

**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 Monday, December 2, 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, 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. Absent was Councilman Patrick Webber. Junior Council person Olivia Bentley was absent.

**PUBLIC COMMENT**

1. No public comments were heard at this time.

**APPROVAL OF MINUTES**

**On motion** by Dave Mazzo to approve November 19, 2024, minutes and seconded by Jason Boulette. Roll call vote taken. Roll call vote taken. Council agreed unanimously.

**APPROVAL OF EXPENSES**

**On motion** by Steve Bender to approve the expenses in the amount of \$45,047.27 and seconded by Dave Manzo. Roll call vote taken. Council agreed unanimously.

**SOLICITOR'S REPORT**

See attachment one (1).

**ENGINEER'S REPORT**

Brian Pysher reported on the progress of the Municipal Complex parking lot pavement project. Scheurman began excavation and grading last week as part of phase one on the west side of the building between the municipal building and the maintenance garage. Brian spoke with Dominic Bracalente, Bracalente Construction, the base course paving has been scheduled for Monday, December 9, 2024.

Brian has spent significant time reviewing the revised plans for the CRG warehouse and the Wawa Convenience Store for the planning commissioners' review prior to the December 19, 2024, planning meeting.

Green Knight Economic Development is working with the Park Board to renovate the upper ballfield. The borough street workers demolished and removed all the existing backstop fencing and the dugouts in order to begin the installation of the donated backstop fence. A meeting was held with GKEDC to discuss what the Borough would like to see as far as new dugouts and amenities for the field. Their fence contractor was on site today to begin the installation work. Brian will meet with the contractor tomorrow to stake out where the fence is to

be installed. The GKEDC hired a general contractor to coordinate the project. They anticipate completing the project for spring baseball which typically begins in March. The dugouts and aluminum bleachers are prefabricated and have been ordered. The next step will be to pour the concrete slabs for the footers / foundation of the dugouts and bleachers.

## **NEW BUSINESS**

1. 537 Lehigh (3 Aide Properties) – Planning Commission Recommendation of Waivers

**SALDO Section 305 & 306** requires that a Preliminary and Final Plan be separately filed. Filing a combined preliminary and final plan was recommended for approval by the Commission on a vote of 3-0.

**On motion** by Steve Bender to grant SALDO Section 305 and 306 and seconded by Dave Manzo. Roll call vote taken. Council agreed unanimously.

**SALDO Section 509.A.7.a** requires Lehigh Avenue to have an eighty (80') right-of-way, a fifty-six (56") foot cartway and six and a half (6.5) foot sidewalks. In order to match existing conditions and prevent a misalignment, the request is to maintain the existing cartway of forty-four (44') and sidewalks of five (5') feet in width. This was recommended for approval by the Commission on a vote of 3-0.

**On motion** by Mark Crossen to grant SALDO Section 509.A.7.a and seconded by Dave Manzo. Roll call vote taken. Council agreed unanimously.

**SALDO Section 509.G** requires the same as Section 509.A.7.a above; with respect to the fifty-six (56") foot cartway and the recommendation is the same as in the prior waiver.

**On motion** by Mark Crossen to grant SALDO Section 509.G and seconded by Dave Manzo. Roll call vote taken. Council agreed unanimously.

**SALDO Section 509.I.3** prohibits common driveways. Due to single ownership of the project and to prevent multiple vehicles accessing or exiting a state highway over several different locations, the request for a common driveway was recommended for approval by the commission on a vote of 3-0 on the condition that the single owner maintain, repair and or replace the driveway as needed.

**On motion** by Jason Boulette to grant SALDO Section 509.I.3 and seconded by Dave Manzo. Roll call vote taken. Council agreed unanimously.

**SALDO Section 510.A.4** requires that parking areas are not permitted within twenty (20') feet of the street right-of-way line. The request is to permit parking within fifteen (15') feet of the future right-of-way line which would mean the parking would be approximately thirty (30') feet from the street. This was recommended for approval by the Commission on a vote of 3-0.

**On motion** by Steve Bender to grant SALDO Section 510-A.4 and seconded by Dave Manzo. Roll call vote taken. Council agreed unanimously.

