

**BOROUGH OF WIND GAP
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WIND GAP, PA 18091
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Wind Gap Borough Council meeting on Tuesday, August 20, 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 Alex Cortezzo. Also in attendance were Borough Solicitor Ronald Karasek, Borough Engineer Brian Pysker, and Borough Manager Louise Firestone. Absent were Mayor Wesley J. Smith and Councilman Jason Boulette.

PUBLIC COMMENT

1. Raghu Duggirala, residing in the Dream Lehigh Community, said that he stopped by the borough office requesting additional lighting at the pickleball courts for nighttime play, but was told that funds were not available to install additional lights. He is proposing the idea for Council to mark the basketball courts with the pickleball lines and use portable nets so residents could play pickleball during the evenings when no one is playing basketball.

2. Leroy Albanese reiterated to Council that he is currently building a house on Alpha Road and to obtain the necessary permits he needed a house number. He informed Council that the Northampton County assessment office sent him a letter to sign stating that the house number he was assigned is Pear Street not Alpha. He stated that he does not want a Pear Street address he wants an Alpha Road address. His frontage and tax bills are for Alpha Road not Pear Street. George responded explaining that Mr. Albanese appeared before the Borough Zoning Hearing Board requesting a variance so he did not have to improve Pear Street to Borough standards per the Borough ordinance and that variance was granted so Pear Street will remain unpaved. George also explained that the house in question will face Pear Street, with the driveway and all utilities for the property coming in off of Pear Street not Alpha Road.

APPROVAL OF MINUTES

On motion by Dave Manzo to approve the July 16, 2024, minutes and seconded by Patrick Webber. Roll call vote taken. Council agreed unanimously.

APPROVAL OF EXPENSES

On motion by Patrick Webber to approve the expenses in the amount of \$124,178.10 and seconded by Dave Manzo. Roll call vote taken. Council agreed unanimously.

SOLICITOR'S REPORT

Attorney Karasek reviewed his meeting attendance for July 2024 and a Right-to-Know request that was denied. He will provide his monthly report shortly.

ENGINEER'S REPORT

Brian Pyscher reported that several projects in the borough are moving forward. He met with the street crew for discussion of the block plan and to provide some redesign and re-stakeout for the retaining wall along the trail in the park.

The street workers have been working at the municipal building along with Wind Gap Electric, installing conduit for the site lighting. The bases for the lights recently have been installed with conduit run in accordance with the permit. Wind Gap Electric will schedule and be on-site to complete the conduit installation. Brian is currently preparing the specs for the rest of the improvements for this complex which includes the sidewalk and paving of the parking lot.

Brian gave updates on several land development projects in and around Wind Gap. Plainfield Township has a land development submission within the Green Knight Industrial Park at 40 Green Knight Drive which involves a small sliver of land in Wind Gap. Upon Plainfield Township's engineer comment the developer needs to obtain comment from Wind Gap Borough. The developer's design engineer provided a copy of the land development plans to Brian. There is a small portion of the property that is in Wind Gap Borough and there is also some grading being done in that area. Based upon the strict interpretation of the definition of land development, an improvement to a non-residential lot triggers a need for land development. Brian does not believe that it is necessary for the developer to present plans and go through the planning process, but he does not recommend waving the process in its entirety. As a covenant of the Green Knight Industrial plan, since the project was initially proposed as a subdivision, because they did not know the end users of the proposed lots, there still exists the requirement for a traffic impact study to be completed as each lot gets developed to make sure there are not intense uses that are going to degrade the intersections to a point that is detrimental. We should reach out to them and advise them that they need to come to Council for comments and official action to waive land development, or a partial waiver, as the developer would still be subject to the requirements of the traffic impact study that is embedded in the SALDO.

