

**BOROUGH OF WIND GAP
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WIND GAP, PA 18091
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Wind Gap Borough Council meeting on Tuesday, March 19, 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, Patrick Webber, and Jason Boulette. Also in attendance were Mayor Wesley J. Smith, Borough Solicitor Ronald Karasek, Borough Engineer Brian Pysker, and Borough Manager Louise Firestone. Absent was Councilman Alex Cortezzo.

APPROVAL OF MINUTES

On motion by Dave Manzo to approve the March 4, 2024, minutes and seconded by Patrick Webber. Roll call vote taken. Council agreed unanimously.

NEW BUSINESS

1. Mike Sabatine, Director, Families First came before Council. Mr. Sabatine introduced himself as the new Director of Families First. He informed those present of some of the activities sponsored by Families First including a 5K race that starts out in Wind Gap Park and their annual Toy Drive each Christmas, which is hosted by Wind Gap Fire Company in their social hall. Mr. Sabatine stated that Wind Gap Borough has so graciously, for a number of years, sent a contribution in support of Families First without being asked. Wind Gap has the largest heart in the Slate Belt. He thanked Council for all the support for what has been done and what he hopes will continue to be done.

2. Male Road / South Broadway Intersection, Paving Discussion / Guidemark Inc. Approval
Brian Pysker reported that the Male Road intersection needs the traffic markings re-done. Street Leader, Rich Fox, contacted Guidemark to request a quote specifically for the Male Road intersection as the borough street crew is not comfortable doing major intersections due to safety concerns with the volume of traffic. The representative from Guidemark advised that a better price could be offered if the Borough could do multiple intersections at the same time. The quote provided to Council includes all the intersections listed. The proposed paint product is much more durable, which allows it to last longer. Brian explained that the Male Road intersection, east bound traffic at the stop light, is rutting out and rippling as a result of the heavy truck traffic. Council discussed the possibility of milling and overlaying that portion of the road and then doing the line painting. There is a degree of uncertainty regarding the schedule to proceed with the bridge project and when sufficient funding will be available. In the interim, it may be advisable to mill this area off in advance of doing the line stripping.

As consideration, Brian stated that the Borough is accepting bids for the Constitution Avenue and Oak Street paving projects to be awarded at the May 6, 2024 meeting. If Council agrees, Brian can review the bid specs and include Male Road and South Broadway as an addendum. Steve Bender said that he would like to see at least two other quotes and also if Guidemark is in the CoStars agreement.

On motion by Dave Manzo to authorize the Borough Engineer to review the bid specs for Constitution to include the pavement markings at Male Road and South Broadway and seconded by Jason Boulette. Roll call vote taken. Council agreed unanimously.

3. Wind Gap Park Project Updates / Fieldhouse Sewer hook-up / Garage

Brian Pysher reported that he met with Louise Firestone and revisited the lower ballfield and clubhouse. The main focus of the discussion was the lower tier of the park has no sewer and potentially the most practical solution to connect to the sewer might be to put a grinder pump at the clubhouse and run a line on South Lehigh to connect at Fifth Street. Brian is proposing getting authorization from Council to do some additional field work on Lehigh Avenue. He needs to put a plan together to present it to the Sewer Authority for their input and eventual approval.

On motion by Steve Bender to permit the Borough Engineer to do the field work, on 5th Street and the fieldhouse in order to connect to the Municipal Authority Sanitary Sewer System and seconded by Patrick Webber. Roll call vote taken. Council agreed unanimously.

Brian Pysher reported that he met with George and Rich to discuss the safety of the garage building in the park and what options are available regarding repairs to that building such as putting on a new roof, tearing the lean to down or replacing the structure in its entirety. The property line is close to the neighbor and there are setbacks that they need to follow. Brian is proposing survey work in the park to establish where the property lines exist, locate existing buildings and park features.

On motion by Patrick Webber to authorize the Borough Engineer go out and do fieldwork in Wind Gap Park to establish the property lines and locations and seconded by Dave Manzo. Roll call vote taken. Council agreed unanimously.

