

**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 Tuesday, December 17, 2013, was called to order at 7:30 p.m. by Council President, George Hinton, at which time he reminded those present that the meeting was being recorded. In attendance were Councilmen: John Maher, Kerry Gassler, Tony Curcio, Joe Weaver and Dave Hess. Also in attendance were Mayor James M. Shoemaker, Borough Solicitor Ronold Karasek, Borough Engineer Brian Pysner and Borough Administrator Louise Firestone. Absent was Councilman Jon Faust.

**PUBLIC COMMENT**

No one appeared before Council at this time.

**APPROVAL OF MINUTES**

**On motion** by Kerry Gassler to approve the minutes of the December 2, 2013 Council meeting and seconded by Dave Hess. Roll call vote taken. Motion carried unanimously.

**APPROVAL OF EXPENSES**

**On motion** by Tony Curcio to approve the expenses in the amount of \$63,146.85 and seconded by Kerry Gassler. Roll call vote taken. Motion carried unanimously.

**COMMITTEE REPORTS**

1. EMS – Kerry Gassler reported that the Ambulance Corps responded to 61 calls in the month of November for a year-to-date total of 722. The calls are down slightly from last year due to a reduction in their coverage area in Monroe County.
2. Fire Co. – Dave Hess reported that he received a letter from Jeff Yob, Wind Gap Emergency Management Coordinator, regarding ongoing problems with the emergency siren located in the Wells Fargo bank building. Jeff received a quote of \$940 from Wind Gap Electric to provide and replace the existing starter (Wind Gap Electric indicated that parts are not available for the existing starter). Council decided to wait on taking action on replacing the starter.  
The Fire Company held their election and Jon Faust was elected as the Fire Chief and Tom Wills was elected as Fire Company President. A list of all the newly elected officials will be provided to Council.
3. Zoning – Tony Curcio reported that no new applications were submitted so the January 2014, Zoning Hearing Board meeting has been cancelled.
4. Planning – George Hinton reported that there is nothing on the Planning Commission agenda so there will not be a meeting January 2014.

5. Municipal Authority – John Maher reported that no much was done at the meeting. Although, John was contacted by Jon Faust representing his employer, Tuskes Home Builders, because the Sewer Authority is denying them a permit until the monies owed them from the sale are paid. John Maher stated that when the sale of the property on First Street was settled the Borough received the money that was owed to the Borough. Apparently, the Authority did not do whatever they had to do to recoup outstanding monies owed from the developer. It is possible that this issue will have to be resolved by the respective attorneys.

6. Streets – Dave Hess reported that the Street Leader, Rich Fox, provided him a report outlining work completed: town garbage, leaves, cleaned off the storm drains, hung up Christmas lights, winterized the park, and changed the oil in the police vehicles. Sean Scott started as a part-time employee on November 21, 2013. Rich was involved with the hiring of part-time snow removal employees. Work completed at the new municipal building included: removing the hydraulic lifts, removing the tree stumps, removing the sidewalks and curbs to make the handicap ramp, received load of 2b modified stone for the sidewalk. They prepared the park for the celebration.

John Maher stated that the banner he purchased fell down and asked if the Borough is responsible for replacing the banners should one be lost or destroyed. The Mayor confirmed that the Borough would take responsibility. The workers will be removing the banners shortly for the winter months. Dave asked Council for input regarding the lights being turned off at the basketball courts for the winter. This weekend's forecast is for warmer weather so it was decided to leave lights on and then Rich will have them turned off.

7. Police - Mayor Shoemaker reported that the Police Department responded to 4 animal complaints, 9 motor vehicle accidents were investigated and they issued 24 traffic citations in the month of November. Officer Donaldson attended training in Field Sobriety Testing. George asked the Mayor about the status of Officer Stonewall since he has not worked for quite some time. The Mayor replied that it was his understanding that Officer Stonewall was supposed to contact the Chief. He will follow up with a call to the officer.

8. Regional Police – Dave Hess reported that the committee has hired the Meyner Center to hire the Chief for the Regional Police Department. The position will be posted for the entire month of January, the committee will review the applications in February, phone interviews will then be conducted first, and then face to face interviews with the committee will be done. That committee will be made up of the Mayor of Pen Argyl, the Mayor of Wind Gap and Plainfield Supervisor Steve Hurni. The goal is to have a Police Chief hired and in place by the end of April or beginning of May.

The final draft of the Regional Police Charter Agreement has been sent to the three municipalities. Ron had previously sent a memo to Council outlining his concerns regarding policy decisions that need to be addressed by Wind Gap Council. Dave added that similar concerns were raised by the other two municipalities' solicitors. Attorney Goudsouzian should have the completed Agreement shortly.

9. Park – Joe Weaver reported that the Park Board does not meet in December so he has no report.

10. 911 – Tony Curcio had nothing to report.

11. Tipping Fees - Tony Curcio reported.

12. GIS – John Maher reported that there is nothing new. George asked John if he would continue to oversee the GIS implementation. John replied that he had promised that he would get it finished. George thanked him for his work on the GIS.

