

**BOROUGH OF WIND GAP
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The Council meeting of the Borough of Wind Gap on Tuesday April 17, 2018, was called to order at 7:00 p.m. by Council President Alex Cortezzo III, at which time he reminded those present that the meeting was being recorded. In attendance were Councilmen: David Valley, Mike McNamara, David Manzo, Jeff Yob and Kerry Gassler. Also in attendance were Mayor Mitchell D. Mogilski, Sr., Borough Solicitor Ronold Karasek, and Borough Administrator Louise Firestone. Absent was Councilman Dave Hess and Borough Engineer Brian Pysher.

PUBLIC COMMENT

No one appeared before Council.

EXECUTIVE SESSION – PERSONNEL

Council went into Executive Session at 7:02 pm to discuss personnel and returned at 7:23 pm. Dave Manzo, Mike McNamara and Alex Cortezzo were assigned to Personnel Committee.

APPROVAL OF MINUTES

On motion by Dave Valley to approve the March 20, 2018 minutes and seconded by Mike McNamara. Roll call taken. Council agreed unanimously.

NEW BUSINESS

1. Full-time Street Worker –

On motion by Jeff Yob to hire Mark Davis as a probationary full time street worker effective no later than May 7 and seconded by Kerry Gassler.

Motion amended by Jeff Yob to hire Mark Davis as a probationary status as per the existing contract and seconded by Kerry Gassler.

Motion amended by Jeff Yob to hire Mark Davis as a probationary status as per the existing contract. Mark Davis is a past part time employee of the Borough, with knowledge of mechanical items and repairing items. He is dependable, gives 100 percent to his job as well as possessing Commercial Driver's License. The three committee members independently reviewed the applications and picked Mark to be interviewed and agreed upon and seconded by Kerry Gassler.

Louise stated that she needs Mr. Davis' social security number to complete the background check

Motion amended by Jeff Yob to hire Mark Davis as a probationary status as per the existing contract on condition that he completes an application and he has a clean background check. Mark Davis is a past part time employee of the Borough, with knowledge of mechanical items and repairing items. He is dependable, gives 100 percent to his job as well as possessing Commercial Driver's License. The three committee members independently reviewed the applications and picked Mark to be interviewed and agreed upon and seconded by Kerry Gassler. Roll call taken. Council agreed unanimously.

2. Audits – Louise Firestone reported one of the questions on the Deputy Tax Collector application is was “When was the last time the municipal Tax Collector was audited?” The last time the Tax Collector’s books were audited was 2003 at a cost of \$3,250. She recommended to Council that the additional audit be added into the budget for next year and do a three year rotation, the Borough and the Tax Collector, Borough and the Ambulance Corp, Borough and the Fire Company.

3. Park Committee Resolution – 2018-02

On motion by Jeff Yob to adopt Resolution 2018-02 which temporarily suspends the operation of the Park Board and to allow its duties to be conducted by way of a committee and seconded by Dave Valley. Roll call taken. Council agreed unanimously.

4. Resolution for DCNR Grant Application

On motion by Kerry Gassler for the Resolution 2018-03 for submission of DCNR Grant Application according to the Master Plan Phase I Improvements and seconded by Jeff Yob. Roll call taken. Council agreed unanimously.

5. Appalachian Trail Committee – Economic Assessment Program Meetings – Louise Firestone reported that the Appalachian Trail is having a Steering Committee designed to look at the economics assessments of the communities. The three designated AT communities in this area, Blairstown, N.J., Delaware Water Gap, and Wind Gap, PA have been asked to attend a meeting on April 25th from 9:00 to 11:00 am at the Delaware Water Gap. Northampton County Space Coordinator, Brian Cope, has set up a meeting with the municipalities in Pennsylvania for April 25th from 1:30 to 4:00 pm. She will be attending both meetings.

6. Trail to Town Family Jamboree – August 4 – Senator Scavello – Louise reported that this is being spearheaded by Senator Scavello in conjunction with the Boy Scout Jamboree. His office is doing the majority of the leg work. There will be entertainment, demonstrations, and this will be a non- profit event. We were asked to set up a table from noon to 3:00 pm and man it. We need ideas on what we want to do at that table besides talking about our 125th Anniversary. Maybe we can get some interest in our Boards and Town Clean up.

OLD BUSINESS

1. Bond / Loan - Nothing to report.

2. Recoupment of Fire Company Costs and Expenses – Attorney Karasek asked that this topic be tabled for next month.

3. Deputy Tax Collector Update – Louise Firestone reported that she did receive the application from Ann Weaver. It has been submitted and she is waiting for a response from the insurance company.

4. 2006 GMC Dump Truck – Alex reported that he will get with Rich Fox regarding the truck.

5. Gas Line – East West Street - Muschlitz Natural Gas – Brian Pysher included this in his report. He reported that he spoke with Carmelo Alicea from UGI Utilities, Inc. regarding the Water’s Edge project and the natural gas extension associated with it. He will be researching

the design associated with it. He will be researching the design associated with Waters Edge and compiling some costs to provide natural gas to the Municipal Building.

