

**BOROUGH OF WIND GAP  
29 MECHANIC STREET  
WIND GAP, PA 18091  
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The Council reorganizational meeting of the Borough of Wind Gap on Monday, January 6, 2014, was called to order at 7:30 p.m. by Mayor James M. Shoemaker. In attendance were Councilmen: Kerry Gassler, George Hinton and Joe Weaver. Also in attendance were Borough Solicitor Ronold Karasek, Borough Engineer Brian Pysher and Borough Administrator Louise Firestone.

Administering the Oath of Office to Councilmen - At this time Mayor Shoemaker administered the Oath of Office to: Tony Curcio, Jon Faust, and Dave Hess. Council took their seats.

Mayor Shoemaker then proceeded with the order of business by seeking nominations for Council President. Council made the following: **On nomination** by Tony Curcio for George Hinton to hold the position of Council President. Vote for George Hinton: Yea, T. Curcio, Yea, J. Faust, Yea, K. Gassler, and Yea, D. Hess. George was appointed Council President with majority of the Council vote.

The next item of business was Mayor Shoemaker seeking nominations for Council Vice President. Council made the following: **On nomination** by Tony Curcio for Kerry Gassler to hold the position of Council Vice President. Vote for Kerry Gassler: Yea, J. Faust, Yea, K. Gassler, Yea, D. Hess and Yea, G. Hinton. Kerry was appointed Council Vice President with the majority of the Council vote.

Mayor Shoemaker turned the meeting over to Council President George Hinton.

The next item of business was Council President, George Hinton seeking nominations for Council President Pro-Tem. Council made the following: **On nomination** by Kerry Gassler for Joe Weaver to hold the position of Council President Pro-Tem. Vote for Joe Weaver: Yea, K. Gassler, Yea, D. Hess, Yea, G. Hinton and Yea, J. Weaver. Joe was appointed Council President Pro-Tem with the majority of the Council vote.

The next item of business was Council President, George Hinton seeking nominations for Council Vacancy Board Chair. Council made the following: **On nomination** by Kerry Gassler for Jeff Yob to hold the position of Council Vacancy Board Chair. Vote for Jeff Yob: Yea, D. Hess, Yea, G. Hinton, Yea, J. Weaver and Yea, T. Curcio. Jeff was appointed Council Vacancy Board Chair with the majority of the Council vote.

## **PUBLIC COMMENT**

1. Gayle Steinmetz, 68 Wood Street, Wind Gap. Gayle informed Council that there is a sinkhole on Wood Street that needs repaired. George stated that Borough Engineer, Brian Pysher, is attending another municipal meeting and should be here shortly, so he will hold off discussing the progress of the ordinance for no parking on Wood Street until later in the meeting.

## **APPROVAL OF MINUTES**

**On motion** by Kerry Gassler to approve the meeting minutes of December 17, 2013 and seconded by Tony Curcio. Roll call vote taken. In favor: D. Hess, G. Hinton, J. Weaver, T. Curcio, K. Gassler. Abstained: J. Faust. Motion carried with a vote of 5-0-1.

## **APPROVAL OF EXPENSES**

**On motion** by Kerry Gassler to approve the expenses in the amount of \$10,828.53 and seconded by Tony Curcio. Roll call vote taken. In favor: G. Hinton, T. Curcio, J. Faust, K. Gassler, D. Hess. Opposed: J. Weaver. Motion carried with a vote of 5-1.

## **SOLICITOR'S REPORT**

Ron Karasek reported that all the matters being handled by his law office for the Borough during the month of December are outlined in a report. The report includes the meetings attended as Borough Solicitor.

**Subdivision Matters:** N/A.

**Land Development Matters:** N/A.

**Zoning and Other Land Use Matters:** N/A.

**Developments on Outstanding Litigation:** N/A.

**Court Decisions on Borough Cases:** N/A.

**Miscellaneous:**

Preparation of proposed Borough Ordinance No. 483 (2014 Real Estate Tax Millage), Preparation of Advertising Notice and Preparation of Enclosure Correspondence to Borough, Express-Times and Northampton County Law Library (along with accompanying e-mail transmissions).

Review of proposed Ordinances (one for Borough of Wind Gap, Borough of Pen Argyl and Plainfield Township) and revisions to same re: Slate Belt Regional Police Department.

Review of Borough file on Repeal of Borough Ordinance No. 81 (Borough Fire Department).

Preparation of Monthly Preparation of Monthly Solicitor's Report.

**Outstanding Items:**

Home Occupation, Clear Site Triangle (and related) Zoning Ordinance Amendments.

