

**BOROUGH OF WIND GAP
545 East West Street
WIND GAP, PA 18091
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Wind Gap Borough Council meeting on Tuesday, January 20, 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, Joseph Romano, Danielle Weaver, and Patrick Webber. Also in attendance were Mayor Heather Webber, Borough Solicitor Ronald Karasek, Borough Engineer Brian Pysner, and Borough Manager Louise Firestone.

PUBLIC COMMENT

1. Adrienne Fors, Community & Municipal Relations Manager Waste Management, welcomed the new council members. Ms. Fors provided her annual yearly review of Grand Central Landfill projects. In February a mailer will be sent to the Wind Gap residents recapping the year 2025 including the tipping fees paid to the borough. Based on a rate of \$1.20 per ton for garbage that is received at the landfill, the total amount of the tipping fees paid to Wind Gap was \$615,777.00. She understands that in the past, the funds received by the borough offset major projects that were not included in the general budget. The landfill tonnage has dropped down to 1,650 tons a day and will continue to drop down as we progress towards the expansion effort. The reduction in tonnage allows the landfill to prolong air space in an effort continue operating while going through the local Plainfield Township approval process and then through the State DEP process. As a result of the reduction of tonnage, the landfill will not be taking any long-haul trucks in order to conserve space for their local customers. They are getting ready to cap about ten acres for the year, and that will be in cell 19, working on upgrades to the wastewater treatment plant starting in March with completion projected by the end of the year. WM sponsored a blood drive last week; thank you to those who came out to donate. Ms. Fors invited the new council members to join her for a landfill and recycling facility tour. Public tours are available throughout the year.

APPROVAL OF MINUTES

On motion by Patrick Webber to approve the minutes of January 5, 2026, and seconded by Danielle Weaver. Roll call vote taken. Motion carried unanimously.

NEW BUSINESS

1. Appointment to Fill Council Vacancy Seat

On motion by Joseph Romano to appoint Dave Manzo to fill the vacant Council seat with the term expiring December 31, 2027, and seconded by Patrick Webber. Roll call vote taken. Motion carried unanimously.

Mayor Heather Webber administered the Oath of Office to Councilman Dave Manzo.

2. Appointment to Fill Tax Collector Vacancy

On motion by Patrick Webber to appoint Wind Gap Borough resident, Irene Matlock, 55 East Fifth Street, to fill the vacant Tax Collector position with the term expiring December 31, 2027, on the condition that she becomes fully bonded and seconded by Jack Rissmiller. Roll call vote taken. Motion carried unanimously.

Mayor Heather Webber administered the Oath of Office to Tax Collector Irene Matlock.

3. Wawa Indemnification Agreement – Thomas Schlegel, Attorney from Fitzpatrick Lentz and Bubba reported that he received the Wawa Indemnification Agreement to commence sitework. The NDES permit for the project is in place. This is an agreement between the applicant and the borough. George Hinton said that the applicant does not have permits from the Wind Gap Municipal Authority or PennDOT. Attorney Schlegel said they have their NPDES permit and they can begin earth disturbance on the site. If they did not have that, he would not be here asking for this agreement to be approved and executed. Attorney Karasek added that prior discussions with Council, they had requested the scope of work and the time schedule and that information was provided by the developer to Brian Pysher. The Indemnification Agreement does indicate that it is for demolition of existing buildings and sheds as part of the site work. They also agreed to post the full letter of credit for this project. The borough has paid invoices related to the project for our professionals: attorney, engineers, traffic engineers and that outstanding balance which was recently billed to the developer is roughly \$19,000. The proposed escrow deposit amount was suggested to be \$15,000, but it would need to be more to cover the expenses. Attorney Schlegel has confirmed with his client that the outstanding invoice will be paid in full. Attorney Karasek reiterated that they cannot perform any work to the site that is tied to the PennDOT HOP.

George Hinton continued to express his concern on the impact that the additional traffic and new traffic pattern, which now includes three northbound lanes, will have on the safety of the intersection. However, he did reiterate that he is in favor of the Wawa development for Wind Gap.

On motion by Dave Manzo to table the Wawa Indemnification Agreement Approval until after Council has adequate time to review the Indemnification Agreement and to be provided any environmental permits related to the site and seconded by Danielle Weaver. Roll call taken. Motion carried unanimously.

