

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

Wind Gap Borough Council meeting on Tuesday, October 17, 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 Steve Bender, Dave Manzo, Patrick Webber and Alexander Cortezzo. Also in attendance were Mayor Wesley J. Smith, Borough Solicitor Ronald Karasek, Borough Engineer Brian Pysher and Borough Manager, Louise Firestone. Absent were Councilmen Dave Hess and Jeff Yob.

**APPROVAL OF MINUTES**

**On motion** by Dave Manzo to approve the October 2, 2023, minutes and seconded by Patrick Webber. Roll call vote taken. In favor: S. Bender, G. Hinton, D. Manzo, P. Webber. Abstained: A. Cortezzo. Motion carried: 4-0-1.

**NEW BUSINESS**

1. Northampton County Executive Lamont McClure – 2022 CDBG Grant Award - Northampton County Executive Lamont McClure said that it is an honor to be here tonight. On behalf of Northampton County, he is presenting the Borough with a Fifty-thousand-dollar (\$50,000) check to be used for maintenance and infrastructure in the borough. The fifty-thousand dollars is represented by Community Development Block Grant funding which flows through the County from HUD to help some of our municipalities in need of infrastructure repairs. When he took office in 2018 one of his commitments was an increase of assistance to the communities in the Slate Belt. Mayor Wesley Smith thanked County Executive McClure and accepted the check on behalf of the Borough.

2. Park Cameras Quote – Approval of Project - George Hinton said that with the installation of updates cameras they will assist the borough and the police with any incidents that may occur in the borough park. Unlike the current system, this update to the system will allow the recordings to be viewed in the borough office. The proposed system will allow for additional cameras to be added in the future if necessary.

**On motion** by Dave Manzo to approve the purchase for the cameras for the park in the amount of \$9,613.74 and seconded by Patrick Webber. Roll call vote taken. In favor: A. Cortezzo, G. Hinton, D. Manzo, P. Webber. Opposed: S. Bender. Motion carried: 4 - 1.

3. Dave Manzo requested that Council discuss the ability to inspect rentals and house purchases when they occur within the borough. This would save time with issues when they develop and help with the implementation of the IPMC and help with residents' quality of life. Attorney Karasek said that this was discussed at the last meeting, and he did secure copies of the Bangor Ordinance regarding inspection at the time of rental or sale. He will forward this to the Borough Manager to distribute to Council.

## OLD BUSINESS

1 SuperHeat Quote No. 12631 – Conversion from LP to Natural Gas Approval - Brian Pysher reported that this was the only quote that he received. George Hinton added that the quote from Super Heat was for \$22,398.23.

**On motion** by Dave Manzo to approve the Super Heat quote. Motion died for a lack of a second.

2. 2024 Budget – Approval to Advertise

Borough Manager, Louise Firestone, gave an overview of the current draft budget proposal indicating that without any tax increase there would be a shortfall in 2024. Council did discuss all aspects of the budget with regard to increasing taxes or maintaining a tax rate of 17 mills.

**On motion** by Steve Bender to accept the 2024 Budget with no tax rate increase for Calendar Year 2024 and seconded by Alex Cortezzo. Roll call vote taken. In favor: G. Hinton, P. Webber, S. Bender, A. Cortezzo. Opposed: D. Manzo. Motion carried with a vote of 4 - 1.

3. Slate Belt Regional Police Department 2024 Budget – Approval \$593,003.88 – 23.13% of Municipal Portion provided by Wind Gap Borough.

**On motion** by Alex Cortezzo to approve the Slate Belt Regional Police Department 2024 Budget with Wind Gap Borough's municipal contribution in the amount of \$593,003.88 and seconded by Dave Manzo. In favor D. Manzo, P. Webber, A. Cortezzo, G. Hinton. Opposed: S. Bender. Motion carried with a vote of 4 - 1.

## ZONING OFFICER'S REPORT

A written committee report was provided to Council prior to the meeting. See attachment one.

Attorney Karasek reported that he did finish the ordinance for vehicles in the park. This will be sent to the Borough Manager to be distributed to Council.

## COMMITTEE REPORTS

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

Brian Pysher reported that the contractor for Constitution Avenue has scheduled the installation of new curbing to begin on November 2<sup>nd</sup>. The totals project should be completed by the end of the second week in November.

Alex Cortezzo had a question for the engineer. He asked if we could move forward with the installation of the street light on East First Street. Brian will contact Met Ed to try to complete this project.

