

**BOROUGH OF WIND GAP
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Wind Gap Borough Council on Tuesday, February 21, 2023, was called to order at 7:00 p.m. by Council Vice President Dave Manzo, at which time he reminded those present that the meeting was being recorded. In attendance were Council members Dave Hess, Steve Bender, and Alex Cortezzo. Councilman George Hinton participated via telephone. Also, in attendance were Mayor Wesley J. Smith, Borough Solicitor Ronald Karasek, Borough Engineer Brian Pysker, and Borough Manager Louise Firestone. Absent were Councilmen Jeff Yob and Patrick Webber.

PUBLIC COMMENT

1. Adrienne Fors and Eric Oehling from Waste Management came before Council to explain GCS's (Grand Central Sanitation) proposal to construct an approximately 92,000 square foot Materials Recovery Facility (MRF). The proposed facility will be located on the property next to the current Grand Central office building. GCS is seeking to subdivide the current one lot property into two lots to construct the building which will consist of 150' x 200' tipping floor where trucks offload incoming recyclables within the confines of the building, an approximate 200' x 250' processing area to segregate and load-out the recyclables, an approximate 4,000 square foot open space which will be used as a conference room, employee safety meeting and general meeting area for visitors and the remainder of the building will be utility rooms, administrative offices, and employee facilities. The plan has been resubmitted to Plainfield Township and it will be on the agenda for the Plainfield Township Planning Commission meeting scheduled for March 20, 2023. They have submitted the required permitting to DEP and their application is currently under review.

Additional information regarding the MRF can be found at: <https://youtu.be/nxgUzzqahvQ>

2. Patricia Sutter expressed her disappointment stemming from a discussion with Councilman Dave Manzo following a previous public meeting. She believes that Mr. Manzo owes her an apology.

3. Brett Riker, Wind Gap Fire Company, requested a status update on their grant funds for the purchase of the ladder truck. Louise Firestone said that the grant application approved for funding was contingent on the fact that the Fire Company spend the money before it is reimbursed. She has a copy of the \$95,000 downpayment cancelled check for the truck, but does not know if other funds have been expended. She has a call into the grant's administrator to find out if there is any way, since she does not know what financing was done on the Fire Company's end, to say the lump sum of \$400,000 was put down as a down payment. Brett said he will look into this and try to get the additional documentation to the office. He expressed his desire to have open lines of communication with the Borough.

- 4, Richard Smith had questions for the Fire Company not for Council.

APPROVAL OF MINUTES

On motion by Steve Bender to approve the February 6, 2023, minutes and seconded by George Hinton. Roll call vote taken. Council agreed unanimously.

In favor: S. Bender, G. Hinton, D. Manzo. Abstained: A. Cortezzo, D. Hess. Motion carried: 3 – 0 – 2

NEW BUSINESS

1. Accept Resignation of Street Worker – Jeff Stanley

On motion by Steve Bender to accept, with regret, the resignation of Street Worker, Jeff Stanley and seconded by George Hinton. Roll call vote taken. Council agreed unanimously.

2. Approval to Advertise for Full-time Street Worker

On motion by George Hinton to approve the advertisement for a full-time street worker and seconded by Steve Bender. Roll call vote taken. Council agreed unanimously.

3. Lehigh Valley Transportation Study – Transportation Needs Assessment (TNA) Meeting Thursday, March 2, at 3:30 at the Pen Argyl Municipal Building. - Louise Firestone informed Council of this meeting and the opportunity to discuss the concerns that the municipalities have with the growing warehouses and specifically Wind Gap's transportation needs.

4. Constitution Avenue Project – Borough/Wind Gap Municipal Authority - Dave Manzo reported that the Municipality Authority is looking to replace the pipe on Constitution Avenue. Brian Pysher stated said that he will send an email to Tom Duffy laying out what our questions are regarding the project. If the Authority's project is on their short project list, we certainly need to coordinate it. Brian will communicate with the Authority and provide an update as to when their project will be scheduled happen.

OLD BUSINESS

1. Slate Belt Regional Police Department Lease Update – Dave Hess reported that this has been dragging on and we are still at a stalemate on agreeing to a lease, particularly the cost and increases every year. Plainfield Township is requesting that the rent increases every year. The rent increase has been going back and forth between 2% to 3% every year. The discussions with Pen Argyl's Police Commission representatives, George and himself are adamant that Pen Argyl and Wind Gap do not want any increases, but we are okay with paying a set price per square foot. Pen Argyl and Wind Gap have been asking Plainfield Township to justify the need for an increase in rent every year with no response or explanation. Since this is ongoing, it was decided at the last meeting to explore other options for a building to house the Police Department.

ZONING OFFICER'S REPORT

1. Discussion – Fire at 208 Delaware Avenue – Suzanne Borzak reported that she has the upmost respect for Fire, Ambulance and EMS. Following the fire at 208 Delaware Avenue, she had to condemn the building since there was no electric to the house after the fire was extinguished. The family was allowed to return to the house, they just could not live there. She does not know who was in charge at the fire scene, but her recommendation is when the power is turned off, the water should also be shut-off along with any other utilities to the structure. Dave Hess added that there was a significant amount of damage done to the house with all the utilities not being shut off.