4. Wind Gap Park Committee – George Hinton said that he would like to put together a park committee with some Council members and the Borough Manager to review park projects, grants, and purchases. This committee will formulate a plan, present the plan for authorization from Council in order to efficiently complete projects in the park.

On motion by Jason Boulette to authorize George Hinton, Steve Bender, Dave Manzo and Louise Firestone to serve on the Wind Gap Park Committee and seconded by Patrick Webber. Roll call vote taken. Council agreed unanimously.

5. Jason Boulette reported that he attended a webinar training session offered by the Pennsylvania State Boroughs of Pennsylvania (PSAB). One of the topics covered was the Sunshine Act and proper protocol allowing public comment being held prior to taking any official action by Council. He looked up the law and Pennsylvania's Office of Open Records website. They specify that agencies must provide reasonable opportunity for the taxpayers to comment on an issue before a decision takes place. They also stated the Council Members are subject to fines. Upon Jason's recommendation, Council verbally unanimously agreed that the public comment item will be moved to the beginning of the meeting.

OLD BUSINESS

1. Lehigh Street Parking Lot Update – Brian Pysher reported that the fieldwork has been completed on the Lehigh Street Parking Lot, but a PA 1 call needs to be requested and completed. The townhouses are serviced through the alley for the sewer and gas. Brian indicated that he anticipates having a Quantity and Cost estimate for this project completed for the next Council meeting.

2. Male Road Boundary Update Report – Brian Pyscher reported that at the previous Council meeting, he was authorized to determine the borough line on Male Road separating Wind Gap and Plainfield Township. His survey crew tied into the existing monumentation via survey of the subdivision and land development for Green Knight Industrial Park 2 and JERC across the street. Both of those plans had an overlay of municipal boundaries. Brian stated that the way the municipal line falls, it is west of the signage by about ten feet. He believes that to be as accurate as possible when distinguishing the exact boundaries between the municipalities.

3. Ambulance Corps – Fulton Bank – Line of Credit Application - Attorney Karasek reported that he has left messages for the bank representative, but unfortunately, to date, she has not gotten back to him. Rather than continuing to have this pushed around, Attorney Karasek recommends crossing off the section in the Agreement that would allow entry on the premise, Council can initial this and deliver the document to the bank. If there is a problem, the bank will call us.

4. Municipal Complex Propane Tanks – George stated that the municipal complex is completely hooked up to natural gas, but the Borough owned 1,000-gallon propane tank under the ground can be removed. Brian said he did make contact with them Eastern Propane and they will come out and pump the tanks down and then the tank can be dug out. The maintenance garage tank belongs to them, they will take that one back to their shop. He will coordinate with them to get this done.

ZONING OFFICER'S REPORT

Zoning Officer, Suzanne Borzak, was not present and did not provide a monthly report.

Attorney Karasek said that he still does not have the transcript of the hearings regarding the appeal for Xclusive Auto. The office will follow-up with the Stenographer.

COMMITTEE REPORTS

A written committee report was provided to Mayor Smith and Council.

George Hinton reported that the Fire Company had their meeting last night and he did not get the report until today. The Fire Company reported: 1 burn complaint, 4 fire alarms, 2 dwelling fires, 1 car fire, 1 odor investigation, 1 wire down. They had 10 calls for the month, 30 for the year.

Louise informed Council that at the last Slate Belt Rising meeting a rendition of the proposed mural in Pen Argyl was presented. Wind Gap was asked if there was a location in the borough to have a Welcome to Wind Gap mural painted. Bangor and Portland have completed their murals and once Pen Argyl's is completed; Wind Gap will be the only major borough included in SBR that does not have a mural. Council to think about building options and provide ideas.

Attorney Karasek informed Council that the Planning Commission meetings will now be held on the third Thursday of the month. This change of date has been duly advertised in the Lehigh Valley Express Times.

MAYOR SMITH REPORT

Mayor Smith reported that he attended the COG meeting February 28, 2024. They voted to increase Wind Gap's annual membership dues to \$1,400 starting in 2025. The School District and CIT have been working together to increase interest from high school students to consider careers in the trade industry. The camera system, that the COG has, is being rented out. Two municipalities were approved for sewer usage with cleaning instructions to follow. The users of this equipment need to be certified in confined spaces. The next COG meeting is scheduled for March 27, 2024, which he will attend.