4. Wawa Application for Public Fire Hydrant Service between Wind Gap Borough and PA American Water Hydrant #1 – Located on the Southwestern Corner of the Intersection of North Broadway (S.R. 512) and Park Avenue Approximately 80 feet South of 108 North Broadway

On motion by Patrick Webber to sign the Public Fire Hydrant Service application and seconded by Dave Manzo. Roll call taken. Council agreed unanimously.

5. Ocean State Job Lot – Land Development Plan - George Hinton reported that Ocean State Job Lot was in front of the Planning Commission with a plan to renovate a portion of the old K-Mart building in between the Ocean State Job Lot business on one side of the building and Tractor Supply on the other side. OSJ has a potential tenant for the center part of the building. In order to rent this portion of the building they need to add another 20' x 20' loading dock at the rear of the building, relocating the water line in the rear of the building and redoing the ADA parking spaces in front of the building. OSJ complied with the review letter items Brian

Pysher had outlined and the additional requests from the Planning Commission. As part of the project, the owner will contribute to the park fund. George asked if the loading dock was in or above ground. He was informed that it is in-ground. George cautioned that the building is built on top of wetlands. Mr. Newton replied that he is aware of the land as they had to obtain DEP permits when the building was originally built. The developer is aware that if they run into water issues, they will have to put in other drains in that area.

Brian said that the only clarification about the landscape is in comment 16. In reviewing the minutes, the condition was that they would be landscaped. Mr. Newton said that the trees will remain and they will be adding additional plantings. George Hinton said that the only thing the Planning Commission asked for was to make sure the trees and shrubbery remain and be replaced when needed. The handicapped parking was redesigned. Mr. Newton said they were redesigned to meet the ADA requirements.

A. SALDO Section 305 – Preliminary Plan and 402 – Final Plan. Due to the minor nature of this proposal, the request was to review the plan as both a preliminary and final land development plan.

On motion by Patrick Webber to approve SALDO Section 305 Preliminary Plan and 402 – Final Plan and seconded by Dave Manzo. Roll call taken. Motion carried unanimously.

B. SALDO Section 402.A.4 - Drafting Standards. The ordinance requires a sheet size of 24 inches by 36 inches. However, it was proposed to use a larger sheet size of 30 inches by 42 inches. However, it was proposed to use larger sheet size of 30 inches so the plan could accurately reflect the proposed changes to the overall original site.

On motion by Patrick Webber to approve SALDO Section 402.A.4 Drafting Standards and seconded by Danielle Weaver. Roll call taken. Motion carried unanimously.

C. SALDO Section 402.C.4.a-d-Existing Features require that existing features within two hundred (200') feet of the site be shown. However, and since all the proposed construction will be performed well within the original site this waiver was recommended.

On motion by Patrick Webber to approve SALDO Section 402.C.4.a-d – Existing Features and seconded by Joseph Romano. Roll call taken. Motion carried unanimously.

D. SALDO Section 506.G.7-Design Standards require that stormwater piping be fifteen (15") inches in diameter. The Applicant proposes to use twelve (12") inch diameter PVC pipe to collect storm water from the roof drains and trench drain and convey it through the retaining wall system. Further, the Applicant indicated that there will be drainage calculations provided to support that this piping will be adequate for the drainage.

On motion by Patrick Webber to SALDO Section 506.G.7 - Design Standards and seconded by Jack Rissmiller. Roll call taken. Motion carried unanimously.

E. SALDO Section 514.E.3 -5 requires landscaping and screening of off-street parking areas. There is no change proposed to the existing parking lot (except to bring ADA parking spaces up to current standards). This waiver was recommended by the commission on a unanimous vote of 4-0 **on the condition** that the island in front of the store will be screened and landscaped.

On motion by Patrick Webber to approve SALDO Section 514.E.3 -5 and seconded by Dave Manzo. Roll call taken. Motion carried unanimously.

F. SALDO Section 517 required the dedication of park and open space land. The applicant requests that this SALDO section be waived. This waiver was recommended by the commission on a unanimous vote of 4-0 **on the condition** that the applicant pays a recreation fee in lieu of \$2,500.

On motion by Patrick Webber to approve SALDO Section 517 and seconded by Dave Manzo. Roll call taken. Motion carried unanimously.

G. SALDO Section 609 requires a Development Agreement along with the Quantity and Cost Estimate. Since no public improvements are being proposed, the Planning Commission on a vote of 4-0 recommended the waiver be approved.

On motion by Patrick Webber to approve SALDO Section 609 and seconded by Jack Rissmiller. Roll call taken. Motion carried unanimously.

