

**BOROUGH OF WIND GAP
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WIND GAP, PA 18091
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Wind Gap Borough Council meeting on Tuesday, April 16, 2024 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, Mark Crossen, Dave Manzo, Patrick Webber, and Jason Boulette. Also in attendance were Mayor Wesley J. Smith, Borough Solicitor Ronald Karasek, Borough Engineer Brian Pysher, and Borough Manager Louise Firestone. Absent was Councilman Alex Cortezzo.

After the Pledge of Allegiance there was a moment of silence in memory of Tony Curcio, Former Councilman, Zoning Hearing Board Member and, Wind Gap Fire Company Chief/Fireman.

PUBLIC COMMENT

No public comments were heard at this time.

APPROVAL OF MINUTES

On motion by Dave Manzo to approve the April 1, 2024, minutes and seconded by Patrick Webber. Roll call vote taken. Council agreed unanimously.

NEW BUSINESS

1. Tyrone Klump – Third Street Land Development Plan – Formal request to change the curb depth from 21” total depth to 18” total depth – Keystone Consulting Engineers letter dated April 10, 2024.

Brian Pysher informed Council that the Borough’s Subdivision and Land Development Ordinance (SALDO) has a requirement of an 18” curb. When Mr. Klump’s engineer, Keystone Consulting Engineers, did the plans, they proposed a 21” curb that is actually higher than the requirement in the Borough’s ordinance. If during construction, the developer wants to install a taller curb, the Borough does not oppose it. In this case, the plans got approved and recorded with the 21” curb. Mr. Klump found that during construction, the 21” curb height causes issues in the field so Mr. Klump is requesting a reduction which would still be in conformance of the ordinance. Mr. Pysher has no issue and recommends going with the 18” curb height within the borough standard.

On motion by Steve Bender to approve Tyrone Klump’s request to change the curb depth from 21” total depth to 18” total depth on his Third Street Land Development Townhouse Plan and seconded by Jason Boulette. Roll call vote taken. Council agreed unanimously.

2. Fire Company Carnival – Ordinance No, 458 – Approval of Borough Council allowing the Wind Gap Fire Company to sell, use, and consume alcoholic beverages in, at, or on the park premises at special events – Carnival Dates – June 27th, 28th, and 29th, 2024.

On motion by Steve Bender to allow the Fire Company to sell alcoholic beverages in and on the park premises as part of fundraising during their annual carnival: June 27, 28, and 29, 2024 and seconded by Dave Manzo. Roll call vote taken. In favor: M. Crossen, D. Manzo, P. Webber, S. Bender, J. Boulette. Abstained: G. Hinton. Motion carried with a vote of 5-0-1.

3. Wind Gap Ambulance Corps – ALS Provider Update

George Hinton reported that Wind Gap Ambulance is a BLS “basic live support” company. Bushkill Township EMS was the designated ALS provider and when Bushkill was unavailable, Nazareth followed by Suburban would service the Borough. Because there is a small number of ambulance corps still in business, they work together to provide coverage. Unfortunately, Bushkill Township EMS will soon be out of business. Therefore, Wind Gap Borough must look for another ALS provider. George wanted to inform Council that the Wind Gap Ambulance Corps Board will be meeting with Suburban tomorrow evening and then Nazareth sometime next week to gather information on cost and scope of service they can provide to our residents. This will be on the agenda for discussion and approval.

OLD BUSINESS

1. 20 Green Knight Drive Project Update – Brian Pysker said they are progressing along and are working on putting the utilities in. They have to dig up the gas line that they put in and follow what is required by the gas company. All the improvements have not been done. There were discussions about what was proposed on the Land Development Plan and what they are required to rectify.

George Hinton said that it was a mistake allowing Green Knight Economic to pave the road. All of the improvements have not been completed. The road has already been cut once and they are going to cut it again with more cuts to follow. Now we will have a new road with patches in it. Keep in mind that developers come in and want to do things to get the numbers down.

ZONING OFFICER’S REPORT

Suzanne Borzak, KeyCodes Inspection Agency, serving as the Zoning Officer, did not provide a report for the month.

COMMITTEE REPORTS

A written committee report was provided to Mayor Smith and Council. Louise Firestone reported that the Municipal 2023 Annual Audit Financial Report for the Borough is required to be submitted to the State, with a copy going to the County by April 1 of each year. The Annual Financial Audit has been completed by the Borough Auditor, Campbell, Rappold & Yurasits and submitted on time. Louise went over the Compliance Audit for the Firemen’s Relief Association. George Hinton review the findings in the audit and what steps are being taken by the Auxiliary to be in compliance in the required time allotted by the Department of the Auditor General.