Updates on Plan Slate Belt, Lower Mt. Bethel dropped out of the plan. Lehigh Valley Executive Director, Becky Bradley, will reach out and try to get them to consider continuing their involvement in the plan. If Lower Mt. Bethel decides not to be part of this comprehensive plan, we would have to go through the public comment period again. The townships have been holding up this process for several years now. LVPC is setting up meeting solely with Plainfield Township's interim manager and some of the new Board of Supervisors to educate them on the plan. The Plan Slate Belt Steering Committee discussed applying for the Norco Grant as a collective body, all municipalities applying for one grant. LVPC offered to write the grant for us. He will be attending the next meeting, which is scheduled for Thursday, April 4, 2024.

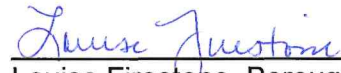
He will be attending a meeting this Friday, with George Hinton, Jason Boulette, and the high school principal of the school district to discuss the Junior Council Member Program. They would like to get this started for the beginning of the next school year. Next Thursday he will be attending the Mayors Reception hosted by the Greater Lehigh Valley Chamber. The Easter egg hunt is scheduled for Saturday, March 30, 2024, beginning at 11:00 a.m. at the park. Thank you to the office for coordinating this and stuffing eggs. On Saturday, April 27, 2024, the annual Earth Day cleanup will take place from 10:00 a.m. to 1:00 p.m. Our good friends at Giant will assemble a team of volunteers to help. Anyone can come out to help. Louise will contact Waste Management for a dumpster.

PUBLIC COMMENT

1. Beverly Getz of Poplar Street said there are kids in the back woods riding dirt bikes from morning to night. George Hinton recommended contacting the Slate Belt Regional Police Department. Attorney Karasek asked if there is an ordinance specifically for ATV, dirt bikes, etc. If no ordinance has been adopted, the Zoning Officer cannot do anything. Private citizens can call the police, they can file a claim against the owner of the property. Mrs. Getz has concerns regarding the stone that was moved when the snowplow went up her street.
2. Maria Xiradakis, 6 South Broadway had questions and concerns regarding the Unsafe Structure Citation that she received related to the garage on her property.
3. Barry Mohr, 172 North Lehigh Avenue, trucks are using their jake brakes, there is no reason for them to use jakes brakes on S.R. 512. The traffic on Railroad Alley is too fast, can something be done to slow down the traffic?
4. Pete Albanese would like to know if the Solicitor received the document for closing out the construction for the Green Knight project and moving it for maintenance. Attorney Karasek did get the dedication for the roads, a deed to dedicate Beers Way and Green Knight Way. Once he reviewed them, he forwarded them to Brian for his review.

ADJOURNMENT

On motion by Dave Manzo to adjourn the meeting of March 19, 2024. Council agreed unanimously. The meeting of March 19, 2024, adjourned at 8:38 p.m.



Louise Firestone, Borough Manager

MARCH 19, 2024 MONTHLY REPORT

STREETS:

Street potholes filled with cold patch – Cold Patch cost for 1 ton = \$150.00
Alley potholes filled with road millings
06 GMC – Replaced motor on salt spreader
Snow, Rain, Windstorm cleanup – trees / branches off streets/park property
Participated in PA One Call meetings and marked for PA One Calls
Installed concrete bases for new street signs on Constitution Avenue
Serviced Equipment:
 Changed cutting edge on Skidsteer
 Changed brush heads on collection broom for Skidsteer
 Changed / filled all fluids and filters on lawnmowers
 Changed tines on Park JD tractor
 Dropped off jumping jack for repairs
Salt Report for Winter 2023 – 2024 = \$10,709.13 (139.46 tons @ \$76.79/ton)
Winter 2024 - 2025 Salt Ordered 400 tons

PENDING ITEMS:

Meeting on East First St for placement of Street Light – B. Pysner to schedule meeting with Met Ed for location of existing wiring.
Funding from Gap View Estates Escrow

POLICE:

2024 – February Parking Violations – 6 total

▪ Inspection – 5 total	\$ 50.00
▪ Registration – 1 total	<u>\$ 10.00</u>
	\$ 60.00

February Monthly Calls for Service Police Activities - 629

Wind Gap – 162 Pen Argyl – 152 Plainfield Township – 315

Officer investigated 16 criminal offenses and made 10 criminal arrests in the month.