He is going to contact Brian with additional information along with a date and time to meet on site. Brian will forward the meeting time to Council Members in case anyone would like to attend.

6. Slate Belt Rising Signage Location - Alex reported that everyone should have a copy of the two signs that Slate Belt Rising is going to install in the Borough tomorrow. Louise showed Council a picture of the bridge by Wind Gap Chevy. Jeff said it should be closer by the bridge right after the manhole. Jeff suggested that coming south into Wind Gap there is a house on the right hand side of North Broadway in the south bound lane. Kerry said that after the house and driveway would be better, less distractions.

On motion by Dave Valley to ask for permission before installing signage, in front of Wind Gap Chevy and the south bound lane after the house on N. Broadway going south and seconded by Jeff Yob. Roll call taken. Council agreed unanimously.

7. Wind Gap ARLE Grant - Brian Pysher has been in contact with Traffic Planning and Design and they are in the process of executing the paperwork with the low bidder. Once the low bidder has signed the required documents, they will be forwarded to the Borough for council's review and approval. We will be coordinating with Chief Mettin regarding the computer and software to be installed at the police station.

8. Municipal Building Back Up Generator – The concrete pad has been poured and Eastern Propane (formerly Lessig) will be installing the dedicated propane line tomorrow (4/18). Rich has excavated the trench for the new line in preparation for the installation. Brian will be contacting PALCO and Wind Gap Electric to coordinate delivery and installation of the Generator. He expects to have the generator set on the concrete slab and hooked up by the end of the week.

9. Municipal Building Quick Recovery Heater Replacement – Brian spoke with Jim Fish from Superheat and asked them if they were okay with removing items from their bid. He informed him that we would remove “Demolition of Existing Concrete Support Pad” (\$2,040.00) and “Construction of New Concrete Support Pad” (\$2,270.00.). The demolition of the existing pad and the construction of the new pad will be completed by the Borough street workers. The removal of these two line items lowers the total project cost to \$15,530.00. Brian would recommend Council award the contract to Superheat, Inc. for \$15,530.00 which total reflects the cost for Bid Items #1 (Disconnection and Disposal of Existing Quick Recovery Heater, \$2,040.00 and #4 (Installation of New Quick Recovery Heater, \$13,490.00).

Superheat has the demolition of the existing heater scheduled for the beginning of May.

On motion by Jeff Yob to award the installation of the Quick Recovery Heater for the Borough garage and seconded by Dave Valley. Roll call taken. Council agreed unanimously.

10. Proposed Municipal Garage/Brick Façade – The RFP has been published on Pennbid. Pennbid helped review some of the documents to facilitate electronic bid submissions. There will be a mandatory pre-bid meeting for all interested professionals on Tuesday, June 26 at 10:00 am. The pre-bid meeting will be held at Borough Hall.

Bids are due no later than 1:00 pm on July 17, 2018.

11. Alpha Road Reconstruction – Brian has obtained the field work for the storm sewer and road design. He will be working on the design.

12. Paving Projects - Brian has created the specifications for the overlay and slurry seal coating. He will look to award the project at the June Council meeting

COMMITTEE REPORTS

1. EMS – Dave Manzo reported that for March the Ambulance responded to 21 ALS calls, 22 BLS calls, 4 MVA calls, 2 miscellaneous fire calls, 4 miscellaneous fire calls monitor/no response by EMS. There were 53 total calls in Wind Gap Borough, 32 calls in other municipalities, and 69 non-emergency transports. The total calls for March are 154. The Ambulance Corp is operating 24/7 with two 12 hour shifts with a primary and secondary truck.

2. Fire – Mike McNamara reported there were 12 calls this month, a total of 59 for the year.

Alex reported there is an ongoing issue with the sewer pipes in the building from upstairs, there is another blockage right now. He suggested that there needs to be some kind of agreement put in place with Ambulance and/or Fire as far as servicing the sewer lines, taking care of items here at the building, because there is currently no lease agreement. It is not the building design, it was fine for three (3) years prior to this and this has only been an issue this past year. Dave Manzo stated there is an Ambulance Corps meeting tomorrow night and he will inform them that nothing should be disposed of in the urinals other than toilet paper, no wipes, no cooking grease and no food. The Borough is trying to remedy the problem at the recommendation of the plumber by we are going to try to increase the water flow per flush, and there is a possibility that if this continues the fee for repairs will be passed along to the corps.

3. Regional Police – Mayor Mogilski reported that Former Slate Belt Regional Police Commission members James Shoemaker and Michael Nasatka were honored with a plaque for their time as Commission members and their efforts towards the Slate Belt Regional Police Commission. In March the Slate Belt Police Department responded to 542 calls, 188 were for Wind Gap.

The grant for Bushkill Township Police and Slate Belt Regional Police to purchase Automated License Plate Readers for both departments was submitted last week by Bushkill Twp. The total cost of the project is estimated at \$78,000. Project approvals are scheduled for early October.

