

**BOROUGH OF WIND GAP  
29 MECHANIC STREET  
WIND GAP, PA 18091  
863-7288  
FAX 863-1011**

The Council meeting of the Borough of Wind Gap on Monday, July 8, 2013, was called to order at 7:30 p.m. by Council President, George Hinton, Jr., at which time he reminded those present that the meeting was being recorded. In attendance were Councilmen: Jon Faust, John Maher, Kerry Gassler, Tony Curcio, Joe Weaver and Dave Hess. Also in attendance were Mayor James M. Shoemaker, Attorney Matt Goodrich, Borough Engineer Brian Pysher and Borough Administrator Louise Firestone.

**PUBLIC COMMENT**

1. Patricia Sutter, Wind Gap Borough Tax Collector, asked if a shredder will be provided for her to shred outdated tax records and if it could be brought down to her house. George replied that the shredder will be delivered.
2. Gayle Steinmetz, 24 Wood Street, Wind Gap. There are No Parking signs on Wood Street and she would like to know if they are legal signs. Chief Armitage does not believe that the signs were posted through any action taken by Borough Council to ordain those signs, so they are not enforceable. George stated that Council will look into this sign issue.

**APPROVAL OF MINUTES**

**On motion** by Kerry Gassler to approve the minutes of the June 18, 2013 Council meeting and seconded by Tony Curcio. Jon Faust asked that two corrections be made to the minutes. Roll call vote taken. Motion carried unanimously.

**APPROVAL OF EXPENSES**

**On motion** by Tony Curcio to approve the expenses for the month of June in the amount of \$19,810.13 and seconded by Kerry Gassler. Jon Faust asked about repairs made to the Dodge cruiser. George replied that there was a downed sign in the post office parking lot that was hit by one of the officers. The sign caused a crease on the driver's side back door that went right up to the back tire, wheel well, and a jagged edge had to be repaired. John Maher clarified that the GIS bills need to be for the grant and the Borough maintenance. Roll call vote taken. Motion carried unanimously.

**SOLICITOR'S REPORT**

Matt Goodrich, representing Martino and Karasek L.L.P., introduced himself and stated that Ron Karasek reports that everything is fine.

**ENGINEER'S REPORT**

Brian Pysher reported that representatives from the Borough traveled to Harrisburg for the waiver of the requirement for sprinklers in the new Borough building. The Industrial Board ruled in the Borough's favor which means the Borough is not required to install sprinklers in the entire building. However, the Borough is required by Code, to install interconnected smoke detectors and a pull alarm

system. He had a contractor walk through the building and received an estimate and a breakdown of the requirements for that system. Now that he has all the information, he will be able to make the necessary corrections to the plan and resubmit by the end of the week.

The subdivision plans were completed and recorded at the County, but there is a 24 hour hold on plans so he had the necessary paperwork forwarded to Mr. Karasek's office the morning of closing.

Brian reported that the Borough has finally received the permit to proceed with the Kiddie Play Area at the Park. The permit has been displayed on the sign at the Park. Unfortunately, with the delays in getting the permit, the professional installer has had other jobs to be completed prior to Wind Gap's job. Weather permitting; the installer anticipates starting the job at the end of the month.

Dave Valley thanked Council for all their hard work.

## COMMITTEE REPORTS

1. EMS – Kerry Gassler reported that he did not bring the trip report tonight, so he will bring it next meeting. He provided Nathan the list and the map so he can mark all the wiring and internet, phone requirements in the new building for the ambulance corps. Kerry added that he received a list of all the addresses in the Borough from John Maher. The ambulance corps will note locations where they have frequent runs with patients who have disabilities to be included in the GIS. George added that the GIS will have the ability to alert the ambulance or the fire company to a dwelling where there is a patient with a special need (bedridden, blind, etc.) so they are aware when responding to an emergency.

2. Fire Co. – Dave Hess reported that the Fire Company has not met yet this month.

3. Zoning – Tony Curcio reported that no new applications were submitted so the July Zoning Hearing Board meeting has been cancelled.

4. Planning – George Hinton reported that no new plans were submitted so there will be no Planning Commission meeting in July.

5. Municipal Authority – John Maher reported that the Authority will be starting the sewer replacement on Utica, Alpha and Eighth Street next week. Brian added that he spoke to the contractor and asked him to contact Brian prior to starting the project. Brian will follow up.

6. Streets – Dave Hess reported that Chief Armitage compiled a list of over a dozen concerns around the Borough regarding faded traffic signs, overgrown branches and shrubs hanging out in intersections, etc. Dave added that the main concern expressed by the street workers is the amount of time that is being spent in the park. They need to spend more time around the Borough doing the necessary street work. George stated that a part-time employee was included in this year's contract. Rich added that because of the weather, it seems that they are always cutting the grass in the park and around town. He would like to hire a part-time person to mow the grass to free up time for other duties. It takes two and a half days to mow and weed wack all the Borough properties.

**On motion** by Jon Faust to hire a part-time person at a rate of \$10 per hour and be in compliance with the contract related to the allowable amount of work hours per month and seconded by Dave Hess. Roll call vote taken. In favor: K. Gassler, D. Hess, G. Hinton, J. Maher, T. Curcio, J. Faust. Opposed: J. Weaver. Motion carried with a vote of 6-1.