## **MAYOR SMITH REPORT**

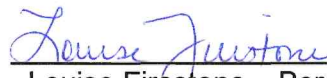
Mayor Smith reported that the COG meeting was cancelled for last month. Their next meeting is scheduled for October 25th, which he will attend. Last week he participated in a Voter Registration Drive at Pen Argyl High School. This was part of a service-learning project for the AP literature students. He was there with the president of the Pen Argyl School Board. He met with Mr. Bray regarding Roosevelt Street and the borough storm sewer project.

## **PUBLIC COMMENT**

1. Mrs. Dentith stated that there are four wheelers driving around in the grass at the park.
2. Randy Bray, 25 Roosevelt Avenue, said that the Borough did a project there and he wants to know why he was not part of the project. He stated that in 2013 he received a letter referencing his illegal discharge of water onto the road. During the storm sewer project, the Borough could have included his property. Brian Pysher will investigate it.
3. Pat Sutter asked if there was something in the by-laws that if councilmen miss so many meeting that they would be out and do they still get paid if they do not show up? Steve Bender said that sadly enough, no, they are elected officials and the Borough Code does not state that they would be removed from their elected seat nor would they forfeit their compensation. She said that does not seem right.

## **ADJOURNMENT**

**On motion** by Dave Manzo to adjourn the meeting of October 17, 2023. Council agreed unanimously. The meeting of October 17, 2023, adjourned at 7:59 p.m.

  
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Louise Firestone – Borough Manager

## **OCTOBER 17, 2023 MONTHLY REPORT**

TRICK-OR-TREAT      Tuesday, October 31, 2023 6:00 p.m. to 8:00 p.m.

### **STREETS:**

Constitution Avenue – 2 Cross Pipe completed / 1 Cross Pipe to be installed  
Roosevelt Street – Curb Installation / grass seed/repair completed

### **PENDING ITEMS:**

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

### **POLICE:**

August 2023 – Parking Violations – 5 total

▪ Inspection – 3 total	\$30.00
▪ Obstructing Driveway – 1 total	\$15.00
▪ Commercial Vehicle – 1 total	<u>\$10.00</u>
	\$55.00

September Monthly Calls for Service 390 Police Activities

Wind Gap – 98      Pen Argyl – 149      Plainfield Township – 143

The Department's hiring process has been completed.

K9 Handler Josh Lowe and K9 Zorro will be tested next month for Pennsylvania's mandated K9 compliance.

Wind Gap is awaiting answers to the following:

Security Deposit of \$4,707.50 – was it paid during the inception of the SBRPD – if so, should it be reimbursed?

Does SBRPD pay a garbage fee to the Township as part of the 70% Utilities?

Has Plainfield Township shopped/locked in an electric rate? If not, this needs to be done as soon as possible in order for the SBRPD to better accurately budget for electric as it currently stands, the electric rate for Plainfield Township fluctuates.

Slate Belt Regional Police Department – Contract Negotiations are continuing.

2 LSA Grants completed by Wind Gap on behalf of Slate Belt Regional Police Department  
Northampton / Lehigh Counties - \$159,968.24 for 2 Ford Explorer Interceptors  
Monroe County - \$159,968.24 for 2 Ford Explorer Interceptors

**EMERGENCY MANAGEMENT:**

Received Harris portable radio. No issues. The previous Motorola portable radio was reprogrammed and is being used by the street department.

**WASTE MANAGEMENT:**

Neighboring Partnership Agreement:

September 2023 = \$70,560.82

Total Funds Received in 2023 = \$689,344.38

**WIND GAP AMBULANCE:**

113 total calls for September – Wind Gap Boro = 51 /Monroe Cty = 12 /Transports = 49

Response Times 2.30 Minutes Avg (from dispatch to responding)

**FIRE COMPANY:**

12 Calls for the Month of August / 99 Calls for the Year

- 1 Motor Vehicle Accident – unknown injuries
- 1 Motor Vehicle Accident – with injuries
- 1 Burn Complaint
- 1 Fire Alarm
- 1 Move up Assignment
- 2 Dwelling Fires
- 5 BLS Assist

**PARK:**

10/4/23 - Upper Parking Lot was paved:

- Milled / Paved – Cost of 9.5MM = 49.93 tons @ \$71.72/ton = \$3,580.98
- Plainfield Township street department assisted with hauling materials

**WIND GAP MUNICIPAL AUTHORITY:**

Meeting held on Wednesday, September 27, 2023

WGMA – Secured an Electrical rate for their facility. During the audit of electric bills, it was identified that sales tax had been paid. A request was made to Met-Ed for a refund of approximately \$5,000 in sales tax and that money was received by the WGMA.