On motion by Patrick Webber to grant Conditional Preliminary / Final Plan Approval for the Ocean State Land Development Plan and seconded by Dave Manzo.

After further discussion, the applicant's engineer disclosed that he did not have the authority to sign the SALDO Waiver Request form. Attorney Karasek advised that Borough Council take no further action at tonight's meeting.

On the recommendation of the Borough Solicitor the **Motion** was rescinded by Patrick Webber.

This plan will be added to the February 2, 2026 council meeting agenda.

7. BG Social Learning Center – 111 North Broadway was listed as a shelter prior to it being sold. The Borough received a letter from the Attorney representing the new owners requesting that the designation of shelter status be removed.

On motion by Joe Romano to contact Northampton County and have the property at 111 North Broadway, Wind Gap be removed from the list of shelters and seconded by Jack Rissmiller. Roll call taken. Motion carried unanimously.

8. Municipal Building Tax Collector Office / Renovations – George Hinton said that we would like to renovate space at the Municipal Complex for our newly elected Tax Collector's office. He would like to get estimates from several contractors.

On motion by Mark Crossen to entertain the possibility of putting an office in the Municipal Complex and gather estimates for these renovations and seconded by Parick Webber. Roll call taken. Motion carried unanimously.

OLD BUSINESS

There was no old business to discuss at this time.

COMMITTEE REPORTS

Mayor Webber and Council were provided a monthly written report. Borough Manager, Louise Firestone provided an update on grant award funding for the proposed park pavilion in partnership with Green Knight Economic Development Corporation. The original cost estimate for the pavilion was \$654,863.00 The project has been awarded two State grants, one through

PA DCED in the amount of \$130,000 and one through the Department of Conservation and Natural Resources in the amount of \$250,000. Two additional grants were applied for through the Local Share Assessment (LSA – Gaming Grants), but these grant awards have not been announced yet.

MAYOR WEBBER REPORT

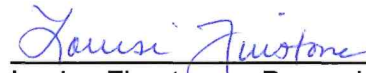
Mayor Webber reported that the Slate Belt Regional Police Commission meeting scheduled for Tuesday, January 6, 2026 was cancelled. A meeting was held on Thursday, January 15, 2026, unfortunately she was unable to attend. The Mayor will be attending the COG meeting scheduled for the end of the month.

PUBLIC COMMENT

No public comments were heard at this time.

ADJOURNMENT

On motion by Dave Manzo to adjourn the meeting of January 20, 2026. Council agreed unanimously. The meeting of January 20, 2026, adjourned at 8:21 p.m.



Louise Firestone – Borough Manager

JANUARY 20, 2026 MONTHLY REPORT

STREETS:

SALT:

Ordered: 12/29/2025 Delivered: 1/12/2026
113.57 tons @ \$85.06/ton = \$9,660.26
Ordered: 1/7/2026 Delivered: 1/19/2026
109.59 tons @ \$85.06/ton = \$9,321.73

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.: 12/1/25 – 12/31/2025 \$893.50
RCJ communication with G&A staff re: in progress PA DEP GP-11 permit & required permit documentation, exhibits, etc; in progress prep of project plans & specs by RCJ; CAD drafting & detailing by SSK; communication with B. Pysher, Borough Engineer re: timeline & project-related docs, bid docs, bid docs, etc.; project administration, coordination, communication & correspondence.

Gilmore & Associates Original Agreement	\$156,800.00
Spent to Date	<u>\$ 63,332.73</u>
Remaining Balance	<u>\$ 93,467.27</u>

POLICE:

2026 Police Commission Meeting Schedule Approved:
First Tuesday / Third Thursday of each month at 5:00 p.m.

Jan / Feb / March / April	Pen Argyl Borough Municipal Building
May / June / July / August	Wind Gap Borough Municipal Building
Sept / Oct / Nov / Dec	Plainfield Township Municipal Building

Monthly Calls for Service – December 2025	Total Calls = 722
Wind Gap – 197 Pen Argyl – 125	Plainfield – 400

Officers investigated 15 criminal offenses and made 11 criminal arrests in Dec. 2025

On Monday, January 19, 2026, three (3) Accreditation Assessors will be the Police Station to conduct the on-site inspection for reaccreditation. This will mark a full seven (7) years of Accreditation compliance with the Pennsylvania Law Enforcement Accreditation Commission.