On motion by Dave Manzo to accept the committee reports and seconded by Patrick Webber. Roll call vote taken. Council agreed unanimously.

MAYOR SMITH'S REPORT

Mayor Smith reported that the Planned Slate Belt Steering Committee meeting was cancelled for this month. Lehigh Valley Planning Commission went to Plainfield Township earlier this month to give an update and overview of the plan to the new Plainfield Supervisors. The Mayor will be in attendance next month trying as the Steering Committee continues to move this plan forward.

The COG applied for a grant for two lighting systems that can be used by the COG members. The street sweeper was inspected and a battery was purchased so the sweeper is ready for use by all COG member municipalities.

The Mayor thanked the Borough Office Staff, the Wind Gap Fire Company, and Mr. Frank Firestone for all they did for the Easter Egg Hunt. It was well attended and all comments were positive.

There is no update on the Junior Council Person Program at this time.

On Saturday, April 27, 2024, in conjunction with Slate Belt Rising, we have the Earth Day Clean up. They are getting a team of volunteers from Giant and hopefully from the high school. They will be picking up litter on Male Road.

Mayor Smith has spoken with Ann Flood to reiterate the importance of the Male Road Bridge and the critical need to secure more funding in order to replace the superstructure and install a pedestrian walkway to safely travel to the Plaza.

Mr. and Mrs. Smith attended the mayor's event which was very well attended and he was fortunate to receive the award for the Most Entertaining Mayor. He met Congresswoman Susan Wild and took the opportunity to speak to her about the Male Road Bridge and how important it is to the economics of the borough. During the event, Mayor Smith had a chance to speak with other mayors as they all got to talk about their communities as he was able to talk about Wind Gap. George Hinton said that we all appreciate him as mayor, and thanked him for all does.

Louise gave an update on the line striping. Rich Fox confirmed that he did speak with S & S Line Striping, they do not do thermoplastic and Linex Striping will not do the job because of the scope of the project and the amount of traffic. We still have Guidemark, and we have satisfied the three telephonic phone bids, receiving one bid. This topic will be on the agenda for discussion again at the May 6, 2024 Council meeting.


Attorney Karasek reported that he has commitment from Fulton Bank that they will allow the Borough to strike out the paragraph of the landlord lease provision with the Ambulance Corps.

PUBLIC COMMENT

No public comments were heard at this time.

ADJOURNMENT

On motion by Dave Manzo to adjourn the meeting of April 16, 2024. Council agreed unanimously. The meeting of April 16, 2024 adjourned at 7:40 p.m.



Louise Firestone, Borough Manager

APRIL 16, 2024 MONTHLY REPORT

STREETS:

- Street potholes filled with cold patch – Cold Patch cost for 1 ton = \$150.00
- Alley potholes filled with road millings
- Ongoing Rain and Windstorm cleanup – trees / branches off streets/park property
- Mulch purchased and spread in Kiddie Play Area / Community Garden
- Installed bases for new signs on Constitution Avenue
- Installation of camera signs on park court fence

Pennsylvania One Call System (POCS) has provided the Borough with a refund of \$44.63 for 2023 calendar year. The refund is a result of the annual service fee payments collected from excavators, designers, and operators who placed locate request notifications. The portion of refund is calculated based on number of months being a POCS member and the amount paid in base activity fees in 2023.

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:

- 2024 – March Parking Violations – 3 total
 - Inspection – 2 total \$ 20.00
 - Trailer on Roadway – 1 total \$ 10.00
- \$ 30.00

March 2024 Monthly Calls for Service Police Activities - 750

Wind Gap – 232 Pen Argyl – 150 Plainfield Township – 368

SBRPD Commission Meetings will be held at Wind Gap Municipal Complex starting Tuesday, May 7, 2024

EMERGENCY MANAGEMENT: Dave Hess, Emergency Management Coordinator

3/6/2024 Responded to Borough Municipal Building for fire alarm
- Accidental Activation

3/20/2024 Attended quarterly meeting at 911 Center. Local Ems may be requested to assist if there are issues at their polling location during the primary election.

- REMINDER: All Elected Officials should complete NIMS IS-700 and ICS-100. Contact Dave Hess if there are any questions.