Traffic Planning and Design made a scoping application meeting request with PennDOT last April that did not immediately go anywhere due to the issues with vacating the streets for the proposed Wawa at the Beer Stein property. The Borough received documentation from Northampton County Court that indicated that those streets have now been vacated, they sided with the plaintiff. Upon the court's determination, the Borough received notice of another revised scoping application meeting. Brian attended a pre-application meeting with Northampton County Conservation District, for the NPDES permit application. He believes there will be a submission for land development in the very near future. PennDOT has approved their building application and is allowing them to submit their traffic impact study along with their HOP permitting. PennDOT is requesting comments from the Borough. Representatives from Wawa have been invited and accepted the invitation to be on the agenda for the September 3, 2024, Council meeting. Brian has invited our traffic engineer, Peter Terry, Benchmark Civil Engineering, to attend that meeting also. Many concerns have been expressed regarding the traffic flow and the impact it will have on that intersection.

Brian spoke with Dominic Bracalente, he may be mobilizing by the end of next week for the Constitution and Oak Street paving project.

Dave Manzo said that the building behind Wind Gap Electric (332 North Broadway) had refrigerator trucks running this weekend. Brian said that he has been in discussions with the property owner and has completed on-site inspections, but the owner insists that they are not running their business on that property. He received a revised plan from their engineer, he reviewed it along with the ordinance. He would like to bring Attorney Karasek in to discuss this

issue to get some legal advice. As mentioned by Alex Cortezzo, the agenda will reflect that action would be taken on this zoning issue as reported under the Engineer's Report.

On motion by Dave Manzo for Attorney Karasek to meet with Brian Pysker to discuss 332 North Broadway and seconded by Mark Crossen. Roll call vote taken. Council agreed unanimously.

NEW BUSINESS

1. West Third Street Townhouses – Tyrone Klump Discussion on Rear Decks – Brian Pysker said that construction of the decks on the rear of the townhouses were not included in the original plans. Tyrone should submit a letter/appendix 11 to Council requesting a SALDO waiver.

On motion by Dave Manzo to table until September 3, 2024, and seconded by Patrick Webber. Roll call vote taken. Council agreed unanimously. This item will be on the September 3, 2024, Council agenda.

2. Wind Gap Municipal Authority – Letter Dated August 1, 2024 - Discussion on Request "No Parking" Oak Alley. The Municipal Authority is requesting that official action be taken by the Borough to prohibit parking along Oak Alley which is parallel to North Lehigh (a.k.a. S.R 512). George Hinton said that an ordinance would have to be adopted in order to enforce no parking on Oak Alley. Ted, WGMA, explained that a resident called the borough office and reported that pipes were sticking up in the alley and upon further inspection it was determined that the pipes are clean-out drains for the sewer. Originally, the pipes would have been on the edge of the property line or slightly in the alley, but over time because vehicles have been parked along the alley it has forced traveling vehicles to veer into the grass area causing the pipes to be run over and damaged. One cleanout was repaired, but they still have another one to fix. Randy Yordy suggested that the Borough try to contact the resident and let him know what is happening. He should be advised that he can park on Genoga and not in the alley.

3. Allentown SMSA Limited Partnership d/b/a Verizon Wireless, Access Easement Agreement

On motion by Dave Manzo to approve the Access Easement Agreement and seconded by Patrick Webber. Roll call vote taken. Motion carried unanimously.

4. Wind Gap Ambulance – 2024 Line-Item Budget Discussion - Action to Approve Increase Budget Item

On motion by Dave Manzo to increase the budget item for the Wind Gap Ambulance to cover the additional \$8,000 owed for their insurance and seconded by Steve Bender. Roll call vote taken. Motion carried unanimously.

5. Slate Belt Regional Police Department – Approve Resolution to Apply for Northampton County Public Safety Grant Application – Thermal Drone

On motion by Patrick Webber to apply for Northampton County Public Safety Grant – Thermal Drone and seconded by Alex Cortezzo. Roll call vote taken. Motion carried unanimously.

OLD BUSINESS

Council did not discuss any old business at this time.

