

**BOROUGH OF WIND GAP
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WIND GAP, PA 18091
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Wind Gap Borough Council meeting on Tuesday, February 18, 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, Jason Boulette and Alex Cortezzo. Also in attendance were Mayor Wesley J. Smith, Borough Solicitor Ronald Karasek, and Borough Manager Louise Firestone. Absent was Borough Engineer Brian Pysher.
Junior Council person Olivia Bentley was present.

PUBLIC COMMENT

No public comments were heard at this time.

APPROVAL OF MINUTES

On motion by Dave Manzo to approve the February 3, 2025, minutes and seconded by Patrick Webber. Roll call vote taken. In favor: S. Bender, J. Boulette, M. Crossen, G. Hinton, D. Manzo, P. Webber. Abstained: A. Cortezzo. Motion carried: 6-0-1

NEW BUSINESS

1. Resolution 2025-02 – Disposition of Records

On motion by Dave Manzo to Accept and Adopt Resolution 2025-02 – Disposal of Records and seconded by Alex Cortezzo. Roll call vote taken. Motion carried unanimously.

2. 152 Lincoln Street – Fence Repair / Tree Removal

George Hinton reported that the resident at 152 Lincoln Street made contact with Borough officials to inform them that a branch came down during a windstorm and damaged a section of his fence, which is adjacent to borough property near W. West Street. Steve Bender visited the site to survey the damage and indicated that to repair the fence, the top and bottom rail and three slats would be needed. Steve also recommended removing the tree on borough property so no other branches fall on the residents' home and/or garage.

On motion by Dave Manzo to remove the tree and provide the funding to replace the fence and seconded by Steve Bender.

Motion amended by Dave Manzo to not pay anything that exceeds \$750.00.

Original Motion rescinded and Amended by Dave Manzo to authorize hiring a tree company to remove the tree and repair the fence, with a cost Not-to-Exceed \$2,000.00 and seconded by Steve Bender. Roll call vote taken. Motion carried unanimously.

3. Security Cameras- Municipal Garage / Maintenance Garage - Worldwide Enterprise Solutions Quote

George Hinton stated that Worldwide Enterprise Solutions has done installation work on cameras at the borough park and the municipal complex. We received a quote from them to install and replace cameras in the garage area for fire and ambulance and install cameras in the Borough Garage/Street Department for \$11,898.64.

On motion by Dave Manzo to accept the proposal from Worldwide Enterprise Solutions in the amount of \$11,898.64 and seconded by Mark Crossen. Roll call vote taken. Council agreed unanimously.

OLD BUSINESS

1. Attorney Karasek reported to Council that he processed and mailed the invoice to Rx Holding LP regarding outstanding professional fee bills related to 519 North Broadway dating back to 2022. The envelope was returned as undeliverable, so he will attempt to mail the letter again and report back to Council.

He also searched the records for 332 North Broadway. He found a copy of the document that was filed with the State to have 332 North Broadway be recognized as a limited liability company. We have the same address that the State has on file. The borough might have to hire someone so the property owner can be served the notice of violation. The borough cannot do anything until he is duly served.

2. Wind Gap Volunteer Fire Company Building Update - Attorney Karasek reported that, looking at the file, the agreement between the Borough and the Fire Company to sell the property was:

“The condition of this gift is that if the Fire Company shall a) dissolve or b) becomes defunct, insolvent, bankrupt or c) otherwise ceases operations and is no longer operating as a fire company rendering fire-fighting service to or in the Borough or d) should the real estate become subject to any potential claim of possession, title, ownership or control by any person or entity other than the Fire Company including inter alia a default on any mortgage secured by the Property, then full possession, control, ownership and title of the Property shall automatically revert back to the Borough without further action”. Attorney Karasek stated that none of those conditions have occurred yet. The Fire Company would probably be able to sell the property without answering to the Borough, but this is up to this Council.

On motion by Dave Manzo that the Borough will not enforce the deed and/or the sale restriction that the Fire Company has to give the property back to the Borough and seconded by Patrick Webber.

Upon further discussion, Fire Chief Kukup indicated that If they can sell the building, they can pay off the mortgage loan and one fire truck and begin to use the other money to pay off the other truck.

Motion amended by Steve Bender to include Mr. Manzo’s motion and add that upon the sale of the property the mortgage with Fidelity Bank would get paid off, the ladder truck gets paid off and any additional money goes towards the pumper rescue and seconded by Dave Manzo. Roll call taken. In favor: G. Hinton, D. Manzo, P. Webber, S. Bender, J. Boulette, M. Crossen. Opposed: A. Cortezzo. Motion passed: 6-1.

COMMITTEE REPORTS

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

Dave Manzo reported that the Municipal Authority is going to send a letter to 332 North Broadway regarding shutting off the water to their property.

Junior Council person Olivia Bentley reported that the Pen Argyl High School Mini-thon is scheduled for March 15, 2025. To date, there are 170 kids registered to participate, which is a good number. They made \$36,000 last year and anticipate making more this year.

MAYOR SMITH REPORT

Mayor Smith reported that the Planned Slate Belt meeting was cancelled. He will be in attendance for their next meeting and also for the COG meeting. The COG is back in action looking to get more money into the Slate Belt to help the municipalities. The small shipping container has been approved by the landlord, to be put on the property of the Slate Belt Chamber of Commerce building to allow for storage COG equipment to ease the burden on the municipalities throughout the Slate Belt. They need a copy of the licenses for the new street workers that will be driving the street sweeper so they can be added to the insurance policy. Last night he swore in some fire fighters prior to their meeting.

