

**BOROUGH OF WIND GAP
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WIND GAP, PA 18091
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Wind Gap Borough Council meeting on Tuesday, December 16, 2025, 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.

APPROVAL OF MINUTES

On motion by Dave Manzo to approve the November 18, 2025, minutes and seconded by Patrick Webber. Roll call vote taken. In favor: J. Boulette, M. Crossen, G. Hinton, D. Manzo, P. Webber. Abstained: S. Bender. Motion carried: 5 – 0 – 1.

On motion by Dave Manzo to approve the December 1, 2025, minutes and seconded by Patrick Webber. Roll call vote taken. In favor: J. Boulette, M. Crossen, G. Hinton, D. Manzo, P. Webber. Abstained: S. Bender. Motion carried: 5 – 0 – 1.

APPROVAL OF EXPENSES

On motion by Dave Manzo to approve the expenses in the amount of \$57,388.98 and seconded by Patrick Webber. Roll call vote taken. Motion carried unanimously.

NEW BUSINESS

1. Approval Resolution 2025-07 – Fixing Real Estate Millage 2026 – 18 Mills

On motion by Steve Bender to approve the adoption of Resolution 2025-07 Establishing the 2026 Real Estate Millage Rate of 18 Mills and seconded by Patrick Webber. Roll call vote taken. Motion carried unanimously.

2. Agreement Between Teamster Local No. 773 & Wind Gap Borough Approval to Execute with Authorized Signature (G. Hinton / L. Firestone) Collective Bargaining Agreement – January 1, 2026, through December 31, 2028.

On motion by Patrick Webber to accept the contract by the Teamsters and seconded by Jason Boulette. Roll call vote taken. Motion carried unanimously.

3. Bracalente Construction – Request for Release of Funds for Municipal Complex Parking Lot Paving Project.

Brian Pysher reported that he was contacted by Kirk Bracalente, Bracalente Construction, regarding the final balance of \$30,000 owed on the municipal complex parking lot paving project. Mr. Bracalente is willing to give the Borough \$3,000 credit and requesting payment of \$27,000 immediately. The other option would be to repair it next year, with no guarantee that it will work, so he would like payment immediately. When it was discovered that a small puddle forms back by the dumpsters after a rain event the decision was made with the contractor to have a site meeting, shoot grades and try to determine the fix and the cost. Bracalente previously made a request for payment, but because that meeting never happened and the amount of money it would have cost to make the repair was unknown, it was Brian Pysher's recommendation to Council to hold \$30,000 to guarantee the work would be done. He thinks that we should shoot our own grades and decide what is involved in fixing this so he can go back to Bracalente to finish this project.

On motion by Dave Manzo to table the request for release of funds to Bracalente Construction and to authorize Brian Pysher to shoot the grades and seconded by Steve Bender. Roll call vote taken. Motion carried unanimously.

4. Notification of Letter of Resignation – Richard Fox Effective December 31, 2025

On motion by Patrick Webber to accept the resignation of Richard Fox and seconded by Jason Boulette.

Amended motion by Jason Boulette to modify the motion to accept the resignation and cancel the Loudermill hearing pending the receipt of the Resignation letter by December 19, 2025. Roll call vote taken. Motion carried unanimously.

5. Plan Slate Belt Multi-Municipal Comprehensive Plan Professional Services Agreement Between Bangor Borough and Hailstone Economic, Offices at 550 Clay Ave, Suite 5B, Scranton, PA.

George Hinton reported that Bangor took the lead on being the point of contact for the Plan Slate Belt Multi-Municipal Comprehensive Plan service agreement. Wind Gap's portion for professional services is \$14,452.07. Mayor Smith said that the Committee has agreed to framework for the plan. It is better for the municipalities to come together and have one submit the application for the grant and administer it.

On motion by Jason Boulette for the professional services agreement between Bangor Borough and Hailstone Economic and seconded by Dave Manzo. Roll call taken. Motion carried unanimously.

6. Plan Slate Belt Multi-Municipal Comprehensive Plan Agreement to Pay Municipal Contributions towards the Cost of the Implementation Project Wind Gap Cost = \$14,452.07 – 4 Payments Commencing Nov 30, 2026

On motion by Patrick Webber to have the \$14,452.07 paid to Bangor Borough for professional services to Hailstone Economic and seconded by Dave Manzo. Roll call taken. Motion carried unanimously.

