL PASSAGE - None**

**ORDINANCES FOR FINAL PASSAGE - None**

**MOTIONS**

- **2024 Minimum Municipal Obligation** (MMO for the Pension Plan Non-Uniform – PMRS Cash Balance & Defined Benefit)

The MMO is the municipality’s 2024 bill for these pension plans and must be paid by December 31, 2024.

Council President Blatt asked if there was a motion to approve the 2024 MMO calculation.

|                     | 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   | X   |    |         |        |
| Norman E. Blatt Jr. |        |     | X   |    |         |        |
| Mayor Johnson       |        |     |     |    |         |        |

**OLD BUSINESS** – None

**COUNCIL PRESIDENT’S REPORT**

Council President Blatt reminded of the strict speed limit in the alley behind the elementary school.

Council President Blatt noted that the recent St. Paul’s community day was well attended.

**SOLICITOR’S REPORT** – None.

**COMMITTEE REPORTS**

Finance (Trotter, Blatt, Jordan)

Mr. Trotter asked for a motion to pay the bills as presented.

|                     | 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       |        |     |     |    |         |        |

Public Works (Jordan, Trotter, Rufe)

Ms. Jordan reminded that electronic recycling is scheduled for the end of October.

Police (Blatt, Trotter, Johnson)

Chief Bachert reported that the Lehigh County Consortium conducted its test; twenty (20) applicants were assigned to Fountain Hill Borough.

House & Ordinances (Rufe, Jordan, McCandless)

Mr. Rufe reminded that a committee meeting would be held the next day at 5:30 pm. The “weed and signage” ordinances will be prioritized.

Fire (Trabel, Rufe, McCandless)

Mr. Trabel announced Mr. Reisling as the new fire chief. Mr. Trabel read the August fire report. The Volunteer Fire Company participated in St. Paul’s Community Day events. On behalf of the members of the Volunteer Fire Co. Mr. McCandless noted the recent delivery of the 2023 Ford F350. The vehicle will be will be used as the new brush truck.

Recreation

(Johnson, Rufe, Trabel)

Ms. Johnson reviewed all job descriptions for seasonal recreation staff members and revised them as necessary.

Ms. Johnson made the motion to hold this year's "Trick or Treat" event in conjunction with the City of Bethlehem on Friday, October 27 between 6 and 8 pm.

|                     | 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       |        |     |     |    |         |        |

Health & Sanitation

(McCandless, Johnson, Trabel)

Mr. McCandless read the August sewer/garbage collection report. Mr. McCandless will follow up with Republic Services regarding complaints about missed collections and address some other issues as well.

Personnel

(Trotter, Blatt, Jordan)

Council President Blatt noted that interviews for the borough manager position will be held during the week.

IT Committee

(Johnson, Rufe, Jordan)

Ms. Johnson referred to Mr. Gildner's (Keystone Technology LLC) presentation.

**SPECIAL OR SELECT COMMITTEES**

The Community Coalition's work at the pool continues. Council President Blatt thanked them for their engagement.

Per Mr. Rufe the Library committee did not meet during the month of August.

Chief Bachert reported that a grant was awarded to help enforce stop sign violations.

**PRIVILEGE OF THE FLOOR** -- Discussion on Non - Agenda Items

Mr. Jason Brandon of 701 S Hoffert Street inquired about any pool repairs. Ms. Johnson explained that any necessary repairs will be part of the winterizing work. Council President Blatt also mentioned that the search for lifeguards for the 2024 season should start early.

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

At 7:32 pm Council President Blatt asked to adjourn the Council meeting and asked Council to move into an executive session to discuss personnel matters. Ms. Johnson made the motion, seconded by Mr. Trabel and unanimously approved.

BOROUGH OF FOUNTAIN HILL  
LEHIGH COUNTY, PENNSYLVANIA

By: \_\_\_\_\_

Norman E Blatt - President of Council

ATTESTED

BY: \_\_\_\_\_  
Jason Quarry, Interim Borough Manager

SUBMITTED

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

Next Ordinance – 879  
Next Resolution – 2023-20