Stop Sign Ordinance

Dog Park Ordinance

Fire Company Ordinance

Dentith storm water counterclaim (filed in response to Borough's injunction lawsuit and request for Borough's expenses) – no action taken and remains pending.

Ordinance for loitering, begging, and panhandling – pending but inactive.

Ordinance for reimbursement of equipment, materials and supplies in responding to environmental, hazardous, safety or rescue events (police, fire or both?) – pending but inactive.

Ron reported that he has spent time during the past month on reviewing the proposed ordinance for the Slate Belt Regional Police Force and preparing the ordinance for the 2014 tax millage. He did check his file related to the repeal of Borough ordinance 81 and in July of 2011 he made a notation referencing the By-Laws. He met with Fire Co. President Jeff Yob in December 2011, but unfortunately it has sat dormant since that meeting. He can continue with the work on repealing the ordinance, but he stated that a more urgent matter would be Council reviewing the

memo related to the Slate Belt Regional Police Force regarding policy issue so the Borough will be able to move forward with the police charter when the time comes.

## **ENGINEER'S REPORT**

Brian Pysher gave Council the update on the progress with renovations at the new municipal building. The contractor is almost finished with the framing. More alterations have to be done to make the existing kitchen to be handicap accessible. The electrical inspection was completed last Friday afternoon and electrical work done to date has been approved. Brian selected multiple LED electrical emergency light packs and he is awaiting pricing from Wind Gap Electric. Strow's Plumbing has completed their work and the Borough received approval from Labor and Industry for the plumbing. Brian informed Council that the volunteer who was doing all the communication installation and wiring for the phones, computers and internet is not going to finish the job. He is in the process of finding a contractor who can finish the job. He asked Council for names of any contractors who may be able to provide the communication installation work.

He explained that there has been ongoing discussion regarding the mechanical issues in the building. He hopes to get direction from the Pennsylvania Department of Labor and Industry's Plans Examiner by the end of this week.

Brian reported that Joe Weaver, John Maher and Brian met at the building to discuss the proposed security system (cameras, key fobs). The numbers were extremely high (\$2,000 per key fob, \$1,000 for each camera). He suggested having a committee meeting with representatives from Wind Gap Fire Company, Wind Gap Ambulance and the Borough to review the needs of security and try to reduce the amount of cameras and key fobs. Brian asked the vendor, Tycon, to provide a proposal to write the Borough a spec sheet. They would be willing to write the specs at a cost of almost \$4,000. The cost of the security system may require the Borough to publicly advertise that portion of the renovations unless the number of cameras are reduced.

George stated that currently to date the Borough has spent \$43,813.49 for all exterior renovations (tree removal, removal and installation of handicap sidewalk ramps), interior work (demo work, framing/reconstruction, cutting doorways, rough plumbing/electrical) so there has been quite a bit of work already completed.

George asked Brian if he has completed the necessary engineering for Wood Street. Brian will make time this week and do the necessary measurements so Ron can proceed with drafting an ordinance. He will try to do it tomorrow since he has to be in the Borough for other work.

## **NEW BUSINESS**

1. Resignation of Zoning Officer – Darlene Plank-Turlington.

**On motion** by Tony Curcio to accept the resignation of Zoning Officer Darlene Plank-Turlington effective January 4, 2014 and seconded by Joe Weaver. Roll call vote taken. Motion carried unanimously.

2. Snow Removal at the Wind Gap Sewer Plant. George explained that it was recently learned that for years the previous Street Leader would plow the snow and salt the drive at the sewer plant. Dave said that the current Street Leader, Rich Fox, was approached by an Authority employee, Terry Miklas, and asked him why he didn't salt down at the plant. Dave explained that Rich was here last winter and was not contacted by the Authority. George asked for input from Council regarding providing the snow service to the Authority. Ron Karasek stated that the Authority is a separate operating authority and it is private property in another township. Council was in agreement that the Street Department would not plow or salt the Sewer Authority's property.

## **OLD BUSINESS**

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

## **EXECUTIVE SESSION**

Council adjourned to Executive Session to discuss personnel and real estate at 8:00 p.m. Council reconvened at 8:10 p.m. George informed those present that no action would be taken at time.

Joe Weaver stated that the Park received three quotes to replace the roof at the refreshment stand at the Park.

**On motion** by Joe Weaver to award the contract to replace the roof to Grant Construction at a cost of \$2,640, to be done when the weather permits and seconded by Kerry Gassler. Roll call vote taken. Motion carried unanimously.

**On motion** by Tony Curcio to adjourn the meeting of January 6, 2014. Council agreed unanimously.

The meeting of January 6, 2014 adjourned at 8:15 p.m.

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Louise Firestone, Borough Administrator