

**BOROUGH OF WIND GAP
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Wind Gap Borough Council meeting on Monday, February 5, 2024, was called to order at 7:00 p.m. by Council President George Hinton, at which time he reminded those present that the meeting was being recorded. In attendance were Council members Steve Bender, Mark Crossen, Dave Manzo, Jason Boulette, and Alex Cortezzo. Also, in attendance were Mayor Wesley J. Smith, Borough Solicitor Ronald Karasek, Borough Engineer Brian Pysher and Borough Manager Louise Firestone. Absent was Councilman Patrick Webber

GUESTS

Blue Mountain Community Library - Jill Silvius, Secretary for Blue Mountain Community Library, along with Valerie Viglione came before Council to thank them for their contributions to the library. Jill acknowledged that Wind Gap Borough Council has been faithful supporters over the years, and they appreciate every penny they receive because it enables them to function as a library within the Pen Argyl Area School District. Jill Silvius gave the annual report regarding the programs, fundraisers and financials of the community library.

APPROVAL OF MINUTES

On motion by Dave Manzo to approve the January 16, 2024, minutes and seconded by Steve Bender. Roll call vote taken. In favor: S. Bender, M. Crossen, G. Hinton, D. Manzo. Abstained: J. Boulette, A. Cortezzo. Motion passed: 4-0-2.

APPROVAL OF EXPENSES

On motion by Steve Bender to approve the expenses in the amount of \$48,218.58 and seconded by Alex Cortezzo. Roll call vote taken. Council agreed unanimously.

SOLICITOR'S REPORT

See attachment one (1)

ENGINEER'S REPORT

Brian Pysher reported that the Municipal Complex and the Maintenance Garage have been converted over to natural gas. The upstairs hot water heater was going bad, so Super Heat replaced it. Due to the age of the dryer and the range upstairs, a conversion kit could not be found so new units were purchased and replaced by Super Heat. There is a minor issue with the service: the meter is crooked and the precast concrete block that the meter was set on is cracked. Brian contacted Super Heat and UGI in hopes that it will get fixed or replaced. The only thing that is not complete at the maintenance garage is the Modine heaters. Once they get the conversion kits, they are going to finish up and then that building will be completely done.

SuperHeat was supposed to do the coordinating with Critical Systems to convert the generator to natural gas, although the plumbing is installed. Critical Systems will come out as soon as possible to convert the generator over as it is currently running off of propane. In 2016, we purchased the propane tank for the Municipal Complex, and we have a bill of sale for it. Brian asked for guidance as to whether to keep the tank or the proper procedure to sell it. Attorney Karasek said that, if the fair market value is \$2,000 or more, it will have to be advertised at least once in the local newspaper.

Wind Gap Municipal Authority put their Constitution Avenue project out to bid and awarded it to a contractor. They had a preconstruction meeting last week and discussed closing the road and detouring traffic. They are anticipating approximately three weeks for the project to be completed. The work schedule will be Monday through Thursday, 7:00 am through 5:00 pm. This is a borough road and if they close it for an extended period of time, it is something Council should be aware of and weigh in on. As previously discussed during construction last year, for the safety of the workers, it is best to close the road. The intent is to let the school buses and local traffic come and go as they need and have it closed to through traffic. If it is to be closed, they should have the site contractor contact the borough office so proper communication through a NIXLE alert can be sent out and the school district can be notified. Brian will stay in contact with their engineer and request a copy of their detour plan.

Regarding the municipal complex sitework, plans were sent to Pete Albanese for conduit sizing and electrical regarding the sight lighting and forwarded to Wind Gap Electric. Hopefully the lighting design can be put together so the street workers can begin the installation of the conduit and light posts.

