

**BOROUGH OF WIND GAP
545 East West Street
WIND GAP, PA 18091
610-863-7288
FAX 610-863-1011**

Wind Gap Borough Council meeting on Tuesday, December 17, 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, Jason Boulette, and Alex Cortezzo. Also in attendance were Mayor Wesley J. Smith, Borough Solicitor Ronald Karasek, Borough Engineer Brian Pysher, and Borough Manager Louise Firestone
Junior Council member Olivia Bentley was in attendance.

On motion by Dave Manzo to amend the agenda to include discussion and possible adoption of Ordinance 516 “No Parking” along Oak Alley and seconded by Patrick Webber. Roll call vote taken. Council agreed unanimously.

PUBLIC COMMENT

No public comments were heard at this time.

APPROVAL OF MINUTES

On motion by Dave Manzo to approve the December 2, 2024, minutes and seconded by Jason Boulette. Roll call vote taken. In favor: J. Boulette, M. Crossen, G. Hinton, D. Manzo, S. Bender. Abstained: P. Webber. Motion passed 5 – 0 – 1.

APPROVAL OF EXPENSES

On motion by Dave Manzo to approve the expenses in the amount of \$86,244.03 and seconded by Patrick Webber. Roll call vote taken. Council agreed unanimously.

On motion by Steve Bender to approve payment for the Bracalente Construction, Inc invoice 7273031 for the Municipal Complex Paving Project in the amount of \$86,038.67 and seconded by Mark Crossen. Roll call vote taken. Council agreed unanimously.

PUBLIC HEARING

On motion by Dave Manzo to adopt Resolution 2024-06 which adopts the Slate Belt Multi-Municipal Comprehensive Plan and seconded by Jason Boulette. Roll call vote taken. Council agreed unanimously.

Councilman Alex Cortezzo joined the meeting at 7:05 p.m.

NEW BUSINESS

1. JVI Letter of Credit Reduction – B. Pysher Letter of Recommendation - Brian Pysher recommended that the Borough release the security minus the small portion for maintenance, stormwater facilities, and the outstanding legal and engineering professional fees still outstanding to the Borough.

On motion by Jason Boulette to approve the JVI request for a Letter of Credit Reduction to the amount of \$58,388.08 and seconded by Dave Manzo. Roll call vote taken. Council agreed unanimously.

2. Ordinance No. 515 – 2025 Tax Rate

On motion by Dave Manzo for the enactment of Ordinance 515 – 2025 Tax Rate and seconded by Mark Crossen. Roll call vote taken. In favor: M. Crossen, G. Hinton, D. Manzo, P. Webber. Opposed: S. Bender, J. Boulette, A. Cortezzo. Motion passed with a vote of 4 – 3.

3. Wawa Convenience Store

As previously discussed, Mr. Peter Terry, Benchmark Civil Engineering Services, Inc. had informed Council that according to Wind Gap's Subdivision and Land Development Ordinance, Council has the ability to include intersections and traffic counts that will be impacted by the Wawa Convenience Store development. The Planning Commission discussed this topic at their meeting so along with Council so the following intersections were asked to be included in the traffic study: the intersections are Lehigh Avenue and Park Avenue, East Center Street and Broadway, Industrial Drive and Alpha Road, Third Street and Broadway, Center and Lehigh Avenue, and split off of Lehigh and Park Avenue at the Monument because of the blind turn. Brian Pysher said that there is concern that people will utilize the alley behind the old Turkey Hill and the bank patrons will loop through there also. It would be helpful if there was a way to get a count for the traffic through that alley. George Hinton said there are concerns about southbound traffic making left-hand turns across three lanes of traffic into the bank. Wawa's attorney and traffic engineer indicated that these intersections will be included in the Wawa plans.

4. Approval for the advertisement of the January 6, 2025, Council Meeting

On motion by Dave Manzo to advertise the January 6, 2025, meeting date and seconded by Patrick Webber. Roll call vote taken. Motion carried unanimously.

5. Ordinance 516 Oak Alley, No Parking

Attorney Karasek reported that this proposed Ordinance has been duly advertised and is ready for adoption. There will be no parking and no obstruction on / in Oak Alley. There will be no parking signs as per PennDOT regulations and the fine will be \$50.00. If not paid a citation will be issued.