Slate Belt Regional Police Department – Contract Negotiations are continuing.

Motor Carrier Safety Assistance Program (MCSAP) Officer Frank Epser will conduct Commercial Enforcement throughout the three municipalities, Wind Gap Borough, Pen Argyl Borough, and Plainfield Township.

Chief Hoadley announced SBRPD received a grant award that was submitted by Sgt. Muccione on behalf of SBRPD in amount of \$42,854.00 for Impaired Driving Enforcement through PCCD and the Medical Marijuana Act Enforcement. The grant will be used for impaired

driving enforcement annual training, TruNarc Handheld Narcotics Analyzer and 5 – Portable Breath Tests (PBTs).

K9 Zorro / Handler Officer Lowe assisted the PA State Police with a successful drug identification call-out.

Officers have been issued patrol phones which will be carried by the patrol officers while on duty.

EMERGENCY MANAGEMENT: Dave Hess, Emergency Management Coordinator

Reported the Borough’s Snow Emergency to the County Emergency Operations Center on 2/12/2024.

Attended Borough Council meeting for the EOP adoption on 2/20/24

- REMINDER: All Elected Officials should complete NIMS IS-700 and ICS-100.

Contact Dave Hess if there are any questions.

Website: training.fema.gov/nims

Heading “ICs and NIMS Courses”

ICS-100 Introduction to the Incident Command System

IS-700 National Incident Management System – An Introduction

WASTE MANAGEMENT:

Neighboring Partnership Agreement: (\$1.20 per ton)

February = \$60,638.05

Actual Funds Received Year-to-date 2024 = \$198,996.99

Recycling Tonnage Collected by Waste Management in 2023:

Single Stream = 1,104.38 tons

Commercial Recycling = 70.13 tons

WIND GAP AMBULANCE:

90 total calls for February – Wind Gap Boro = 45 /Monroe Cty = 11 /Transports = 34
Response Times 2.08 Minutes Avg (from dispatch to responding)

FIRE COMPANY:

10 Calls for the Month of February / 30 Calls for the Year – Fire Co Meeting 3/18/24

- 1 Motor Vehicle Accident – unknown injuries
- 1 Wire Down
- 1 Burn Complaint
- 4 Fire Alarms
- 2 Dwelling Fires
- 1 Odor Complaint

PARK:

Easter Egg Hunt – Saturday, March 30, 2024 11:00 a.m.
Park restrooms will be opened starting that weekend.

2024 Wind Gap Summer Sounds Concert Series:

- June 9 Main Street Cruisers
- June 23 Steel Creek
- July 7 Brian Dean Moore
- July 21 New Individuals
- August 4 Joey and the T-Birds
- August 18 Jeff Krick – Elvis Tribute Artist

Meeting with Jim Trach to discuss installation of bottle filling station located by the Community Garden at the Park with grant funds received from Slate Belt Rising and Green Economic Development Corporation and options to fixed and/or replace stainless steel commodes in the park restrooms.

Porta-Potties will be ordered for lower baseball fields for the summer ball season.

Park tennis net and Pickleball nets have been hung up.

Kiddie Play Area – 160 tons of playground mulch spread, 2-day project

WIND GAP MUNICIPAL AUTHORITY:

PLANT SUPERVISOR, Terry Miklas, announced his retirement effective April 10, 2024

WGMA Meeting was held on Wednesday, February 28, 2024.

New board member in attendance – Kyle Dieter

Accepted resignation of Dan Hendricks from the WGMA board

L. Pektor was in attendance – Discussion of Mr. Pektor’s Development on Male Rd.

Education on Sewer Pipe Injection held Thursday, March 7, 2024

attended by D. Manzo, G. Hinton

Proposal by a resident to consolidate and establish a payment schedule for property on Eighth Street. Resident was not in attendance at WGMA meeting to present his ideas, topic was tabled.