7. Most Recent Snow Event Discussion

George Hinton informed Council that one of the plow trucks had a hole in the fuel tank so it was in the shop during the last snowfall event, which allowed only two workers out plowing at the same time. Our workers were out overnight for twelve hours, so he sent them home. In order to continue cleaning up the borough, he contacted a contractor, Gene Schmauder, along with some of the firemen who volunteered to help out with snow clean up. The Fire Company put the plow on their utility truck and also assisted by using one of the borough plow trucks. Since then, the one plow truck has been repaired, we are now back to three vehicles. George wanted to acknowledge the efforts of the street department and the fire company who was willing to assist. Jason Boulette said that our street department has been down by 50% since the beginning of the year; they did a great job.

On motion by Dave Manzo to send a thank you to the Wind Gap Fire Department for their help and assistance through the last snow event and seconded by Steve Bender. Roll call taken. Motion carried unanimously.

8. Advertisement of January 5, 2026, Reorganization Meeting

On motion by Dave Manzo to advertise the Reorganization Meeting scheduled for January 5, 2026, starting at 7:00 p.m., and seconded by Patrick Webber. Roll call vote taken. Motion carried unanimously.

9. Jason Boulette gave an update on the continued LANTA bus service to the Slate Belt. Last summer, Wind Gap Borough, Slate Belt Rising and Bangor sent a letter to Lanta urging them not to cancel the Slate Belt route due to lack of funding from the State. Lanta did put out proposed changes to start in January; the Slate Belt route is not being modified as of now.

OLD BUSINESS

1. Park – Fee List / Updated Proposed Fees -

On motion by Jason Boulette to accept the proposed changes to the park fees for the use of the park and seconded by Patrick Webber. Roll call taken. Motion carried unanimously.

Jason Boulette wanted to commend Dave Manzo for the work that he did to update the park fee list.

2. Status Update on Wind Gap Municipal Authority Proposed Ordinance Grease Trap and Sump Pump Ordinances

Attorney Karasek reported that he did not receive anything from the Solicitor for the Wind Gap Municipal Authority. Dave will ask to have the proposed ordinances forwarded to Attorney Karasek for review.

COMMITTEE REPORTS

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

Patrick Webber thanked everyone who attended the tree lighting held in conjunction with Wind Gap Volunteer Fire Company. There was a good turnout for the evening.

MAYOR SMITH REPORT

Mayor Smith reported that he attended the COG meeting last month. There was a tailgate event at Detzi's and Broadway Pub to raise funds in order to have matching funds for grant submissions. The COD will be looking into different fundraisers. The 2026 budget was passed and the Mayor Elect joined him at the COG to meet everyone.

Tonight is the last time he has to address Council. He respects each and every elected official serving on the board, he appreciates the honest debate and how well everyone worked together. This was a great experience for him to work and learn about local government. A special thank you to Louise and Council President George for always assisting him and answering all his questions in this new role learning about local government. He respects each one of you; it takes courage to be on the ballot, and you all have my respect and admiration. Thank you to our Solicitor and engineer; thank you for everything you do for our borough. Congratulations to the new council members and good luck to Jason as a Northampton County Commissioner.

George Hinton said that it has been his pleasure to serve as Council President. He thanked everyone for their contributions and assistance over the past four years. He hopes the new council members will come and ask questions. He and Louise are available to assist in any way. Thanks to Ron Karask, Brian Pysher, and the residents for attending our meetings.

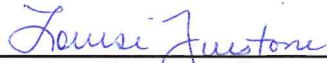
Jason Boulette and Steve Bender said that it was a pleasure serving with everyone.

PUBLIC COMMENT

No public comments were heard at this time.

ADJOURNMENT

On motion by Dave Manzo to adjourn the meeting of December 16, 2025. Council agreed unanimously. The meeting of December 16, 2025, adjourned at 7:41 p.m.



Louise Firestone, Borough Manager

DECEMBER 16, 2025 MONTHLY REPORT

STREETS:

12/12/25 - 2013 Ford F-550 – replaced gas tank – rusted through due to salt - \$1,220.27

Leaf Collection completed.

Accident - damage caused by PennDOT vehicle at North Broadway & Tenth Street:

Emergency PA One Call by PA American Water to replace fire hydrant

Borough workers purchased and/or re-installed:

Tenth Street sign, No Left Turn and truck sign (onto Constitution)

MALE ROAD BRIDGE PROJECT:

Gilmore and Associates, Inc.: 10/4/25 – 12/8/2025 \$3,600.50

Services included within this billing are as follows: RCJ communication with staff regarding progress PA DEP GP-11 permit & required permit documentation, exhibits, etc.; in progress prep of project specifications; identification of DRAFT bid items; CAD drafting & detailing (in progress); project administration, coordination, communication & correspondence.