On motion by Dave Manzo for the adoption of ordinance 516 No Parking on Oak Alley and seconded by Alex Cortezzo. Roll call vote taken. Motion carried unanimously.

OLD BUSINESS

There was no old business to be discussed at this time.

Dave Manzo expressed his opinion / concern on the recent Waste Management newsletter and their oversight of Wind Gap. He asked Council to make a point of reading the newsletter.

COMMITTEE REPORTS

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

Brian Pysher reported that he sent enforcement notices to Dunkin Donuts for their lights. They contacted the office, and he called them back and left a message so he will continue to try and reach them. An enforcement notice was also sent to 332 North Broadway using the address listed on the County website and sent certified, return receipt and regular mail. The mail came back as not deliverable as addressed, unable to forward. George suggested contacting their engineer for an address. Brian said that the Borough needs to know that the property was served. Previously, the Borough utilized a Constable to serve an Enforcement Letter. Attorney Karasek advised that if the Borough cannot verify that an Enforcement Letter was delivered to the property owner, the Constable can go post the property and take a photo. He would rather see the Constable serve someone in charge.

On motion by Dave Manzo to amend the agenda to include the hiring of a Constable to post a notice at parcel E8164B which is owned by 332 N Broadway LLC and seconded by Steve Bender. Roll call vote taken. Motion carried unanimously.

On motion by Dave Manzo to hire a Constable to post a notice at parcel E8164B which is owned by 332 N Broadway LLC and seconded by Mark Crossen. Roll call vote taken. Motion carried unanimously.

Junior Council Member Oliva Bentley addressed various projects that are going on at Pen Argyl High School such as:

- UnStuff the Bus – They collected 7580 donations for 80 families.
- Winter Concert
- Senior Citizens Day, they had 40 to 50 attendees that took a tour of the school and attended a jazz performance.
- Students registered for the Mini-thon Dance, Childhood Cancer Fund Raiser

MAYOR SMITH REPORT


Mayor Smith thanked everyone for another great year. We had challenges but we rose to the occasion for the best interests of this town. It takes a team, and all of you have my appreciation, thank you. Merry Christmas, Happy Holidays, Happy New Year!

PUBLIC COMMENT

No public comments were heard at this time.

ADJOURNMENT

On motion by Dave Manzo to adjourn the meeting of December 17, 2024. Council agreed unanimously. The meeting of adjourned at 7:41 pm.



Louise Firestone, Borough Manager

DECEMBER 17, 2024 MONTHLY REPORT

STREETS:

VEHICLES

- 2013 F550 – Oil Light on for Whole Day – Mileage 51,695
Replaced Oil Temp Sensor / Coolant Temp Sensor
Faulty OEM Ford Sensor
- 2006 GMC Truck – Did NOT Pass Inspection – Approx. Mileage 22,000
Front / Back Brakes, Front / Back Rotors
Front / Rear Seals, King Pin Set

Traffic Signal Upgrades associated with the Department of Transportation’s Vulnerable Roadway Users Project.

The thirty (30) day test period has ended as of November 21, 2024

SR 512 (Broadway & Male Rd)

SR 512 (Broadway & SR 1023 – East Third St / West Third St)

In the event that Borough Officials feel it is desirable to change the present installation in respect to method of operation, signal location, additional signal faces, etc. the Borough is required to submit a written request to PennDOT District 5 Office for approval prior to changes.

PERSONNEL

- December 5, 2024 – F. Firestone / J. Sportelli attended
Traffic Basic Signs Class at Wayne Township Municipal Building

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.: 10/28/2024 – 12/1/2024 \$3,587.50

In-house staff meetings to coordinate & schedule; pre-permit activities including jurisdictional agency requirement assessment & coordination; E&S Control Plan prep+coord by R.C.J. & R.M.M.; ongoing utility coordination from PA One-Call; ongoing design & CAD drafting; in progress structural calculations for new bridge superstructure & substructure modif’s; ongoing right-of-way & temp const easement research & planning; com with B. Pysher & L. Firestone; preparation of potential utility and related exist. Facilities conflict list & prelim dwgs.: revised limits of silt+sediment removal; project-related scheduling; project administration, coordination, correspondence & communication provided through the stated billing period; reimbursable expenses.