14. Zoning Ordinance Changes (Signs) – John Maher reported that the committee met today to discuss the changes, specifically signs. Originally the committee had used another municipality's ordinance to change to fit the Borough's needs. It was then decided to just revise Wind Gap's ordinance to include suggestions regarding signs and banners. John will make the corrections and distribute to the committee. The Zoning Officer suggested issuing a fine for businesses who do not take signs down, i.e. Sandt's Market who has been out of business for years.

15. Municipal Building – George Hinton reported that the rough plumbing was completed and it went well. Brian recommended approving payment for 80% of the electrical work, 100% of the original construction invoice and 100% of the plumbing work. There will be change orders to the construction and plumbing as additional work was added because of Labor and Industry inspections.

**On motion** by John Maher to approve the invoice to Blue Collar Electric, Jason Keenhold, for 80% of the completion of the bid, \$2,344, construction to Wayne Butler in the amount of \$6,906.55 and Strow's Plumbing in the amount of \$3,570 and seconded by Kerry Gassler. Roll call vote taken. Motion carried unanimously.

Joe asked for the amount spent at the new municipal building for renovations. These numbers will be provided once the end of the year invoices have been paid.

Brian reported that during the committee meeting significant time was spent reviewing the three entities requests/requirements for placement of key fobs and surveillance cameras. He made a master drawing with the specifics from the Fire Company, the Ambulance Corps and the Borough so that it can be included in the bid specifications. Council will have to decide if the security system should be stored on a Borough's PC or subscribe on a monthly basis to be web-based on which ever company the Borough decides will be the provider. If it is done through an outside company, there would be the ability to log into their web-site and access the cameras remotely by authorized personnel. It was decided that a committee meet with a representative from a security systems company. That meeting is tentatively scheduled for Thursday, December 19 at 7:00 p.m. All Council is welcome to attend this meeting at the new municipal building.

George reported that Jim Albanese provided the three entities (Fire, Ambulance, Borough) with a breakdown proposal of computer hardware equipment. The equipment was quoted based on the State Contract price from Hewlett-Packard. John added that a room has been dedicated to communications/computers at that new building and if anyone wants, they should check out this room.

**On motion** by John Maher to accept the proposal of computer equipment and technical support in the amount of \$5,549.24 and seconded by Kerry Gassler. Roll call vote taken. Motion carried unanimously.

## **MAYOR'S REPORT**

Mayor Shoemaker reported that the Slate Belt COG is in recess for December, but will meet again in January 2014 at the new Slate Belt COG office.

Renovations for the new building are progressing. The holiday celebration was successful. As a reminder, please shovel sidewalks.

## **NEW BUSINESS**

1. Enactment of Proposed Ordinance 483 – Real Estate Tax Millage Rat for 2014.

**On motion** by Kerry Gassler to enact Ordinance 483 which increases taxes by .25 mills and seconded by Joe Weaver. Roll call vote taken. Motion carried unanimously.

2. Advertisement for January 6, 2014 Reorganization Meeting.  
**On motion** by Dave Hess to advertise the January 6, 2014 reorganization meeting and seconded by Tony Curcio. Roll call vote taken. Motion carried unanimously.
3. Advertisement for 2014 Council meetings.  
**On motion** by Tony Curcio to advertise for the 2014 Council meetings and seconded by Joe Weaver. Roll call vote taken. Motion carried unanimously.
4. Hiring of Seasonal Employees for Snow Removal (3). Dave reported that the committee interviewed several applicants and are making a recommendation to hire three people to be on-call for snow removal.  
**On motion** by Dave Hess to hire Jeffrey Geake as a part-time snow removal employee at a rate of \$15 an hour and seconded by John Maher. Roll call vote taken. Motion carried unanimously.  
**On motion** by Tony Curcio to hire Richard Garren, Sr. as a part-time snow removal employee at a rate of \$15 an hour and seconded by Dave Hess. Roll call vote taken. In favor: G. Hinton, J. Maher, J. Weaver, T. Curcio, K. Gassler. Abstained: D. Hess (Richard used Dave as a reference). Motion carried with a vote of 5-0-1.  
**On motion** by Dave Hess to hire Arron Flad as a part-time snow removal employee at a rate of \$15 an hour and seconded by Kerry Gassler. Roll call vote taken. Motion carried unanimously.  
Joe questioned whether there would be an issue with hiring Arron Flad because he currently works under a collective bargaining agreement. Ron replied that if there is an issue, then Council will have to take action to deal with the concern at that time.
5. Handicap Parking Approval – 328 West Sixth Street, B. Silfies.  
George explained that a request for handicap parking was submitted, but it is believed that this parking spot would be on private property. This issue was tabled at this time.

## **OLD BUSINESS**

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

**On motion** by Tony Curcio to adjourn the meeting of December 17, 2013. Council agreed unanimously.

The meeting of December, 2013 adjourned at 8:37 p.m.

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Louise Firestone, Borough Administrator