POLICE:

2025 – November Parking Violations – 1 total

▪ Inspection – total \$10.00
\$10.00

October 2025 Monthly Calls for Service Police Activities - 739

Wind Gap – 210 (28%) Pen Argyl – 153 (21%) Plainfield Township – 376 (51%)

Officers investigated 14 criminal offenses and made 10 criminal arrests in the month.

2026 Police Commission Meeting Schedule Approved:

First Tuesday / Third Thursday of each month at 5:00 p.m

Jan / Feb / March / April	Pen Argyl Borough Municipal Building
May / June / July / August	Wind Gap Borough Municipal Building
Sept / Oct / Nov / Dec	Plainfield Township Municipal Building

EMERGENCY MANAGEMENT: Dave Hess, Emergency Management Coordinator

November 2025 – Began reviewing and updating the Emergency Operating Plan which expires in March 2026.

PEMA presented anticipated changes in resources that will put more responsibilities on the county and local levels due partly to FEMA funding being reduced.

2025 Hazard Mitigation Plan Annual Review

L. Firestone attended Virtual Meeting – Thursday, December 11, 2025

WASTE MANAGEMENT:

Neighboring Partnership Agreement: 49,942.87 tons (\$1.20 per ton)

October 2025 = \$59,931.44

Actual Funds Received in 2025 = \$573,918.50

FIRE COMPANY:

Calls for the Month of **October 15** / 190 Calls for the Year thru OCTOBER

- 1 ALS Assist
- 1 BLS Assist
- 1 Fire Vehicle
- 1 Fire Structure
- 1 Fire Dwelling
- 3 Fire Wires
- 1 Gas Leak / Alarm NG-LPG (Indoor)
- 1 Information
- 1 Motor Vehicle Accident Injuries
- 1 Motor Vehicle Accident Unknown Injuries
- 1 Traffic Control
- 2 Wires Down

Calls for the Month of **November 16** / 206 Calls for the Year thru NOVEMBER

- 1 ALS Assist
- 1 CO Alarm / Incident
- 1 Fire Structure
- 1 Fire Commercial Structure
- 3 Fires Dwelling
- 1 MVA Fire Request
- 1 MVA Injuries
- 1 Information
- 2 Spills
- 2 Motor Vehicle Accidents Unknown Injuries
- 2 Wires Down

PARK:

Tree Lighting Ceremony sponsored by Wind Gap Fire Company
Organized by Mayor Elect Heather Webber
Saturday, December 6, 2025

WIND GAP MUNICIPAL AUTHORITY:

Meeting, Wednesday, November 19, 2025
Amendment Authorizing compensation for Board Official call-outs has been revoked
Discussion regarding Plainfield Township charging the WGMA for zoning permits
WGMA employees received a 3% pay increase
Part-time employee will be compensated for holidays
CRG did not attend the November 19, 2025 meeting
Two DRAFT Ordinances (Business Grease Traps / Sump Pumps) - In Progress

PLANNING:

Ocean State Job Lot – Planning Commission meeting held on November 25, 2025

ZONING:

No Zoning Hearing Board meeting was held in November / December

FINANCIALS: – Balances as of November 30, 2025:

General Funds:	\$157,578.13
Money Market Funds:	\$1,138,359.35
Capital Reserve Funds:	\$2,292,822.28 (142,587.13 – Sale of Borough Properties)
State Liquid Fuels Funds:	Current Balance = \$443,084.15 (Allocation Based on 9.36 miles / Population of 2720)

PLAN SLATE BELT – Multi-Municipal Comprehensive Plan:

At the Thursday, December 4, 2025, Steering Committee meeting there was discussion on the agreements needed to begin the Coordinated Zoning Update project with the selected consultant, Hailstone Economic.

Timing is tight to finalize these agreements and begin the project in January 2026.

Outline of next steps:

1. Each municipality should review the DRAFT Municipal Contributions Agreement in anticipation of signing it.
2. On December 15, LVPC anticipates circulating a final digital version of the Draft Municipal Contributions Agreement for each municipality to sign, collecting signatures from each municipality on a single document until everyone has signed that copy.
3. As a courtesy, LVPC has provided a copy of the agreement between Hailstone Economic and Bangor Borough for review.
4. On December 15, 2025, LVPC will send the final Professional Services Agreement to Bangor Borough and Hailstone Economic for signature.

Pen Argyl Borough approved signing Cost Agreement with No Comments

Washington Township approved signing Cost Agreement with a typo correction

MISCELLANEOUS:

PA UNEMPLOYMENT COMPENSATION CONTRIBUTION RATE

2026 PA Unemployment Compensation Rate = **0.014190**

2025 PA Unemployment Compensation Rate = 0.016374

2024 PA Unemployment Compensation Rate = 0.017466