Inspections – Discussion at the meeting regarding the Borough's requirement for any type of home inspection prior to a transfer of property or a new tenant in the case of a rental unit/property. Is this a topic to be discussed by Borough Council?

Discussion and approval of fees when a customer chooses a payment method outside of WGMA available options related to Final Billing (\$20) / Fee for Returned Checks (\$25) / Fee for payment processing (\$5).

Discussion regarding Properties in Green Knight Economic Development Corp hook-ups and related Male Road bridge issues.

Executive Session to discuss Wind Gap Municipal Authority employee benefits.

**PLANNING:**

No planning meeting was held in October.

**ZONING:**

Zoning Hearing Board scheduled for Thursday, October 26, 2023.

Cosmo Development (Aashish Kharb) for 125 Water Street Garage building

**OFFICE/BUILDING:**

Parking Lot - \$35,000 from 2021 Grow NORCO Grant – Deadline Dec 31, 2023

**FINANCIALS:** – Balances as of September 30, 2023:

**General Funds:** \$138,155.34

**Money Market Funds:** \$1,387,038.13

**Capital Reserve Funds:** \$1,772,866.80  
(\$665,362.83 – Sale of Borough Properties)

**State Liquid Fuels Funds:** Current Balance = \$244,615.83  
(Allocation Based on 9.36 miles /  
Population of 2720)

**ESTIMATED** Liquid Fuels Allocation for 2024 = \$79,03.19

**ESTIMATED** Turnback Allocation for 2024 = \$1,680.00  
(Turnback allocation is for Male Road .42 miles)

DRAFT 2024 Budget – Current Shortfall = \$167,480.00

**SLATE BELT COUNCIL OF GOVERNMENT (SBCOG):**

Meeting scheduled for Wednesday, September 27, 2023 was cancelled.

**MISCELLANEOUS:**

Attended Northampton Tax Collection Committee (NTCC) meeting on Thursday, October 12, 2023 at Bethlehem Township Municipal Building.

Wind Gap Borough 2024 Administrative Fee Calculation .30% of \$35,000 = \$105

Wind Gap Borough - Keystone Collections Group Report – Earned Income Tax Collection  
Year to Date Sept 2023 = \$331,639 vs Year to Date Sept 2022 = \$310,204  
\$21,435 (6.9%) Increase Year to Date

Northampton County – Keystone Collections Group Report – Earned Income Tax Collection  
Year to Date Sept 2023 = \$111,502,975.95 vs Year to Date Sept 2022 \$102,823,769.50  
\$8,679,206.42 (8.4%) Increase Year to Date

# Keycodes Inspection Agency

Monthly Report – ending October 13, 2023

Suzanne Borzak, Zoning Officer

Council	Attended council meeting in September
American Legion	Problem with the cooking oil. After visiting the site several times as well as talking to Fred, they obtained a new company. Final site visit showed that the old container was still on site and the ground was not cleaned. Fred indicated that he was going to have the company remove all contaminated soil and put fresh stone down.
628 S Lehigh Ave	Letter sent to owner that no permit is needed (zoning nor UCC) to install a handicapped ramp.
104 W 3 <sup>rd</sup> St	NOV issued for installation of a fence without a permit. Fence has been removed.
389 N Broadway	Roof permit issued
154 Water St	UGI permit issued (road opening)
602-604 S Broadway	NOV issued by Property Maintenance (broken windows/no windows). NOV issued by UCC – replaced porch without the required permit
10 E West St	Cut back brush. Indicated they will be removing it in the winter after the poison ivy dies
136 E West St	Notice of Violation issued. They converted the home into a two-unit residential dwelling.
389 N Broadway	Permit issued for roof replacement
320 Delaware Ave	Permit submitted to Keycodes for solar panels on roof
Ordinances	The proposed signs ordinance received comments from LVPC. PC meeting needed to review to make a recommendation to Council.
20 Green Knight	Applied for and received permits for a temporary job trailer and electric to the trailer. Still awaiting impervious coverage resolution.
29 Mechanic St	Received an application for the ZHB. Prepared documents. Hearing to be held October 26, 2023.
	Talked to “Tom” regarding pulling onto E. West Street.
	Talked to Randy regarding the minimum height of a railing on a porch.

Respectfully submitted,

Suzanne Borzak, Zoning Officer