COMMITTEE REPORTS

A written committee report was provided to Mayor Smith and Council.

MAYOR SMITH REPORT

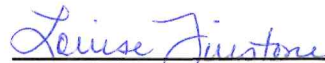
In the Mayor's absence, George Hinton reported that Mayor Smith attended the Plan Slate Belt Committee meeting, which Lower Mount Bethel and Plainfield Township are dropping out of that committee. The next meeting is scheduled for September 5, 2024. The Wind Gap Borough Planning Commission met with Lehigh Valley Planning Commission to hear the presentation of the Plan Slate Belt for their input. There was no COG held meeting in July, the next meeting is scheduled for August 28, 2024. The Mayor would like to swear in the Junior Council Member at the September 3 or September 17, 2024 Council meeting.

PUBLIC COMMENT

1. Richard Smith of 34 Alpha Road wanted to know if the Junior Council members are going to get paid. He also voiced his concerns about the borough property water run-off into the quarry and possible contamination of the well water when the lot is paved. Mr. Smith was informed that Junior Council members are not compensated as they are not elected officials.
2. Raghu Duggirala, asked to be heard again, as he reiterated that he would like for Council to be aware that the basketball courts are lit and not always utilized for basketball. His solution to accommodate pickleball players at night would be to purchase portable nets and have lines painted on the basketball courts to play pickleball as those courts are lit up at night.

ADJOURNMENT

On motion by Dave Manzo to adjourn the meeting of August 20, 2024. Council agreed unanimously. The meeting of August 20, 2024, adjourned at 8:06 p.m.



Louise Firestone, Borough Manager

AUGUST 20, 2024 MONTHLY REPORT

STREETS:

Trench has been dug around the complex to connect the light poles and install the wires for the cameras. Wind Gap Electric has set the conduit and will be running the wiring. KeyCodes will be inspecting the electrical work.

Park Walking Trail – blocks have been delivered to the Park. An Excavator was rented in order to set the blocks for the walking trail and for the pathway leading to the recreational courts.

The shooting range has been disassembled following firearms qualification by the Slate Belt Regional Police Department.

Materials Purchased: (60% or order purchased to satisfy contract obligation)

Salt 115.60 tons @ \$76.79/ton \$8,876.93

2023 – 2024 Winter purchased 255.06 tons

PENDING ITEMS:

Meeting on East First St for placement of Street Light – B. Pysher to schedule meeting with Met Ed for location of existing wiring.

Funding from Gap View Estates Escrow

MALE ROAD BRIDGE PROJECT:

Gilmore and Associates, Inc.: 6/1/24 – 6/30/24 \$3,646.18

Invoice staff meetings to coordinate & schedule additional field survey, tie-in of final wetlands delineation/flagging & substructure; pre-permit activities, including jurisdictional agency requirement assessment & coordination; ongoing utility coordination from PA One-Call; ongoing preliminary design & updated mapping; ongoing right-of-way & temporary construction easement research & planning; project-related administration, coordination & scheduling & communication.

Gilmore and Associates, Inc.: 7/1/24 – 8/4/24 \$8,294.75

In-house staff meetings to coordinate & schedule; base mapping adjustments & updates; pre-permit activities including jurisdictional agency requirement assessment & coordination; ongoing utility coordination from PA One-Call; ongoing design & CAD drafting; in progress structural calculations for new bridge superstructure & substructure mods; ongoing right-of-way & temporary construction easement research & planning; project-related administration, coordination & scheduling; correspondence & communication.

POLICE:

National Night Out was postponed from Tuesday, August 6, 2024.
Tentative Re-schedule date is Tuesday, October 1, 2024.
2025 Budget meetings have begun with Municipal Managers.

EMERGENCY MANAGEMENT: Dave Hess, Emergency Management Coordinator

July 3, 2024

Responded to 107 Genoga St. for a dwelling fire.
Contacted the Red Cross to assist the homeowners.