EMERGENCY MANAGEMENT: Dave Hess, Emergency Management Coordinator

Attended quarterly meeting on Wednesday, December 11, 2024

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

WASTE MANAGEMENT:

Check to be received for November 2024 week Wednesday/Thursday 12/18 or 12/19)

WIND GAP AMBULANCE:

Wind Gap Ambulance meeting is scheduled for December 18, 2024

Total calls for the Month of November - 101

Northampton County	51 Calls
Monroe County	11 Calls
Transports	39 Calls (includes 3 calls Canceled while progress)
Average Response time from Dispatch to Responding	
Northampton County	1.38 minutes
Monroe County	1.36 minutes

FIRE COMPANY:

Wind Gap Fire Volunteer Company met on Monday, December 16, 2024

Fire Company had discussions regarding re-structuring their department

25 Calls for the Month of November 2024

- 1 Move Up
- 5 Brush Fires
- 1 Dwelling Fire
- 2 Burn Complaints
- 3 Motor Vehicle Accidents
- 1 Vehicle Fire
- 1 Wire down
- 5 EMS Assists
- 4 Fire Alarms
- 1 Gas Leak
- 1 Phone Call

PARK:

Upper Baseball Field:

GKEDC has hired All Aspect Property Management as the General Contractor
Lehigh Valley Fencing will be installing the donated fence
The Borough has been provided with a Certificate of Insurance

WIND GAP MUNICIPAL AUTHORITY:

Meeting, Wednesday, November 20, 2024, was cancelled.
Next meeting scheduled for Wednesday, December 18, 2024

PLANNING:

Meeting Thursday, November 21, 2024
3 Aide Properties at 537 North Lehigh – Townhouses
Liberty Street – Sketch Plan for 200 apartment proposal

Meeting, Thursday, December 19, 2024
Wawa Convenience Store
Cubes at the Gap formerly CRG

ZONING:

Meeting Tuesday, December 3, 2024
389 North Broadway – Home Occupation
Crossroads – Appeal Zoning Officer denial to erect a Billboard at 20 Green Knight Drive
KeyCodes Inspection Agency
332 North Broadway – Complaint
The new owners of 332 North Broadway are working on their building without permits. KeyCodes has issued Stop Work Orders, but the owners have ignored them. The property owners have installed a loading dock and already have tractors backing into them.

OFFICE/BUILDING:

Parking Lot / Concrete work / Lighting / Cameras
Project awarded to Bracalente Construction – Contract forwarded to contractor
Bracalente Construction completed Phase I – base course paving - \$86,038.67
Parking Lot - \$35,000 from 2021 Grow NORCO Grant
Request for Extension December 31, 2024

FINANCIALS: – Balances as of November 30, 2024:

General Funds:	\$95,614.28
Money Market Funds:	\$1,233,221.60
Capital Reserve Funds:	\$2,231,771.40 (\$665,362.83 – Sale of Borough Properties)

State Liquid Fuels Funds: Current Balance = \$344,296.86
(Allocation Based on 9.36 miles /
Population of 2720)

Keystone Collections Report – Northampton County
Year-to-date 2024 vs. Year-to-date 2023
Increase collection amount is 1.1%
(\$135,994,505.35 2023 to 2024 \$137,452,951.79)

PLAN SLATE BELT – Multi-Municipal Comprehensive Plan:

Resolution 2024-06 To Be Discussed with possible action to be taken.
Pen Argyl Borough / Washington Township have adopted the Comprehensive Plan

SLATE BELT COG:

Meeting held on Wednesday, November 20, 2024
Shipping container cost is \$2,100 – no response from landlord
Statewide Local Share Account Grant – 4 light towers
Next meeting is scheduled for Wednesday, January 22, 2025

MISCELLANEOUS:

Attended Northampton County Tax Collection Meeting
Thursday, December 12, 2024, Bethlehem Township Municipal Building

2024 Borough Audit has been scheduled for January 29 – 31, 2025