Two new Police Dodge Chargers arrived. These vehicles were purchased from Monroe County LSA grant funding administered by Pen Argyl Borough.

Officers are taking part in the PA Aggressive Driving Enforcement Program this month.

4. Emergency Management – Jeff Yob reports the ongoing work for the County 2018 Hazard Mitigation Plan, it was suggested that some areas be added to all the municipalities' plans including Pandemic and Infectious Diseases, Invasive Species, and Drug Overdose Deaths. At the last Emergency Management meeting, it was discussed that there is an app that is available for the EMC and deputy so they can get information on incidents without the use of a computer.

5. Zoning – Mike McNamara had nothing to report.

6. Planning – Dave Manzo reported that at the Planning meeting the Water Street development and several variances were discussed. Some of the issues with this development will be coming to Council. Alex asked for approved Planning Committee minutes when the commission discussed proposed changes to the zoning ordinance which would include with their comments and suggestions. Council would like to be mailed the agenda for Planning meetings and Zoning Hearing Board meetings.

7. Municipal Authority – Jeff Yob reported he submitted the minutes for February and March to the Borough office. There are sub-developers looking to bring different types of manufactures into the Borough and they had to turn them away because they do not have the capacity. Jeff requested that Council take some action on at least getting the ball rolling on at least having the sewer lateral brought to the property line. According to the Wind Gap Municipal Authority Rules and Regulations, the Borough has to use their contractor. We need to get that done before activity starts on the roadway out there with the construction by Muschlitz.

On motion by Jeff Yob to accept the Sewer Authorities bid and having their contractor get the sewer line installed to the Borough line per our specifications, where we want it and need it and seconded by Kerry Gassler. Roll call taken. Council agreed unanimously.

8. Streets – Jeff Yob reported that the Street workers have been filling pot holes around town, removed the on our empty lot on Lehigh. They are doing things at the park, all the water is turned on, basketball nets are up. Rich dug the footer for the generator and is preparing to dig the line for the gas line. Work for the heater is scheduled for the second week of May, which includes the demo of the concrete pad and installing a new one.

Jeff reported that Brian Pysker will be completing the bid specifications for the street projects this year. The bid specifications should be ready for May publication and he is hoping to have them on the street for June award. By our next meeting we should that that for approval to advertise, get submittals and an award by June 1st.

9. Park – David Valley reported Summer Sounds Concert sponsorships are above average. The bands are all booked, everything is scheduled and the programs are ordered.

Alex reported there are multiple trees in the park with hanging branches, dead branches dying out trees, etc. Is this something that Council wants to entertain, have a professional come in to look at the trees to see which ones need to be taken down. Alex said the trees that come to mind is the tree right next to the main entrance by the pavilion, the tree next to the pavilion next to the basketball fence, a tree going through the fence by the kiddy play area. Something to keep in mind since shading is a question, once those trees come down it is going to be brighter we might want to some kind of canopy over the main bleachers in the little league field, keeping in mind the Master Plan. Regarding adding items to the kiddy play area, Louise came to them with an idea of letting the kids at the Boy Scout Jamboree and Senator Scavello's Get Outdoors, vote on a new piece of play equipment.

10. Tipping Fees – Kerry Gassler reported that Waste Management in the last quarter did 148,570 tons, we received a check for \$59,428.02.

On motion by Jeff Yob to let Waste Management know that we are open to discussion and seconded by Kerry Gassler. Roll call taken. Council agreed unanimously.

Motion amended to begin the process of a multiphase discussion.

Louise will call to set up a meeting.

11. C.O.G. – Alex Cortezzo said there was discussion regarding the Animal Control Officer’s liability insurance. The Borough contributes towards this, the C.O.G was to pay for the insurance, but she currently is uninsured. This is important to our community and needs to be in place. We need to reach out to the C.O.G. and get information for the next meeting.

12. Slate Belt Rising – Dave Valley reported meeting notes were read and approved. They are still waiting for donations from their supporters. New equipment was purchased for the field hockey for the youth. Two projects were completed for the façade project, one in Bangor and one Pen Argyl. There will be a seminar on Landlord Rules on May 28th, Dave will attend. The next meeting is scheduled for May 9, 2018.

13. Technology – Louise reported that there should be a report on the cost at the next meeting.

14. Borough 125 Anniversary – Alex Cortezzo reported that the committee met before the Council meeting. The Fire Company and Ambulance Corp are would rather do demonstrations and not be responsible for cooking of food. They have both been made aware of the date. There have been discussions regarding having Council members cook hamburgers and hotdogs on a rotational basis and possibly bringing in a truck for French fries, pierogis etc.

Jeff said there are some local food trucks that may be interested so he will get information and a price for us.

14. Mayor’s Report – Mayor Mogilski, Sr. had nothing to report.

ADJOURNMENT

On motion by Dave Valley to adjourn the meeting of April 17, 2018. Council agreed unanimously. The meeting of April 17, 2019 adjourned at 8:44 p.m.

Louise Firestone – Borough Administrator