

**BOROUGH OF WIND GAP  
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Wind Gap Borough Council meeting on Monday, February 2, 2026, 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: Mark Crossen, Jack Rissmiller, Patrick Webber, Dave Manzo, Joseph Romano and Danielle Weaver. Also in attendance were Mayor Heather Webber, Borough Solicitor Ronald Karasek, Borough Engineer Brian Pysher, and Borough Manager Louise Firestone.

**PUBLIC COMMENT**

1. Jason Keenhold congratulated the new Mayor and council members. He expressed concerns about snow removal with the latest snowstorm and his frustration about shoveling the sidewalk on his property only to have a plow come back around and push the snow back. George confirmed that the street workers with the assistance of an outside contractor were going street to street, utilizing a snow thrower attachment on the skidsteer to clear the snow and haul the snow to the municipal property. Unfortunately, snow removal from the sidewalk is the responsibility of the homeowners so George recommends waiting until the end of the storm to remove snow from your sidewalk.

**APPROVAL OF MINUTES**

**On motion** by Dave Manzo to approve the January 20, 2026, minutes and seconded by Patrick Webber. Roll call vote taken. Motion carried unanimously.

**APPROVAL OF EXPENSES**

**On motion** by Joseph Romano to approve the expenses in the amount of \$50,277.49 and seconded by Patrick Webber. Roll call vote taken. Motion carried unanimously.

**SOLICITOR'S REPORT**

Attorney Karasek reported that he drafted the two resolutions on the agenda this evening for adoption, one for the Council seat and the other for the Tax Collector seat.

After the meeting on January 20, 2026, Attorney Karasek contacted Mr. Newton to remind him to have a representative from Ocean State Job Lot sign the Agreement for Conditional Plan Approval and the SALDO waiver form. That item is on the agenda for Council approval.

Attorney Karasek did a final review of the BTS "Wawa" Indemnification Agreement for tonight's meeting.

Also, he did confirm that he has received the Wind Gap Municipal Authority proposed draft ordinances from Attorney DiFelice for sump pumps and grease traps. He will provide his comments upon completion of his review.

## ENGINEER'S REPORT

Brian reported that there are a substantial number of signs missing at the property of CVS and the former Dunkin Donuts according to their land development plan and the associated approved PennDOT traffic signal permitting plan. The borough has a contract with Signal Services to inspect all of our signals to make sure that the required signage is in place, and everything is functioning according to the signal plan. In the case of this property, there are signs missing. He found the recorded agreement that lists the four entities associated with the property and sent them a letter itemizing all the signs that are required and informed them that they must put them back up. The Borough Zoning Officer also sent them a letter regarding the approved land development plan that includes street trees that have been removed/died and have them replaced.

Brian will be doing the survey field work on the municipal complex back parking lot related to the depression that holds water. Unfortunately, due to the weather and piles of snow it is very difficult to do field work this time of year.

Brian reported that he has reached out to Gilmore and Associates again, but he has not received an update on the permitting approvals for the Male Road bridge replacement project. It was Council's intent to advertise this project in either February or March in order to complete the project during the summer months. Brian will send them another letter.

There is a Wawa pre-construction meeting scheduled for tomorrow at the Municipal Complex organized by the Northampton County Conservation District which includes representatives of the developer BTS.

## NEW BUSINESS

1. Enactment of Resolution 2026-01 – Resolution to fill the vacancy on Borough Council – Dave Manzo

**On motion** by Patrick Webber to enact Resolution 2026-01 – Dave Manzo will fill the vacant seat on Council with a term expiring December 31, 2027, and seconded by Joseph Romano. Roll call vote taken. In favor: J. Rissmiller, J. Romano, D. Weaver, P. Webber, M. Crossen, G. Hinton. Abstained: D. Manzo. Motion carried with a vote of 6 – 0 – 1.

2. Enactment of Resolution 2026-02 – Resolution to fill the vacancy in the Elected Office of the Tax Collector.

**On motion** by Patrick Webber to enact Resolution 2026-02 appointing Borough resident Irene Matlock to fill the Tax Collector vacant seat with a term expiring December 31, 2027, and seconded by Danielle Weaver. Roll call vote taken. Motion carried unanimously.

## OLD BUSINESS

1. Ocean State Job Lot Land Development Plan Conditional Preliminary and Final Plan Approval

**On motion** by Dave Manzo to approve the Conditional Preliminary and Final Plan for the Ocean State Job Lot land development plan and seconded by Jack Rissmiller. Roll call vote taken. Motion carried unanimously.

2. Approval to Execute Indemnification Agreement Between the Borough of Wind Gap and BTS Wind Gap, LLC "Wawa Land Development Plan"

**On motion** Dave Manzo to move forward and execute the Indemnification Agreement between the Borough of Wind Gap and BTS Wind Gap, LLC "Wawa Land Development Plan" and seconded by Danielle Weaver.

**Motion was amended** by Dave Manzo to include the language that all necessary permits required for Wawa to move forward with their land development project be secured and seconded by Dainelle Weaver. Roll call vote taken. Motion carried unanimously.

A discussion occurred regarding communication with developers in future land development submissions related to not only communication with the applicant from the borough office, officials and professionals, but the Wind Gap Municipal Authority officials and professionals, and outside agencies so that all entities are involved in the process thus eliminating the possibility of overlooking procedures and proper permitting.

3. Tax Collector Office Update – Discussion of Audit - Estimate \$2,500 for 2025

George Hinton reported that he has been working on renovating the back conference room into a tax collector office. He also reported that with the assistance of Louise, Debra and Irene, the property taxes were mailed to the residents. Louise continues to work on the tax collector bond, opening a new tax collector bank account and other items pertaining to the successful transition to the new tax collector. A drop box will be purchased and placed outside the west side glass door for residents to securely drop their tax payments. Currently, Irene Matlock has established that her work hours are Monday and Wednesday from 1:00 p.m. to 4:00 p.m. Louise spoke with the borough auditor; they have no issue doing an audit of the previous tax collector and provided an estimate to do the audit. The Pen Argyl Area School District does an audit on the municipal tax collectors on a regular basis.

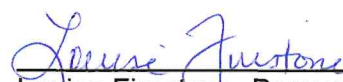
**On motion** by Patrick Webber to schedule an audit on the Borough’s previous Tax Collector, Patricia Sutter, at a cost of \$2,500 and seconded by Dave Manzo. Roll call vote taken. Motion carried unanimously.

**PUBLIC COMMENT**

1. Jason Keenhold asked if the borough will receive tax revenue and how much will be received from Wawa once it is completely built. Louise explained that the land and building will be re-assessed by Northampton County once the property is fully developed and the borough will be notified of the increase in assessment. If borough residents become employees of Wawa, the borough will also receive earned income tax from those employees.

2. Danielle Weaver said that during the last large snowstorm, it became known that South Lehigh is now a snow emergency route. She knows that there is an ordinance, but she is not sure if all of the residents on South Lehigh are aware of that ordinance. She reported that Slate Belt Regional Police Officers were knocking on doors asking residents to move their cars off the snow emergency route. Danielle asked if the borough could communicate this to our residents? There is no signage present. Louise said that the ordinance was enacted in 2021 and when it was enacted, we included it in the next newsletter that is mailed to all residential properties in the borough, and a copy was posted on our website.

**On motion** by Dave Manzo to adjourn the meeting of February 2, 2026. Council agreed unanimously. The meeting of February 2, 2026, adjourned at 8:00 p.m.

  
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Louise Firestone, Borough Manager