

**FOUNTAIN HILL STORMWATER AUTHORITY  
MINUTES  
March 11, 2020  
6:00 P.M.**

Authority members present were: Ms. Jordan, Mr. Lansek, Ms. Morrison, Mr. Atkinson, and Mr. Figueroa. Also, in attendance were, Mr. Jason Smith, the Borough Engineer, Cordula Voges (Borough Finance Director) and guests.

Chairperson Figueroa called the meeting to order and asked for everyone to rise for the Pledge to the Flag.

**APPROVAL OF MINUTES – February 12, 2020 - changes/additions/deletions**

	Motion	2nd	Yes	No	Abstain	Absent
Annamarie Jordan	x		x			
Thomas Lansek			x			
Kelsey Morrison		x	x			
Patrick Figueroa			x			
Leo Atkinson			x			

**PRIVILEGE OF THE FLOOR - NONE.**

**SOLICITOR’S REPORT - NONE.**

**ENGINEER’S REPORT –**

Mr. Smith (Hanover Engineering) presented the final draft of the Credit Policies and Procedures Manual. Mr. Figueroa asked for a motion to approve of it.

	Motion	2nd	Yes	No	Abstain	Absent
Annamarie Jordan		x	x			
Thomas Lansek	x		x			
Kelsey Morrison			x			
Patrick Figueroa			x			
Leo Atkinson			x			

The Credit Policies and Procedures Manual and its derived Forms are to be published on the Borough’s website.

**MANAGER’S REPORT – NONE.**

FINANCIAL REPORT –

Ms. Voges presented the expenditures that were paid out of the Borough General and Sewer Funds as of February 2020.

The Stormwater Utility Fee bill format was presented. The 2020 annual Stormwater Utility Fee bill is scheduled to be mailed on April 1, 2020. The online payment option is established. A bank account is set up with Fulton Bank.

BUSINESS

- Stormwater Utility Fee/credits – review updates – Hanover Engineering – discussed under Engineer’s Report.

A revision of the FAQ draft was discussed. Ms. Morrison offered to work on a compressed (short)version of the FAQ to be reviewed by Hanover Engineering.

- Stormwater infrastructure – Broadway – discussion moved to next meeting.

ADJOURN

At 6:40 pm Authority President Figueroa asked for a motion to adjourn. Ms. Jordan made the motion, seconded by Mr. Lansek and unanimously approved.

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**FOUNTAIN HILL STORMWATER  
AUTHORITY  
LEHIGH COUNTY, PENNSYLVANIA**

By:

\_\_\_\_\_  
Patrick Figueroa - Chairperson

**SUBMITTED BY**

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

**ATTEST:**

By: \_\_\_\_\_  
Thomas Lansek, Secretary