- 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: tons (\$1.20 per ton)
July 2024 = \$74,594.33
Actual Funds Received in 2024 = \$570,370.39

WIND GAP AMBULANCE:

99 total calls for July 2024:

Wind Gap / Northampton Cty = 56 Monroe Cty = 20
Transports / Completed = 23

Response Times:

Northampton Cty = 1.42 Minutes Avg (from dispatch to responding)
Monroe Cty = 1.43 Minutes Avg (from dispatch to responding)

FIRE COMPANY:

Meeting scheduled for Monday, August 19, 2024

WIND GAP MUNICIPAL AUTHORITY:

Request for "No Parking" signs in Oak Alley in order to reduce the amount of traffic to potentially drive over the clean-out drain pipes.

PLANNING:

The Planning Commission held a meeting on Thursday, August 15, 2024, to hear the Multi-Municipal Comprehensive Plan (Plan Slate Belt) presentation from Lehigh Valley Planning Commission.

OFFICE/BUILDING:

7/16/24 Johnson Controls completed the Municipal Building Fire Inspection System Passed

Credit Card Machine to be active – 8/20/2024

Parking Lot - \$35,000 from 2021 Grow NORCO Grant
Request for Extension December 31, 2024

FINANCIALS: – Balances as of July 31, 2024:

General Funds: \$111,860.87

Money Market Funds: \$1,317,501.13

Capital Reserve Funds: \$2,204,737.31
((\$665,362.83 – Sale of Borough Properties)

State Liquid Fuels Funds: Current Balance = \$338,799.39
(Allocation Based on 9.36 miles /
Population of 2720)

AmTrust Financial

Workers Compensation Audit – Period 6/26/23 to 6/26/24 – Completed

PennDOT Liquid Fuels Audit – Period Calendar Year 2023
Scheduled for Wednesday, August 21, 2024

Attended Northampton Tax Collection Committee – Thursday, August 8, 2024
Annual Reorganization of Officers, Discussion of Public Funds Audit Report,
Approved the 2022 TCC Audit
YTD July 2024 and YTD July 2023, Change in Collections / Percentage Change
Wind Gap Borough
2024 = \$271,060 2023 = \$246,047 Change = \$25,013 / 10.2% Increase
Of 48 Taxing Municipalities / School Districts - Wind Gap 6th highest increase

MISCELLANEOUS:

GRANTS Received from Green Knight Economic Development Corporation (GKEDC)
\$5,000 – 2024 Wind Gap Borough Summer Sounds Concert Series
\$5,000 – Flashing LED Stop Signs – Intersection S. Lehigh & East Fifth Street
\$5,000 – Municipal Complex – Architectural Brick Illuminated Sign at Entrance

Electric Supply Bids

Update on CoStars RFQ for January 2025 Start Date

Penn State Facilities Engineering Institute handles the RFQ for electric supply bids for over 1,800 participating electric accounts. 93% of the accounts were awarded to suppliers over a 12-to-24-month period beginning January 2025. The average awarded price including the Gross Receipt tax was \$0.085/Kwh. The pricing has increased from the last contracted pricing in 2021. This is due to a combination of increases in generation capacity, a 400% increase starting in June 2025, coal fired plant retirements, delays in new generation projects being brought online and increased natural gas pricing.

The Borough's rate January 2024 was \$0.05883/Kwh. Current rate is \$0.06094/Kwh

SLATE BELT RISING:

Director Brian Fenstermaker is attempting to make contact with the owner of The Gap Theater to gauge any interest in possibly having the owner submit a Façade Grant Application for funding to upgrade the exterior of the building.

PROPERTIES:

Cell Tower – East West Street

Verizon has completed pouring the concrete footers.

KeyCode inspected and passed 7/31/24

Verizon has completed the trench/electrical including grounding.

KeyCodes inspected and passed 8/14/24