

**BOROUGH OF FOUNTAIN HILL  
COUNCIL MEETING MINUTES  
September 8, 2020  
7:PM**

Due to Governor Tom Wolf's Coronavirus (COVID-19) Emergency Disaster Declaration on March 6, 2020, a virtual/remote public Council Meeting was held via phone/zoom. The remote registration option for residents was provided on the Borough's website [www.fountainhill.org](http://www.fountainhill.org). The meeting was also streamed live on Facebook at: Leo Atkinson on Fountain Hill Council. Remotely participating Council members were: Ms. Jordan, Ms. Johnson, Mr. Rufe, Mr. Atkinson, Mr. Trabel, Ms. Halleman and Mayor Gifford. Also, remotely participating were Mr. Pete Lehr (Solicitor), Anthony Branco (Borough Manager), Cordula Voges (Finance Director), Jason Quarry (Public Works Supervisor) and Ed Bachert (Police Chief) and guests.

**PLEDGE OF ALLEGIANCE**

Council President Atkinson called the meeting to order and asked everyone to pledge allegiance to the Flag.

The below documents were provided to Council upfront:

- Agenda
- Minutes of August 3, 2020
- Luz Morillo handicap space request
- Progressive Physicians abatement of penalty and interest request
- CSC Eligibility list
- Quotes for tree removal at fire House
- Social Media Policy for approval
- MMO worksheets 2021 for Police and Non-Uniformed Defined Benefit & Cash Pension plans
- Memo 8/28/2020 Finance Office – General Fund Revenue Comparison Jan- Aug 2019/2020

**MINUTES**

- Minutes of August 3, 2020

	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  
Mayor Gifford

		X			

PRIVILEGE OF THE FLOOR – none.

MAYOR'S REPORT

Mayor Gifford welcomed Chief Bachert back.

Mayor Gifford suggested to move this year's Trick or Treating to the Police Station. Residents can bring candy to the Police Station where it will be bagged and distributed in a safe manner. Council consented.

To strengthen the community spirit Mayor Gifford also suggested to hold a "Scare Crow" contest in the Borough. Council consented. Mayor Gifford will compose a text to publish on the website. Additionally, Mayor Gifford is encouraging to also hold a Christmas decoration contest later in the year.

The Lay Pastor of Faith Lutheran Church would like to hold an outdoor church service on the first and third Sundays of the months of September into October and is asking to block off traffic in the alley behind the church during those times.

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

BOROUGH MANAGER'S REPORT

- Complete Phase I of Broadway Grant
- Complete Phase II of Broadway Grant
- 

Mr. Trabel asked about the timeline for the Broadway work. Mr. Branco explained once UGI has completed its part, the Borough would follow suit.

COUNCIL PRESIDENT'S REPORT

The Fire Department would like to use the area behind the Pool to sell Christmas trees provided PPE is used.

	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						

NEW BUSINESS

- Request of Luz Morillo for a handicap parking space at the front of 1245 Russell Ave

Chief Bachert reported that five (5) active parking spaces are already in place. Council President Atkinson noted that the neighbors’ consensus is not required – neighbors should only be made aware of it. He asked the Solicitor to check on the wording of the current ordinance and revise if necessary.

	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						

- Request from Progressive Physicians for abatement of penalty and interest for late BPT filing/payment to Berkheimer Tax Innovations

The tax return in question is for both the borough’s and school district BPT taxes due. The due date was 4/15/2020. Neither the Borough nor the School District extended their due dates. The return was filed on 7/15/2020 and thus was 90 days late. The Borough and School District levy penalty at a rate of 5% and interest of 1% per month. Council denied the request to abate the penalty and interest.

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

- Approval of the CSC Eligibility List

	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						

- Approval of CSC language revisions to align with the Consortium language:
  - Table of Contents – Polygraph Examination remove language throughout per Chief Bachert
  - Section 502 change 40% test rating to 50%,
  - remove polygraph exam language throughout

Mr. Branco noted that a final text version would be presented to Council in due time and be reviewed by the Labor Attorney.