**SALDO Section 510.A.5** requires that parking areas must have curves with at least five (5') radii. This proposal is for one (1') radii in the islands between the driveways, since due to the proximity of the parking stalls, a larger radii would not fit. This was recommended for approval by the Commission on a vote of 3-0 as this request is for a private parking lot, not public parking lot.

**On motion** by Mark Crossen to grant SALDO Section 510.A.5 and seconded by Steve Bender. Roll call vote taken. Council agreed unanimously.

**SALDO Section 513.A.B** requires that drainage and utility easements be twenty (20') feet centered on common property lines. The request is to propose a ten (10') easement as the neighboring property has not provided such easements. This was recommended for approval by the Commission on a vote of 3-0.

**On motion** by Alex Cortezzo to grant SALDO Section 513.A.B and seconded by Jason Boulette. Roll call vote taken. Council agreed unanimously.

**On motion** by Dave Manzo to grant the Preliminary Final Conditional Plan Approval and seconded by Jason Boulette. Roll call vote taken. Council agreed unanimously.

#### **OLD BUSINESS**

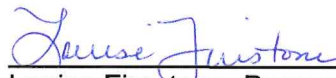
There was no new business to discuss at this time.

#### **PUBLIC COMMENT**

No public comments were heard at this time.

#### **ADJOURNMENT**

**On motion** by Dave Manzo to adjourn the meeting of December 2, 2024. Council agreed unanimously. The meeting of December 2, 2024, adjourned at 7:34 pm.

  
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Louise Firestone, Borough Manager

**SOLICITOR'S REPORT – R. J. KARASEK, ESQUIRE  
WIND GAP BOROUGH  
NORTHAMPTON COUNTY, COMMONWEALTH OF PENNSYLVANIA  
MONTH: October 2024**

**MEETINGS ATTENDED:**

November 4, 2024, 2024 - attendance at regular monthly meeting of Borough Council

November 19, 2024, 2024 - attend regular mid-month meeting of Borough Council

November 21, 2024 – attendance at regular monthly meeting of Borough Planning Commission

**SUBDIVISION MATTERS:**

Receipt, Review and Administration of Sketch Plan and Borough Engineer Review Letter re Liberty Street Minor Subdivision/Lot Line Adjustment Plan

**LAND DEVELOPMENT MATTERS:**

Receipt, Review and Administration of Review Letters from Borough Engineer re As Built-Review, Site Improvements Inspection and Applicant's Planning Professional Request for Reduction of Letter of Credit re 20 Green Knight Drive

Receipt, Review and Administration of e-mails from Borough Engineer re Grading No Longer Proposed in the Borough but Traffic Impact Study Still Required re 40 Green Knight Drive LD Plan

Receipt, Review and Administration of Street Lights Alteration Plan and Re-Discussion of the Plan re Klump Third Street L.D. Plan

Receipt, Review and Administration of Revised Plan, Applicant's Planning Professional Responsive Correspondence to the Borough as to SALDO Waiver Requests re Aide Properties Revised LD Plan-6 Units at 537 Lehigh Avenue

Receipt, Review and Administration of Sketch Plan and Borough Engineer Review Letter re Liberty Street LD Plan

**ZONING AND OTHER LAND USE MATTERS:**

Review Maintenance Bond supplied by Bracalente Construction, Inc. for Municipal Complex Site Improvements

Meeting at Municipal Building with Representative of the Emerald Property Group, Borough Council President and Borough EIT re Easement Agreement and Access

Preparation of Final Revisions to the Oak Alley No-Parking Ordinance

**DEVELOPMENTS ON OUTSTANDING LITIGATION:** None

**COURT DECISIONS ON BOROUGH CASES:** None

**MISCELLANEOUS:**

Preparation of the Real Estate Tax Millage Ordinance for 2025, Preparation of Advertisement, Forward Advertisement and Ordinance to the Express-Times and Northampton County Law Library for public review and Inspection

Preparation of the October Borough Planning Commission Meeting Minutes

Preparation of Monthly Solicitor's Report

**OUTSTANDING ITEMS:** None at this time