PLANNING:

Planning Meeting was held on Thursday, March 7, 2024.

First order of business was the appointment of the Planning Commission Chair and Vice-Chair. Appointed as Commission Chair, Linda Paynter / Commission Vice-Chair, George Hinton.

Discussion of meeting days for the remainder of 2024. Planning Commission unanimously agreed to change Planning Meetings from the **FIRST THURSDAY** to the **THIRD THURSDAY** of every month. This change has been advertised in the Express-Times.

APPLICANT: 3 Aide Properties
ADDRESS: 537 Lehigh Avenue
PROJECT: Low Rise Multi-Family Residential Units – 2 stories with 8 units
DISTRICT: R-8 (Medium Density Residential)

Outstanding Zoning Issues related to this project need to be addressed, suggestion to rotate the building so it would front/ face S.R. 512 with parking in the rear, advised that the Sewer Authority must be consulted prior to demolition to cap off the sanitary sewer line of the current single family dwelling on the property along with any other permitting by the WGMA, the curbing and sidewalk should be replaced, impervious cover, stormwater/earth disturbance and a SALDO waiver should be filed if a preliminary/final land development plan is proposed. Applicant's Planning Professional will re-address the rotation of the building design and stated issues and then re-present the Plan to the Planning Commission.

ZONING:

Zoning Hearing Board Meeting scheduled for Tuesday, April 2, 2024.

– Appeal of Marjorie A. Kline, Successor Trustee of the Virginia A. Smith Trust 502 North Broadway.

The Applicant is requesting an Appeal of the Determination of the Zoning Office, a Variance from the Zoning Ordinance or a Variance of Estoppel. The property, PIN E8 9 3, consists of 0.2591 acres and is located in the RM – Residential zoning district. The applicant is proposing to sell the property; however, the owner has it listed as a six (6) unit multi-dwelling and the Borough has it listed as four (4) unit multi-dwelling. The Applicant is appealing the February 7, 2024, Determination of the Zoning Officer, requiring variances from the following for a six-unit building:

- Article 308.E – lot area per dwelling unit;
 - Required: 5,000 SF.
 - Proposed: 1,881 SF.
- Off-street parking
 - Required 2 spaces per dwelling unit
 - Proposing existing parking lot with variances to:
 - Article 701, Table 7.1A; Article 702.C1 to eliminate the required ADA parking space;
 - Article 703.B.1 to eliminate the required space width of 10'
 - Article 703.C.2 to reduce the two-way traffic driving aisle in the parking area from 25' to 22', all to keep the existing parking as-is and to maintain six units.

In the alternative, the applicant is seeking a Variance by Estopped inciting that the property has been sued as a six-unit building without objection from the Borough.

OFFICE/BUILDING:

Meeting held with Worldwide Enterprise Solutions to discuss the proposed locations of cameras in order to coordinate with the installation of light poles.

Waiting on lighting design from Wind Gap Electric.

Parking Lot - \$35,000 from 2021 Grow NORCO Grant
Extension Granted – New Expiration December 31, 2024

FINANCIALS: – Balances as of February 29, 2024:

General Funds: \$243,565.61

Money Market Funds: \$498,385.27

Capital Reserve Funds: \$2,171,869.80
(\$665,362.83 – Sale of Borough Properties)

State Liquid Fuels Funds: Current Balance = \$249,916.24
(Allocation Based on 9.36 miles /
Population of 2720)

Received March 1, 2024:

ACTUAL = \$80,166.53 (\$395.48 Less than 2023)
ESTIMATED Liquid Fuels Allocation for 2024 = \$79,703.19

ACTUAL = \$1,680.00 (Cost of 2023 Bridge Inspection = \$1,688.79)
ESTIMATED Turnback Allocation for 2024 = \$1,680.00
(Turnback allocation is for Male Road .42 miles)