	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						

- CDBG Grant 2020 for Fire Truck

Mr. Branco reported that the awarded CDBG Grant 2020 will only partially cover the purchase cost of the new Fire Truck. He also reported that he is in contact with an anonymous donor to pay the remaining purchase price. If the donation does not materialize, the remaining purchase price will have to be financed through a loan from the Fire Commission.

- Borough Office Opening to the public

Both Council and Mayor Gifford agreed that the Borough Office opening should be consistent with the Borough's decision to keep the Park closed during the pandemic. The office closure is extended through October 5, 2020 and will be re-visited at the first October Council meeting. Office re-opening will require mask wearing as recommended by the CDC.

	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						

- Ms. Halleman inquired about the 2021 Budget.

Budget Worksheets are distributed to the Department Heads for review.

RESOLUTIONS – None.

ORDINANCES – None.

#### MOTIONS

- Request from FD to remove trees on west side of building
  - Quote from ECHO Tree Service \$2,000
  - Quote from Monster Tree service \$2,250
  - Quote from Rapid Tree Service \$3,500
  - Quote from Jacobs Tree Service \$4,290

Echo Tree Service remains the lowest bidder to remove the trees.

Council stressed the importance of re-planting different type of trees. Mayor Gifford mentioned Reclamation Garden Landscape, a new business in the Borough, in addition to Penn State LV Extension to inquire about tree options.

The motion was made to award the job to the lowest bidder and plan to re-plant different type of trees thereafter.

	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						

OLD BUSINESS

- Parking Ordinance – H&O – None.
- Verizon 5G proposal

The motion was made to table a decision until all questions are answered by Verizon.

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

- Social Media policy – tabled on August 3, 2020 Council meeting

Council adopted the Social Media Policy that was provided in the Council Packets.

	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						

- Park Signage

Council recommended to post signs every 30' ("Recreation are closed...") and have the Police patrol and enforce the rules.

Mr. Quarry will research cost for signage.

Mr. Trabel remarked that he would prefer the Police checking speeding violations and aggressive driving instead of patrolling the park.

SOLICITOR'S REPORT – None.

COMMITTEE REPORTS

A. Finance (Trotter, Atkinson, Jordan)

- Motion to pay bills as presented to Council

	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						

B. Public Works (Jordan, Trotter, Rufe) – None.

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

Chief Bachert mentioned that fewer calls come in because of the pandemic.

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

Mr. Rufe reported that the Committee has drafted an ordinance creating a "Business Corridor" on Broadway and adjacent to it. The purpose of a "Business Corridor" is to reduce the parking liability for new business owners. The H&O Committee would like to pass the draft on to the Planning Commission for review.

Mr. Branco asked Mr. Rufe for a copy of the Minutes of the H&O Committee meeting to schedule a Planning Commission meeting.

Mr. Rufe also reported several parking options for Tomblor Street from Ostrum Street to Delaware Avenue (potentially one-way), Broadway between Bergen and Hoffert Streets in addition to

Moravia Street also between Bergen and Hoffert Streets. He noted that especially on Broadway between Bergen and Hoffert Streets Emergency vehicles have a hard time passing through. Mayor Gifford pointed out though that residents have frequently opposed any parking restrictions on those roads.

E. Fire (Trabel, Halleman, Rufe)

The new roster of the members of the voluntary Fire Department was provided.

F. Recreation (Johnson, Rufe, Trabel) – None.

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

Ms. Halleman read the August collection reports.

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

SPECIAL OR SELECT COMMITTEES – None.

PRIVILEGE OF THE FLOOR – Discussion on Non - Agenda Items

Mr. Spencer of 1035 Jeter Ave welcomes the parking review. He raised awareness of the LANTA Bus route on Tombler Street when reviewing any parking changes. He also mentioned that St. Luke's employees frequently take parking spaces on Tombler Street. He suggests to post signs that limit parking to residents only.

Mr. Spencer is asking under what conditions the park could re-open.

EXECUTIVE SESSION – as needed – None.

ADJOURNMENT

At 9:30 PM Council President asked for a motion to adjourn. Council 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 2020-30  
Next ordinance 858