

**BOROUGH OF WIND GAP
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The Council meeting of the Borough of Wind Gap on Tuesday November 19, 2019, was called to order at 7:00 p.m. by Council President Dave Hess, at which time he reminded those present that the meeting was being recorded. In attendance were Councilmembers: George Hinton, Joyce McGarry, Mike McNamara, David Manzo, and Jeff Yob. Also, in attendance were Mayor Mitchell D. Mogilski Sr., Borough Solicitor Ronold Karasek, Borough Engineer Brian Pysher, and Borough Administrator Louise Firestone. Absent was Councilman Kerry Gassler.

PUBLIC COMMENT

No public comment at this time.

APPROVAL OF MINUTES

On motion by Mike McNamara to approve the November 4, 2019 minutes and seconded by Dave Manzo. Roll call taken. In favor: D. Hess, G. Hinton, D. Manzo, M. McNamara, J. Yob. Abstained: Joyce McGarry. Motion carried 5–0–1.

APPROVAL OF EXPENSES

Bracalente Pay Request No. 1 - \$317,304.00 – Alpha Road

On motion by Jeff Yob to approve Bracalente Construction Pay Request No. 1 for the Alpha Road Reconstruction Project in the amount of \$317,304.00 conditioned upon all documentation required by PennDOT related to utilization of Liquid Fuels and all certified documentation of the Prevailing Wage forms be provided and seconded by Dave Manzo. Roll call taken. Council agreed unanimously.

COMMITTEE REPORTS

1. EMS – Dave Manzo reported that the Ambulance Corps will be meeting tomorrow, Wednesday, November 20, 2019.
2. Fire – Mike McNamara reported that the Fire Company responded to 12 calls in October for a total of 144 for the year. George Hinton added that the Fire Company accepted nominations for officers.
3. Regional Police – Dave Hess reported that Police Department responded to a total of 597 calls for service, 155 were for Wind Gap.
Officers assisted with the Pen Argyl Football team pep rally and bon fire. No issues were reported.
Oral interviews for the promotion to Sergeant was held on October 18, 2019.
New officer written testing was held on October 19, 2019 at the Wind Gap Fire Department Social Hall. 39 applicants were signed up to take the examination. Oral interviews

for the top 20 candidates are set for November 14, 2019 at the Plainfield Township meeting room.

The Department is scheduling a “mock assessment” for the Accreditation process in early December. Assessors will come to the Department and review all PLEAC standards, policies, proofs and headquarters for compliance.

4. Emergency Management – Jeff Yob had nothing to report.

5. Zoning – Mike McNamara had nothing to report.

6. Planning – Dave Manzo had nothing to report.

7. Municipal Authority – Jeff Yob reported that the next Municipal Authority meeting is scheduled for tomorrow, Wednesday, November 20 due to the holiday next week. Brian Pysker reported that a meeting is scheduled for this Thursday, November 21, 2019 at 9:00 a.m. with representatives of the Authority at the Municipal Complex to discuss hooking up our existing building to the sewer.

Dave Manzo asked if a member of Borough Council can sit on the Municipal Authority board without accepting compensation. Attorney Karasek replied any decision would have to be in accordance with their By-Laws, Rules and Regulations or Articles of Incorporation.

8. Streets – Jeff Yob reported that Bracalente Construction has the top coat of paving on Alpha Road from Broadway down to GAF. They anticipate completing the paving on Thursday when the weather is warmer.

Rich Fox stated that he would like to have a part-time snow plow operator available and asked if Council had anyone that he could contact.

9. Park/Athletic Fields – Dave Manzo reported that Wind Gap Area Athletic Association (WGAAA) will hold their next meeting on Monday, November 25, 2019 at the Scorecard Restaurant.

10. Tipping Fees – Jeff Yob had nothing to report.

11. C.O.G. – Mayor Mogilski reported that the next meeting of the Slate Belt Council of Governments will be held tomorrow, Wednesday, November 20, 2019.

12. Slate Belt Rising – Louise Firestone reported that the last meeting of the year for Slate Belt Rising was held last Thursday, November 14, 2019. The board discussed the projects completed for the year and revamping the requirements for the commercial and residential façade projects to allow more projects to be completed.

13. Slate Belt Multi-Municipal Comprehensive Plan – Louise Firestone reported that the last meeting was held on Wednesday, November 6, 2019. The steering committee reviewed the Issues and Opportunities. Each municipality was asked to review their existing Comprehensive Plan to discuss items that should be in the plan to be discussed and presented at the next meeting. Wind Gap’s Comprehensive Plan was in cooperation with Pen Argyl Borough and Plainfield Township in 2004.