Brian noticed that the PennDOT required signs at CVS, which is part of their original PennDOT permitting, are down. CVS was contacted, but they indicated that the signs are not their responsibility. He would like input from Council, if this is something that we want to address, he will spend time and get the permit from PennDOT. Brian then spoke with Rob Hoffman, traffic engineer, who said it is the property owner's responsibility not ours. Brian will investigate ownership of the property and proceed as necessary. Along with that, Louise informed Brian that as part of the land development plan, Dunkin Donuts was required to have street trees and they are no longer planted along South Broadway.

NEW BUSINESS

1. 20 Green Knight Drive - Request for a Letter of Credit Reduction – Requested Reduction - \$386,025.85 (Remaining Securities \$1,147,164.33)

On motion by Alex Cortezzo to approve the 20 Green Knight Drive's request for a Letter of Credit Reduction in the amount of \$386,025.85 with the remaining securities of \$1,147,164.33 and seconded by Dave Manzo. Roll call vote taken. Council agreed unanimously.

2. CRG Project Update – No representatives were present at this time.

3. Approval to Advertise Paving of Constitution Avenue

On motion by Steve Bender to advertise for the paving of Constitution Avenue and Oak Street and seconded by Alex Cortezzo. Roll call vote taken. Council agreed unanimously.

4. Approval to Survey School Alley between East Center Street to Park Avenue – to Determine Quantity and cost Numbers for Paving \ Parking Area

On motion by Mark Crossen to authorize Brian Pysher to complete the survey of School Alley between East Center Street and north to Park Avenue to determine the quantity and cost numbers for paving the alley and creating a municipal parking area and seconded by Jason Boulette. Roll call vote taken. Council agreed unanimously.

5. Approval Gilmore & Associates, Inc. Service Agreement for Male Road Bridge - \$156,800.00

On motion by Dave Manzo to approve the Gilmore & Associates, Inc. Service Agreement for Male Road Bridge to include engineering and permitting for replacement of the bridge and walkway in the amount of \$156,800.00 and seconded by Jason Boulette. Roll call vote taken. Council agreed unanimously.

Council had additional questions regarding the cost of permitting if environmental studies necessitate additional work. Brian will contact Mr. Jastrzebski and report back to Council.

6. Jason Boulette said that the Pennsylvania State Association of Boroughs has a program called Junior Council Members that the Borough could sponsor. He has been reading about this and he would like to discuss this at the next meeting. He thinks this would be an interesting way to have students get involved in Council.

OLD BUSINESS

There was no old business to discuss at this time.

PUBLIC COMMENT

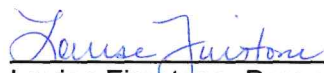
1. Pete Albanese asked if funding has been secured to replace the Male Road Bridge. Louise said yes, the Borough has the money to start the engineering and permitting that was approved tonight. He indicated that the Green Knight Economic Development Corporation (GKEDC) would be willing to assist if the Borough wants to discuss. Louise explained that regarding the grant money, the Borough must incur and pay the expense and then submit the necessary paperwork for reimbursement.

2. Anthony Olszewski, Director of Wind Gap Borough Ambulance Corp., thanked Council for the \$27,000 that was donated to them for the remaining balance on the new ambulance last year. He provided Council with a landlord lease form that he received from the bank. This document needs to be signed by the Borough so they can establish a line of credit. Their goal for 2024 is to order a new truck. AJ stated that he is here to ask the Borough for financial help. They are hoping to receive, along with the yearly insurance payment, an additional \$25,000 a year. Jason asked A.J. if the requested funding would be for payroll, other expenses or specifically for their truck fund. A.J. confirmed that the additional funding would be for a truck fund.

Dave Manzo asked how the Ambulance Corps benefits and what expenses are covered by what the Borough as the Corps lives in the municipal complex rent free. He asked if a total accounting could be provided so that Council can make an informed decision.

ADJOURNMENT

On motion by Dave Manzo to adjourn the meeting of February 5, 2024. Council agreed unanimously. The meeting of February 5, 2024, adjourned at 8:18 p.m.


Louise Firestone, Borough Manager