**On motion** by John Maher to run an employment ad and seconded by Dave Hess. Roll call vote taken. Motion carried unanimously.

The Street committee, including Street Leader, Richard Fox, will go through the hiring process so as not to delay the process.

Brian asked Rich for information regarding putting cold patch at the manhole at the intersection of West and Washington. Brian advised that at some point, the Borough should dig that up and the one on Fairview. Rich asked if the sewer authority will be closing Alpha as part of their project because the drain at the corner of Alpha Road and Alpha Avenue is ready to give. If the road is closed, it might be the perfect time for the Borough to dig up the drain and re-block it. Brian will coordinate with the contractor and Rich to make this happen. Brian asked the contractor to encase all their sanitary in concrete that will be going under the storm sewer.

Rich reported that a resident had a dumpster on Liberty Street which created holes in the street. Council discussed contacting other municipalities to inquire if Wind Gap could borrow a roller to make some necessary repairs.

Rich asked if there has been any decision regarding a truck. The big dump truck will be out of inspection at the end of this month. Jon stated that there are trucks on the government surplus Muncibid that are not beat. Rich said that he received a quote for a Ford 5500 for around \$75,000. A decision needs to be made as soon as possible because there could be a several month lead time from order to delivery.

7. Police - Mayor Shoemaker reported that the Police Department responded to 119 calls for the month of June, 5 animal complaints, 8 motor vehicle accidents were investigated, they issued 15 traffic citations and 3 parking tickets. Officer Flad attended two training classes sponsored by the Pennsylvania State Police covering subject such as: courtroom procedures, testifying in court and initial police response.

8. Park – Joe Weaver reported that the Park Board has not met since the last Council meeting so he has nothing to report at this time.

9. 911 – Tony Curcio had nothing to report.

10. Tipping Fees - Tony Curcio reported that there have been no changes since the last report, but he expects a check in the next two weeks and then the report will be updated.

11. GIS – John Maher reported that he produced a map showing all the Borough properties.

12. Zoning Ordinance Changes (Signs) – Jon Faust reported that a meeting is scheduled for tomorrow night at 7:00 p.m. at Borough hall.

## **MAYOR'S REPORT**

Mayor Shoemaker reported that the Slate Belt COG will be in recess for the month of July, but will meet again in August. He stated that the Borough finally received approved from Labor and Industry for the Park project and we will start as soon as the contractors are available. He has received some calls regarding speeding in vicinity of the park so increased patrolling will take place. The Route 33 / 512 project is moving along, however, there is a two year timeframe for completion so he asked for patience from the citizens as this area is made safer for the area.

## **NEW BUSINESS**

1. Slate Belt Forward Letter of Interest. Council discussed whether to participate in the Slate Belt Forward initiative. Slate Belt Forward is a group of individuals who are working with Northampton County to promote the Slate Belt and bring the heritage back to this area. Businesses and residential property can do improvements to their building and then recoup some funds back. At this time, Borough Council decided not to financially participate by sending a Letter of Interest.

2. Paychex Human Resource Proposal. George asked Council if everyone has had the opportunity to review the Paychex proposal to provide human resource support to the Borough to include employee handbooks and job descriptions as outlined in their proposal.

**On motion** by John Maher to accept the Human Resource Proposal submitted by Paychex and seconded by Tony Curcio. Roll call vote taken. In favor: G. Hinton, J. Maher, T. Curcio, J. Faust, D. Hess. Opposed: J. Weaver, K. Gassler. Motion carried with a vote of 5-2.

3. New Municipal Building Committee Renovations Recommendation. George informed Council that the committee met with Attorney Karasek to discuss how to handle the newly purchased municipal building renovations. Mr. Karasek informed the committee that the Borough can act as their own general contractor for the renovations. The committee who met consisted of Tony Curcio, John Maher, George Hinton, Kerry Gassler (representing Wind Gap Ambulance Corps), Attorney Karasek and the Borough Engineer, Brian Pysher. George would like to have a representative from the Wind Gap Fire Company. As soon as the Borough receives a permit from Pennsylvania Labor and Industry, the bid specifications will be done so that the work can begin. Brian stated that the revised plans will be submitted.

**On motion** by Joe Weaver that the Borough acts as their own general contractor on the renovations at 545 East West Street and seconded by John Maher. Roll call vote taken. Motion carried unanimously.

4. Land Development Waiver. Brian explained that the Subdivision Land Development defines land development as the improvement of a lot or piece of land. According to SALDO - improvement is defined as putting any type of piping, paving, or any construction activities on the land. Brian stated that his determination would be that hooking the building up to public sewer would be classified as an improvement and would require land development. Attorney Karasek made the recommendation that a land development waiver be requested or the process would have to be followed according to the Borough SALDO. If any improvements are to be made to land in Plainfield Township then the Borough would have to make the necessary application to Plainfield.

**On motion** by John Maher to waive the Land Development requirement and seconded by Tony Curcio. Roll call vote taken. Motion carried unanimously.

## **OLD BUSINESS**

There was no Old Business to be discussed by Council at this time.

**On motion** by Tony Curcio to adjourn the meeting of July 8, 2013. Council agreed unanimously.

Reminder, the next Council meeting will be on Monday, August 5, 2013, with only one meeting to be held in August.

The meeting of July 8, 2013 adjourned at 8:40 p.m.

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Louise Firestone, Borough Administrator