

**BOROUGH OF WIND GAP  
545 East West Street  
WIND GAP, PA 18091  
610-863-7288  
FAX 610-863-1011**

**EXECUTIVE SESSION**

Wind Gap Borough Council met in Executive Session to discuss Personnel Issues from 6:32 p.m. to 6:55 p.m.

Wind Gap Borough Council meeting on Monday, June 5, 2023, 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 Dave Hess, Steve Bender, D. Manzo, Patrick Webber and Jeff Yob. Also, in attendance were Borough Solicitor Ronald Karasek, Borough Engineer Brian Pysher and Borough Manager Louise Firestone. Absent were Mayor Wesley J. Smith and Councilman Alex Cortezzo.

Council President George Hinton informed those present that the Executive Session was held prior to the Council meeting and that action will be taken under New Business regarding full-time street workers.

**PUBLIC COMMENT**

1. A.J. Olszewski – Director, Wind Gap Ambulance Corps. On behalf of the Wind Gap Ambulance Corps., Mr. Olszewski thanked Council for donating the balance of the outstanding amount for their new ambulance, which was delivered on Saturday. He gave an update on out of service times, which is mainly due to a lack of staffing, while explaining that all ambulance companies and basically all volunteer organizations are encountering the same issues.

Ken Fairchild, Chairman, Wind Gap Ambulance Corps, thanked Council for financially supporting Emergence Management Medical Services and Wind Gap Ambulance.

**APPROVAL OF MINUTES**

**On motion** by Dave Manzo to approve the May 16, 2023, minutes and seconded by Steve Bender. Roll call vote taken. Council agreed unanimously.

Dave Manzo said he needs to make a correction. At the last meeting he said that Green Knights had signed off on the pump station at 20 Green Knight Drive and WGMA did not sign off on it, it should be the other way around. WGMA had signed off on the pump station and Green Knights did not sign off on the pump station.

**APPROVAL OF EXPENSES**

**On motion** by Patrick Webber to approve the expenses in the amount of \$61,533.89 and seconded by Dave Manzo. Roll call vote taken. Council agreed unanimously.

## SOLICITOR'S REPORT

See attachment one (1)

## ENGINEER'S REPORT

1. Municipal Building Natural Gas Conversion Update – Brian Pysher reported that he sent out copies of the natural gas conversion plans to two contractors. He has yet to hear back from them. He will follow up and hopefully get pricing on what it would cost for the conversion.
2. Constitution Avenue Project Update - Brian Pysher reported that he held a pre-bid meeting on Constitution Avenue this morning. There were only two contractors in attendance along with representatives from the Wind Gap Municipal Authority and PA American Water.
3. Roosevelt Avenue – Monarch Pre-Cast Concrete completed construction of the inlet boxes and will be delivering them to the maintenance garage. Fry's Plastic delivered thirteen pipes this morning to be used for the project. He has also contacted several concrete contractors to obtain quotes to replace the curb on Roosevelt. This project is intended to alleviate water issues on Roosevelt mainly caused by sub-pumps discharging onto the street. Rich Fox will inform Brian when he has scheduled this project to begin.

## NEW BUSINESS

1. Full-time Street Laborer New Hire – George Hinton reported that prior to tonight's meeting, Council held an executive session to discuss the street laborer position. As they did the interviews, they had great applicants. In the executive session, they discussed hiring one or two applicants.

**On motion** by Patrick Webber to hire two full-time street laborers and seconded by Jeff Yob.

**Amended motion** by Patrick Webber to hire two full-time street laborers at the Union rate of \$21.50 per hour per the three-year Teamster Union Contract and seconded by Jeff Yob. Roll call vote taken. Council agreed unanimously.

2. 20 Green Knight Drive – Approval of Sewage Facilities Planning Exemption Mailer – Brian Pysher explained that this is a one-page form that the Borough has to sign. It is an acknowledgement that the Wind Gap Sewer Authority has the capacity to service them. Tom Duffy, Wind Gap Municipal Authority Engineer, provided a clean review letter for 20 Green Knight for their proposed sewer connection.

**On motion** by Jeff Yob to approve and sign the Exemption Mailer and forward to DEP for their approval and seconded by Dave Manzo. Roll call vote taken. Council agreed unanimously.

3. 2023 Firemen's Carnival Determination and Approval of Ordinance No. 458. Wind Gap Volunteer Fire Company utilizes this special event to be held on Thursday, June 29, Friday, June 30, July 1 in order to raise funds. The Fire Company is requesting special permission for the sale, use and consumption of alcoholic beverages during these three (3) days.

**On motion** by to Jeff Yob to allow the Fire Company to have alcohol at their carnival and seconded by Steve Bender. Roll call vote taken. Council agreed unanimously.

4. Park – Roof Replacement for Bandshell / Small Kitchen 3 Quotes Received – Louise Firestone reported that three quotes were received to replace the roof on both the bandshell and the small kitchen. The quotes were received from Grant Construction for \$4,985. Kardelis Roofing for \$6,830 and George Lobb Roofing was \$8,550.

**On motion** by Steve Bender to accept the proposal from Grant Construction in the amount of \$4,895 and seconded by Jeff Yob. Roll call vote taken. Council agreed unanimously.

5. Discussion and formulation of a Feasibility Committee for Potential Options of Collecting Real Estate Taxes - George Hinton explained that he would like to put together a Feasibility Committee to explore tax collection options in planning for the future. The committee will consist of Dave Manzo, George Hinton, and Louise Firestone.