2024 Tax Collection through February 29, 2024
\$179,311.10 - 2% Commission = \$3,586.22

BOROUGH PROPERTIES:

SuperHeat completed buildings from LP to natural gas - \$22,398.23
Critical Systems completed the generator conversion from LP to natural gas - \$1,383.08

UGI bill for Municipal building 1/31/24 – 2/22/24 = **\$216.73**
UGI bill for Maintenance garage 1/31/24 – 2/22/24 = **\$394.59**

Eastern Propane

Municipal building 1/1/24 – 1/31/24 = **\$3,006.09** purchased (1,128.0 gals)
Garage 1/1/24 – 1/31/24 = **\$2,369.75** purchased (881.40 gals)

PLAN SLATE BELT – Multi-Municipal Comprehensive Plan:

Provided Council with an e-mail from Lehigh Valley Planning Commission, Executive Director, Becky Bradley that contains a Slide Presentation coordinating of the zoning across communities.

SLATE BELT RISING:

Program Sustainability Subcommittee Meeting – Wednesday, March 13, 2024

Report of Grants received for the SBR Program FY23/24

2023 Community Development Block Grant	\$ 25,000
Baltimore Life Community Grants Program	\$ 500
Hotel Tax Grant Program	\$ 4,200
LV Chamber Grant 2023	\$ 2,000
Neighborhood Partnership Program (NPP)	\$160,000
Totts Gap Art Institute Grant Program	<u>\$ 5,000</u>
	<u>\$196,700</u>

Steering Committee Meeting – Thursday, March 14, 2024

Meeting Scheduled with River Pointe Developer – Lou Pektor

Slate Belt Rising Scholarship Program – Applications On line

Slate Belt Litter Pick-up – Saturday, April 27, 2024 10:00 a.m. – 1:00 p.m.

SLATE BELT COUNCIL OF GOVERNMENT (SBCOG):

Street Sweeper scheduled for week of May 6, 2024 through May 10, 2024

MISCELLANEOUS:

February 20, 2024

– Participated in Northampton County Zoom Grant Workshop

- Community and Economic Development Block Grants (CDBG)
Monday, March 4, 2024 – Wednesday, May 29, 2024 at 4:00 p.m.
- Hotel Tax for Tourism
Wednesday, May 1, 2024 – Wednesday, July 20, 2024 at 4:00 p.m.
- Grow NORCO
Monday, April 22, 2024 – Friday, May 31, 2024 at 4:00 p.m.
- Public Safety
Monday, July 22, 2024 – Friday, August 30, 2024 at 4:00 p.m.

March 14, 2024

- Participated in Northampton County Council of Governments Meeting via Zoom
 - Jessica Edris, Project Administrator, Lehigh Valley 250.
250 Year Anniversary of our Nation (1776 – 2026)
 - Pete Mackey, PH.D., Interim VP for Communications & Marketing, Lafayette College – Campus – Community & the Bicentennial of Lafayette College
 - Megan Best, District Director, The Office of Congresswoman Susan Wild
Review of Federal Grants Awarded to Northampton County /
Communities
 - Marek Tomanek, Deputy Director, Northampton County, DCED
Northampton County Communities with Blighted Properties
 - Sherry Acevedo, Conservation Coordinator,
Northampton County Parks & Recreation
Overview Livable Landscapes Grant Opportunities
 - Dawn Tomaino, Executive Secretary, Northampton County, DCED
Annual County Festival
Saturday, October 12, 2024 11:00 a.m. – 5:00 p.m.

MALE ROAD BRIDGE SUPERSTRUCTURE REPLACEMENT PROJECT
MARCH 2024

Gilmore & Associates, Inc. Services Agreement Executed – Start Date is March 1, 2024
Engineering / Permitting = \$156,800.00

Mr. Roman Jastrzebski, Sr. Vice President Gilmore & Associates, is currently waiting for the schedules from the environmental subs (wetlands & bog turtle specialists). He will contact them to firm up dates of their field work and reports.

Mr. Jastrzebski has field survey work scheduled for mid-April so he anticipates that the wetlands and bog turtle specialists will be there within the next 2 – 3 weeks.