WASTE MANAGEMENT:

Neighboring Partnership Agreement: 58,445.85 tons (\$1.20 per ton)

March 2024 = \$70,135.02

Actual Funds Received in 2024 = \$269,132.01

WIND GAP AMBULANCE:

127 total calls for March – Wind Gap Boro = 69 /Monroe Cty = 21 /Transports = 36

1 Canceled Transport after arrival at hospital

Response Times 1.95 Minutes Avg (from dispatch to responding)

FIRE COMPANY:

Calls for the Month of March 15 / 45 Calls for the Year

- 3 Motor Vehicle Accident – unknown injuries
- 1 Gas Leak
- 1 Spill
- 1 Fire Alarm
- 1 Smoke Investigation
- 4 Dwelling Fires
- 1 Vehicle Fire
- 3 ALS Assist

PARK:

Park Committee met to discuss projects at the park

Ongoing dialogue with Craig Bachik, Navarro & Wright, for design location for ballfield fencing to be installed by Green Knight Economic Development Corp (GKEDC)

Ordered port-a-potties for lower ballfields

WIND GAP MUNICIPAL AUTHORITY:

WGMA Meeting was held on Wednesday, March 27, 2024

The Cubes at Wind Gap (CRG) – Agreements, Escrow has not been replenished, work has halted.

Lou Pektor/Male Road Project – Feasibility Account – has requested a will serve letter.

Feasibility Review Agreement submitted for 45-65 Beers Ways, requires \$15,000 Escrow deposit, requesting a will serve letter. And submitting a second Feasibility Review agreement for 40 Green Knight, also requesting a will serve letter.

G. Schmauder, WGMA sewer inspector, will be asked to provide a monthly written report.

Ongoing dialogue regarding the Green Knight Industrial Park II development. There has been confusion related to the lot designation. There was a Subdivision Plan Lot Designation and a Northampton County Tax Parcel Lot Designation along with a street address which all are

identified with different numbers. When a PA One Call from contractors/engineers it has been difficult interpret which identifying numbers are being reference.

Information provided to WGMA from the Borough:

Wind Gap Park – Park proposal to build a fieldhouse on lower lot – proposing sewer connection potentially at Fifth Street. A grinder pump would be installed.

Wind Gap Borough – paving project in the alley behind Turkey Hill to East Center St.

PLANNING:

To date - No Planning Commission Meeting held in April

REMINDER - Planning Commission unanimously agreed to change Planning Meetings from the **FIRST THURSDAY** to the **THIRD THURSDAY** of every month

ZONING:

Meeting held on Tuesday, April 2, 2024

– Appeal of Marjorie A. Kline, Successor Trustee of the Virginia A. Smith Trust 502 North Broadway.

ZHB Decision:

Allow 5 units / not 6 units

Did not grant elimination of ADA parking spaces

OFFICE/BUILDING:

Concrete bases for light poles have been ordered from Bethlehem Pre-Cast Inc.

8 concrete bases - \$4,720 plus delivery

Parking Lot - \$35,000 from 2021 Grow NORCO Grant

Request for Extension December 31, 2024

FINANCIALS: – Balances as of March 31, 2024:

General Funds: \$544,515.50

Money Market Funds: \$675,525.34

Capital Reserve Funds: \$2,178,772.18
(\$665,362.83 – Sale of Borough Properties)

State Liquid Fuels Funds: Current Balance = \$331,762.77
(Allocation Based on 9.36 miles /
Population of 2720)

Earned Income Tax (EIT) Receivables (Comparison):

1st Qtr 2024 \$114,707.90 Increase of \$12,795.05

1st Qtr 2023 \$101,912.85

Local Services Tax (LST) Receivables (Comparison):

1 st Qtr 2024	\$12,301.76	Increase of \$84.61
1 st Qtr 2023	\$12,217.15	

BOROUGH PROPERTIES:

Propane Tanks to be removed in April 23, 2024.

Estimated propane remaining in tanks = 800 gallons. Will receive credit for propane, but at the cost of purchase less \$1.00 per gallon. Superior Propane/Eastern Propane estimated labor is 6 hours for 2 technicians at a total cost of \$1,590

PLAN SLATE BELT – Multi-Municipal Comprehensive Plan:

Next Meeting Scheduled for Thursday, May 2, 2024 Pen Argyl Borough building

SLATE BELT RISING:

Slate Belt Litter Pick-up scheduled for Saturday, April 27 from 10:00 am – 1:00 pm

Sign up on www.slatebeltrising.org

Received 14 Applications for Slate Belt Rising Scholarships for both Pen Argyl Area School District and Bangor School District Students – Will award a minimum of 6 scholarships. To be announced in May

Commercial Lease Subsidy Program will be assisting “Just Dance Dance Studio” in Pen Argyl in offsetting their rent payments.

Pen Argyl Borough mural will be started the last week of April.

SLATE BELT COUNCIL OF GOVERNMENT (SBCOG):

Meeting held on Wednesday, March 27, 2024