6. Site Triangle Intersection Issues – Ordinance No. 454 – George Hinton explained that the site triangle at many intersections throughout the Borough has become a major safety issue. Ordinance 454 states that all public intersections, including intersections with alleys, may not have any obstructing objects above the height of two (2) feet. George stated that our Zoning Officer will be enforcing this ordinance and he wanted everyone to be aware should any questions from residents arise. Property owners need to cut their grass, shrubs and in some incidents, they may have to move fences. Steve added that there are some signs in the Borough that you cannot see past. Brian Pysher said that when the Borough did the amendment, the issue was problems with the alleys intersecting streets because alleys do not typically have stop signs. In reviewing this ordinance and in discussions, a driveway is being constructed that may cause a site triangle issue close to an intersection, but he does not know of anything that applies to residential driveways. It makes good sense to have a discussion as it is timely with the intersection safety concerns. Many have expressed concern with the intersection at Longcore and East West Street pertaining to the Dream Lehigh sign and the Kidney Dialysis signs obstructing the view. Brian offered to sit with the Zoning Officer to review the ordinance and some of the intersections issues.

7. Pear Street Proposed Lot Development – Ordinance No. 446 – George Hinton informed Council that a resident with property on Pear Street has inquired regarding the ability to build on the lot. Ordinance No. 446 has been enforced in the past and will be followed. Attorney Karasek said that the title of the document reads, “every principal building shall be constructed upon either a public or private street must be improved to meet Borough standards and specification.” Section 402, “every building shall be built upon a lot with frontage upon a public or private street that is improved to meet Borough standards and specifications.” Brian said that during his time as Zoning Officer, he always enforced this ordinance. He thinks there was confusion with grandfathering of lots throughout the Borough, but he believes that the ordinance is very specific regarding improving the street fronting a house or building. In the past, it pertained to a lot on East West Street before East West was improved during the Dream Lehigh Valley construction and it was followed by Mr. Klump and his West Third Street development.

8. Slate Belt Regional Police Department – National Night Out, Tuesday, August 1, 2023 – 4:00 p.m. Approval of potential pony rides / appearance

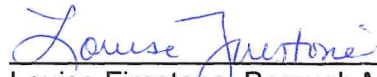
**On motion** by Jeff Yob to welcome K-9 Officer Zorro to the park. Pony rides will be allowed at the Slate Belt Regional Police Commission National Night Out on August 1, 2023, as long as proof of insurance listing Wind Gap Borough as additional insured is provided and seconded by Dave Manzo. Roll call vote taken. Council agreed unanimously.

## OLD BUSINESS

Council did not discuss old business at this time.

## ADJOURNMENT

**On motion** by Jeff Yob to adjourn the meeting of June 5, 2023. Council agreed unanimously. The meeting of June 5, 2023, adjourned at 7:54 p.m.

  
\_\_\_\_\_  
Louise Firestone, Borough Manager

**SOLICITOR'S REPORT – R. J. KARASEK, ESQUIRE  
WIND GAP BOROUGH  
NORTHAMPTON COUNTY, COMMONWEALTH OF PENNSYLVANIA  
MONTH: May 2023**

**MEETINGS ATTENDED:**

May 1, 2023 - attendance at regular monthly meeting of Borough Council  
May 4, 2023 - attendance at regular monthly meeting of Borough Planning Commission  
May 16, 2023 - attendance at regular mid-month meeting of Borough Council

**SUBDIVISION MATTERS:**

Receipt, Review and Administration of e-mails from the Borough EIT with Bearings/Distances for the Lot Annexation Plan and Request for Release of Performance Security and re 20 Green Knight Drive L.D Plan-Lot 6C

**LAND DEVELOPMENT MATTERS:**

Receipt, Review and Administration of multiple e-mails to/from Applicant's Attorney, the Borough EIT and Applicant's Planning Professional as to Revised Plan, Punch-Lists, Revised Quantity and Cost Estimate, Preparation of a Draft Letter of Credit with Template, Preparation of the Land Development Improvements Agreement and Storm Water Maintenance Agreement re 20 Green Knight Drive L.D Plan-Lot 6C

Receipt, Review and Administration of e-mails from the Borough EIT with Bearings/Distances and Maps for the Emergency Access Agreement for 10 Beers Way, Lot 10 GK Drive and Lot 20 GK Drive re 20 Green Knight Drive L.D Plan-Lot 6C

Receipt, Review and Administration of e-mail with as to Traffic Signal Maintenance Agreement with PENNDOT to upgrade Two (2) Intersections re Saylorsburg Industrial Development

Receipt, Review and Administration of e-mail with Borough EIT Review and Comments as Improvements at McDonald's (all in Plainfield Township)

**ZONING AND OTHER LAND USE MATTERS:**

Receipt, Review and Administration of Revised Chicken Ordinance for May 2023 Planning Commission Meeting

Receipt, Review and Administration of Revised Sign Ordinance for May 2023 Planning Commission Meeting

Receipt, Review and Administration of Proposed Amendment (by Borough Zoning Officer) to Uniform Construction Code-International Residential Code

**DEVELOPMENTS ON OUTSTANDING LITIGATION:**

Receipt, Review and Administration of e-mail from Appellants' Attorney requesting Certification of the Zoning Hearing Board Record

**COURT DECISIONS ON BOROUGH CASES: None**

**MISCELLANEOUS:**

Receipt, Review and Administration of D. Moore Two (2) Right-to-Know Requests re Slate Belt Regional Police Department, Borough and Solicitors

Preparation of Borough Planning Commission Meeting Agenda for Meeting of May 4, 2023

Preparation of Borough Planning Commission Meeting Minutes of May 4, 2023

Preparation of Monthly Solicitor's Report

**OUTSTANDING ITEMS:**

Stop Sign Ordinance  
Dog Park Ordinance