2. Discussion – Zoning Ordinance / Billboards - Suzanne Borzak reported that she drafted a proposed ordinance to change the sign ordinance to allow off premise signs and regulate them. She is looking for permission to forward that draft ordinance to the Planning Commission for their review and recommendations.

On motion by George Hinton to forward the proposed billboard ordinance to the Planning Commission and seconded by Alex Cortezzo. Roll call vote taken. Council agreed unanimously.

COMMITTEE REPORTS

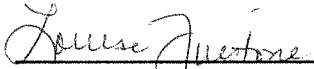
Alex Cortezzo stated that after reviewing the monthly committee report, there is no information for the month from the Fire Company or EMS. He would like to have something from the EMS Director and Fire Chief. He agreed that the communication must improve between both of the those organizations and the Borough.

MAYOR SMITH REPORT

Mayor Smith reported that there was no meeting last month due to the weather. He will be attending the next meeting which is scheduled for tomorrow evening, February 22, 2023.

ADJOURNMENT

On motion by George Hinton to adjourn the meeting of February 21, 2023. Council agreed unanimously. The meeting of February 21, 2023, adjourned at 7:29 p.m.



Louise Firestone, Borough Manager

FEBRUARY 21, 2023 MONTHLY REPORT

STREETS:

JD Backhoe 500 hour service completed
All vehicles / tools serviced
Trimmed tree limbs throughout the borough – streets and alleys
Replaced damage/missing signs throughout the borough

PA One Call system is fully functional. Rich and Kyle have access on computer in Street Leader's office and on their cellular phones.

To date NO Road Salt has been ordered for Winter 2022-23.
The borough is required to purchase a minimum of 240 tons @ \$72.44/ton

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

POLICE:

January 2023 – Violations – 8 total

▪ Inspections - 7	\$70.00
▪ Registration - 1	<u>\$10.00</u>
	\$80.00

Slate Belt Regional Police Dept Lease Agreement with Plainfield Township - Commission has appointed a committee to explore the feasibility of a police station (monthly rental fee vs monthly mortgage payment, grant funding available, etc.) or the continuation of a lease agreement to rent space from Plainfield Township which includes remaining at the commitment of paying of 70% of utilities for Plainfield building plus an annual % increase based on the Consumer Price Index (CPI)

On January 26, SBRPD received its new Accreditation certificate after a unanimous vote from the PLEAC board to award reaccreditation.

The Department's annual financial audit has been completed for 2022.

January Monthly Calls for Service – 430 Police Activities

Wind Gap – 124 Pen Argyl – 144 Plainfield Township – 162

EMERGENCY MANAGEMENT:

Still To Be Ordered - New Hand-Held Radio

WASTE MANAGEMENT:

Dec 2022 Tipping Fees = \$60,354.70

Jan 2023 Tipping Fees = \$63,467.05

Recycling Art Contest sponsored by WM for Pen Argyl Area School District and Bangor School District – deadline to submit March 20, 2023 at 12:00 p.m.

PARK:

Meeting held on Monday, February 13, 2023.

Attendees: Craig Bachik, Navarro & Wright Consulting Engineers, B. Pysher, R. Fox, L. Firestone.

Discussion regarding the trail connection from the east side of the lower park property to the west side below the basketball/tennis/pickleball courts.

Mr. Bachik to design the path, the location of the rain gardens, and the swale to gather the water run-off from upper tier of the park down to the creek.

Boy Scout Trail to Town Camporee:

2023 Dates = June 16, 17, 18, 2023

Meeting held on Monday, February 13 - Troop Leader Joe Kondisko & Minsi Trails Council, Northampton District Representatives.

The three-day camping event has secured Fidelity Bank's Ice Cream truck, Dunkin Community Cruiser (free coffee/ice coffee) and PT Reptiles

NEXT Meeting Monday, April 3, 2023

WIND GAP MUNICIPAL AUTHORITY:

1/25/2023 Meeting:

- CRG Warehouse development project extends beyond the boundary of Wind Gap Municipal Authority's Sewage Service Area. Sewage Service Areas can only be modified through Act 537 Planning which is a municipal program administered by DEP. Since the project resides within two municipalities, the developer will need to coordinate with both Plainfield Township and Wind Gap Borough to request a revision of the Sewage Service Area
- CRG/Bohler Engineering could potentially propose that each building on the property have their own pump station which would be private. WGMA is opposed to owning anymore pump stations. Unfortunately, if the pump stations are built as part of the development, DEP typically requires that the authority owns the pump station not the property owner/developer.
- RPM – during discussions related to CRG development it was noted that RPM is not connected to any sewer treatment facility – sewer discharge destination unknown.