George Hinton reported that Slate Belt Rising has six \$1,000 scholarships for Pen Argyl and Bangor school district seniors to offset the cost of college or a trade school.


PUBLIC COMMENT

Alex Cortezzo asked George if we have to notify Emergency Management about changing the emergency plan for the Borough since the social hall will be going up for sale and if we have to recover the generator. Louise said the generator was a NORCO grant. Dave Manzo said that we have to find another place for voting. Jason Boulette has concerns related to presidential elections at the municipal complex because we do not have the space for residents to stand in line waiting to vote. Lines at the social hall were consistently two hours long and parking was backed up. George said that we could use the bays for staging.

Jason Boulette said that, in 2017, the Borough gifted the Fire Company \$1.5 million property and one of the restrictions was that the Fire Company would continue to operate as a fire company in Wind Gap. The Borough will not have any leverage once the property is gone. He thinks the residents value and appreciate having a fire company in the Borough. He hopes that Council is not trying to enforce any restrictions regarding the sale of the property that will solve their financial problem. Alex said that we should think about doing a full audit just like we did with the Ambulance Corp when they were in financial distress. Dave Manzo said he did research the ability of the Borough in requesting an audit of the fire company, but they are a private organization. The Borough makes a financial contribution of \$15,000 for their truck fund and the equipment, so that would be the only financials that we can really audit.

ADJOURNMENT

On motion by Dave Manzo to adjourn the meeting of February 18, 2025. Council agreed unanimously. The meeting of February 18, 2025, adjourned at 7:50 p.m.



Louise Firestone, Borough Manager

FEBRUARY 18, 2025 MONTHLY REPORT

STREETS:

Labor hours for 2025 Snow Removal to Date = 168 hrs

Salt purchased for 2024 – 2025 Winter Season

266.62 tons @ \$81.40/ton \$21,702.86

March 5, 2025 – Public Works Safety 8:00 a.m. to 12:00 p.m. (Virtual Training)

All four street workers to participate in this training via Zoom

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.: 12/2/2024 – 1/17/2025 \$1,230.75

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. & S.D. & 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; project-related scheduling project administration, coordination, correspondence & communication provided through the stated billing period.

EMERGENCY MANAGEMENT:

Dave Hess, Emergency Management Coordinator

1/19 and 1/20/25 Advised NCEM of the Snow Emergency start/end times

- 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: 34,506.42 tons (\$1.20 per ton)

January 2025 = \$41,407.70

Actual Funds Received in 2025 = \$96,937.44 (Dec 2024, Jan 2025)

Same Period Comparison to 2024 = \$138,358.94 (Dec 2023, Jan 2024)

WIND GAP AMBULANCE:

128 total calls for January – Wind Gap/Northampton = 76 /Monroe Cty = 19
/Transports = 33

Average Response Time from Dispatch to Responding

Monroe Cty = 1.79 Minutes Northampton Cty = 1.69 Minutes

FIRE COMPANY:

Fire Company provided an outline of their Building/Apparatus – Financial Obligations

29 Calls for the Month of January / 29 Calls for the Year

- 1 ALS
- 2 ALS – QRS
- 3 Assist Agency
- 3 SBRPD
- 1 BLS
- 6 Fire Alarms
- 1 Fire Brush
- 2 Fire Dwelling
- 1 Fire Structure
- 1 Fire Vehicle
- 1 Fire Wire
- 1 Information
- 1 MVA Fire Request
- 1 MVA Injuries
- 2 MVA Unknow Injuries
- 1 Smoke Investigation (Outdoor)
- 1 Tree Down
- 1 Wire (General Problem)
- 2 Wires Down

PARK:

Equipment for the Dugouts / Bleachers / Batting/Pitching Cage are being delivered to the GKEDC contractor via the Borough.

GKEDC hired the Alloy 5 Architecture Firm to design a Large Pavilion in order to secure a Budget Estimate to submit a C2P2 State Grant.

WIND GAP MUNICIPAL AUTHORITY:

Meeting, Wednesday, January 23, 2025

- Seventh Street Sewer Main – Flea Market Grease Trip
- 332 North Broadway Manhole / Sewer Line

PLANNING:

No Planning Commission meeting held in February 2025

ZONING:

Meeting scheduled for Tuesday, March 11, 2025
389 North Broadway – Home Occupation

FINANCIALS: – Balances as of January 31, 2025:

General Funds:	\$188,745.14
Money Market Funds:	\$337,233.05
Capital Reserve Funds:	\$2,577,084.51 (\$551,430.51 – Sale of Borough Properties)
State Liquid Fuels Funds:	Current Balance = \$346,822.35 (Allocation Based on 9.36 miles / Population of 2720)

TAXES:

Number of Real Estate Bills for 2025	1,015
Total Assessment of Wind Gap Borough	\$68,714,100
Total Real Estate Income on 18.0 mills 2025 (If all RE Bills were paid in 2025 on Base Amount)	\$1,236,853.80

Grants:

Grant Close-Out Reports have been completed - Funds have been received from Northampton County

Gas Conversion	\$24,706.28
Paving	\$35,000.00