14. Mayor’s Report – Mayor Mogilski reported that the COG is looking for additional volunteers for the clothing drive for the Veterans.

NEW BUSINESS

1. 2020 Poll Voting Location – Dave Hess explained that previously Borough Council had sent correspondence to the Northampton County Election Board requesting that the voting location be moved from the Municipal Complex to the new Fire Company Social Hall. The County indicated that they did not have enough time to make the change prior to the 2019 elections, does Council want to send another letter asking for this change.

On motion by Jeff Yob to inform Northampton County Board of Elections that the Borough requests the 2020 Polling location be changed and this request to be sent by Certified Mail and seconded by Michael McNamara. Roll call vote taken. Motion carried unanimously.

2. Ordinance for SBRPD Charter Agreement – Formula for 2020 (No. 499-2019). The three (3) municipalities that comprise the Slate Belt Regional Police Department (SBRPD) are required to formally adopt the formula used to determine the budgetary committed of each municipality. Attorney Karasek indicated that adopting this ordinance is costly for the Borough and would suggest not using a specific year in the ordinance in order to streamline the change in future years.

On motion by Jeff Yob to authorize Attorney Karasek to draft the Ordinance for the Slate Belt Regional Police Department for budget year 2020 and seconded by George Hinton. Roll call vote taken. Motion carried unanimously.

3. Resolution 2019-06 – Support LSA Grant Application for Wind Gap Ambulance. Louise Firestone explained that the LSA Grants applications have to be submitted by the municipality and the Wind Gap Ambulance Corps asked the Borough to send a grant application on their behalf for a new 4-wheel drive ambulance.

On motion by George Hinton to adopt Resolution 2019-06 endorsing the Wind Gap Ambulance Corps grant application and seconded by Dave Manzo. Roll call vote taken. Motion carried unanimously.

OLD BUSINESS

1. Borough Manager – Dave Hess reported that this has been a topic for quite some time and he asked that the 2020 Budget include compensation for a borough manager. Council discussed the compensation based upon other municipalities comparable in size and responsibilities.

On motion by George Hinton to move ahead to promote from within and seconded by Dave Manzo.

Council discussed if this position needed to be advertised and have a written outline of a job description to be included in an ordinance.

Amended motion by George Hinton to compile a job description and seconded by Dave Manzo. Roll call vote taken. Motion carried unanimously.

Dave Hess asked for volunteers to sit on a committee to discuss and list the job responsibilities of a borough manager. The committee will be George Hinton, Joyce McGarry and Dave Hess. They will meet and provide the remainder of Council with their list.

2. Appalachian Trail Zoning – Overlay Zoning.

Dave Manzo reviewed two ordinances, Plainfield Township and Smithfield Township, and provided Council with an outline comparing the two ordinances for the Appalachian Trail Zoning.

On motion by Dave Manzo to authorize Attorney Karasek to draft an Overlay Zoning Map Ordinance for the Appalachian Trail and seconded by George Hinton. Roll call vote taken. Motion carried unanimously.

2. East First Street (Deed of Dedication) – (Liquid Fuels) – Metes/Bounds

Attorney Karasek will review the information provided to him by Brian Pysker regarding the metes and bounds of East First Street so this issue can be resolved.

3. 2020 Budget

Council discussed the present shortfall of the proposed 2020 budget of \$268,490.00. The current tax millage rate is 14.5 mills. It was decided that the cost of auditing the fire company and the ambulance corps would be removed, but the tax collector will be audited since an audit has not been performed since 2003. Council reviewed other specific lines items to determine if there were any other expenses that could be reduced or removed. The debt service line item will potentially be doubled from \$88,500 to \$174,000 with the construction of a new maintenance garage on the property at 545 West East Street adding to the shortfall. Once the maintenance garage is constructed Council will approve the sale of the old borough building, the police station, the borough garage and the salt shed all located on Mechanic and Water streets. Based on the value of Wind Gap Borough as of November 4, 2019 at \$61,529,500 (which has decreased in value by \$237,400 since 2007), a quarter mill increase would generate \$15,382.38 in tax revenue. Council discussed the need to cover the new mortgage amount at a minimum which would be a 1.5 mill increase. The average increase would amount to \$55 - \$70 per year.

On motion by Jeff Yob to increase the millage rate by 1.5 mills to 16 mills for 2020 and seconded by Dave Manzo. Roll call vote taken. Motion carried unanimously.

QUESTIONS AND ANSWERS

ADJOURNMENT

On motion by Jeff Yob to adjourn the meeting of November 19, 2019. Council agreed unanimously. The meeting of November 19, 2019 adjourned at 8:34 p.m.

Louise Firestone – Borough Administrator