- Paul Levits, Plainfield Township Supervisor, was appointed by Plainfield Township as a liaison to both the Wind Gap Municipal Authority and the Pen Argyl Municipal Authority.

PLANNING:

WIND GAP:

Thursday, February 2, 2023

CRG Services Management LLC

The overall project is the construction of industrial warehouses in Plainfield Township where a portion of an access road – Industrial Drive – is to be constructed in Wind Gap. Improvements in the Borough will consist of 3,600 feet of various size stormwater pipes, stormwater inlets, manholes and end walls, stormwater pipes, water main, retaining walls, 1950 lineal feet of a forty foot (40) wide road and right-of-way grading. No buildings are proposed in the Borough.

The applicant requested this development be put on the Feb 2 Planning Commission agenda to gather input from the Planning Commission as to the on-street parking issue along North Broadway – south of the proposed road.

PennDOT will not agree to a Left-Turning Lane if on-street parking is permitted in front of 502 / 516 N Broadway.

Cosmos Development Ltd.

Land development plan for a Proposed Fourteen (14) Unit Two (2) Story Low-Rise Resident Dwelling at 29 Mechanic Street.

No new filings, no one on behalf of the Applicant appeared to discuss this plan.

PLAINFIELD TOWNSHIP:

Monday, February 20, 2023 at 7:00 p.m.

CRG Services Management LLC – 905 W. Pennsylvania Avenue

Application Expires: March 31, 2023

Extension provided by May 31, 2023; action needed to accept Special Meeting still being recommended, but no date provided.

ZONING:

Plainfield Township Zoning Officer Sharon Pletchan has resigned.

PLAINFIELD TOWNSHIP:

Wednesday, February 22, 2023 6:30 p.m.

RPM Metals (George Miller) – 701 North Broadway

Accessory Use of an area for the purpose of parking and commercial outdoor storage associated with current principal use of the property “Recycling Processing Facility” – EXPIRES – March 31, 2023 (extensions have already been granted)

OFFICE/BUILDING:

Working on parking lot configurations in order to bid out the project
Project funded partially through the 2021 Grow NORCO Round 2 = \$35,000

UGI gas lines have been installed. Additional engineering required to hook inside buildings.

Copier and printer transferred to Street Leader's office

FINANCIALS: – Balances as of January 31, 2023:

General Funds:	\$155,288.45
Money Market Funds:	\$329,734.75
Capital Reserve Funds:	\$1,761,897.94 (\$665,104.39 – Sale of Borough Properties)
State Liquid Fuels Funds:	Current Balance = \$154,980.11 (Allocation Based on 9.36 miles / Population of 2720)

SLATE BELT RISING:

Steering Committee Meetings have been re-scheduled to the second Thursday of every month at 9:00 a.m. via Zoom.

SLATE BELT COUNCIL OF GOVERNMENT (SBCOG):

Friday, March 24 – One Day Training Session for QUES 550 Camera System
A rental fee will be charged to rent the system

MISCELLANEOUS:

2022 Borough Audit on-site completed Wednesday, Feb 1 and Thursday, Feb 2, 2023
Worker's Comp Audit Completed for 6/26/2021 – 6/26/2022
Total Premium Adjustment = \$3,366.00

Cable TV Franchise Fee: (5% of Basic Revenue)

Service Electric	<u>2022 = \$15,500.13</u>	(\$310,002.48 Receipts x 5%)
	2021 = \$16,124.21	3.9% LESS
RCN	<u>2022 = \$25,233.27</u>	(\$504,665.40 Receipts x 5%)
	2021 = \$26,895.69	6.2% LESS

PARK Walkthrough – Conducted 2/15/2023

BUILDINGS:

- Bandshell – shingles on roof need replaced
- Gazebo – Shaker Shingles are rotted – replace and/or remove structure

- Large Shed – needs painted

COMMUNITY GARDEN:

- Proposed additional one row east expansion
- Build raised vegetable beds
- Additional mulch
- PA American Water to install a water line from S Lehigh – water spigot/fountain

COURTS

- Pickleball nets ordered and received
- Lighting for the pickleball courts – potential GKEDC grant application
- Fence between the pickleball courts – awaiting quote
- Seal basketball courts – Getting quote from SealMaster for paint
Labor to be discussed
- Replace basketball pole cushions – 6

BALLFIELDS

- Babe Ruth field – fence by third base dugout – pole removed needs replaced
Dugouts – discussions to be held with Green & White Baseball

- Girls Softball fields – fence along South Lehigh needs replaced
Benches/Dugouts – benches are warped

- Little League field – third base line bleachers have been removed.
Safety concern with the base concrete blocks and poles stabilizing the structure
This area has been cleared to allow the cross section of the east/west trail connection to be installed

DRAINAGE ISSUES

- Upper Parking Lot – had discussions with Brian – need to formulate a plan to alleviate the water issue prior to resurfacing the lot

TRAIL

- Arborvitae trees have been planted on upper tier along the neighbor’s property line and the paved trail. Northern Nurseries to be contacted regarding the health of the trees.