2025 K9 Year End Report:

- 32 Performed Deployments
- 36 Deployment Requests
- 27 Detection Deployments
- 5 Patrol Deployments
- Zorro was responsible for 22 Arrests

July 2025 – Zorro and Officer Lowe were requested to assist the Attorney General’s Narcotics Unit with the execution of a search warrant. As a result, Zorro was requested to sniff a vehicle on the property and he did indicate to the odor of drugs within the vehicle. Through further investigation agents located Cocaine, US currency and 2 illegal handguns. Zorro was recognized in the National Magazine for this deployment.

Zorro and Officer Lowe performed demonstrations for the public at the Slate Belt Regional Police Department National Night Out, SBRPD Junior Police Academy, First United Methodist Church Backpack Event, Nazareth National Night Out, Lehigh National Night Out, 2 days of demonstrations for CIT’s Public Safety Classes.

EMERGENCY MANAGEMENT: Dave Hess, Emergency Management Coordinator

- REMINDER: All Elected Officials should complete NIMS IS-700 and ICS-100.

2025 Hazard Mitigation Plan Annual Review
Virtual Meeting – Thursday, December 11, 2025

WASTE MANAGEMENT:

Actual Funds Received in 2025 = \$621,841.18

FIRE COMPANY:

21 Calls for the Month of December 2025

- 1 Wind Gap - Assist
- 1 Bushkill Township - Assist
- 4 Fire Alarms
- 1 Fire Commercial Structure
- 4 Fire Dwelling
- 1 Fire Vehicle
- 3 Information

- 1 Motor Vehicle Accident Fire Request
- 2 Motor Vehicle Accident Injuries
- 1 Motor Vehicle Accident Unknown Injuries
- 2 Wires Down

PARK:

Large Park Pavilion – Grant Awards
 Cost Estimate from Alloy5 – March 28, 2025 = **\$654,863.00**
 GRANT Awards:
 PA DCNR \$250,000.00
 PA DCED \$130,000.00

WIND GAP MUNICIPAL AUTHORITY:

Meeting, Wednesday, December 17, 2025
 2026 Benefit Review
 Finalized 2026 Budget
 201 Alpha Road – Discussion – possible warehouse at old Converter Accessory bldg.
 Two DRAFT Ordinances (Business Grease Traps / Sump Pumps) - In Progress

PLANNING:

Pete Albanese – 32 East Fourth Street held on Thursday, January 15, 2026

ZONING:

No Zoning Hearing Board meeting was held in January 2026

FINANCIALS: – Balances as of December 31, 2025:

General Funds: \$95,937.68

Money Market Funds: \$591,073.74

Capital Reserve Funds: \$2,889,954.41
 (142,587.13 – Sale of Borough Properties)

State Liquid Fuels Funds: Current Balance = \$444,462.87
 (Allocation Based on 9.36 miles /
 Population of 2720)

Tax Free Municipal Free Mortgage for 545 East West Street, Municipal Complex

The Mortgage payment will change starting on January 20, 2026 from:
 \$15,163.91 / month TO: \$14,970.15 / month
 Rate = 5.5300% TO: 5.3325%

PLAN SLATE BELT – Multi-Municipal Comprehensive Plan:

Meeting, Thursday, January 8, 2026

Agreement to Pay Municipal Contributions towards the Cost of the Plan Slate Belt Multi-Municipal Comprehensive Plan Implementation Project – fully executed.

Hailstone Economic scope of work and project budget is \$176,800 with a projected project schedule of January 1, 2026 to June 30, 2027. The Plan Slate Belt communities were awarded Grow NORCO funding in the amount of \$75,000 toward paying consultant invoices prior to making individual municipal contributions, reducing the total municipal contribution amount to \$101,800.

Wind Gap Borough’s amount based on population = \$14,452.07

Nov. 30, 2026 = \$3,613.02

Feb. 28, 2027 = \$3,613.02

April 30, 2027 = \$3,613.01

June 30, 2027 = \$3,613.01

The Slate Belt Multi-Municipal Comprehensive Plan Intermunicipal Cooperative Implementation Agreement was fully executed. Slate Belt municipal participants:

Bangor Borough, East Bangor Borough, Roseto Borough, Pen Argyl Borough,
Portland Borough, Wind Gap Borough, Washington Township

SLATE BELT RISING:

Director Brian Fenstermaker resigned to become the new Pen Argyl Borough Manager.

MISCELLANEOUS:

2025 Borough Audit is scheduled to begin the week of January 26, 2026

Northampton County Zoom Grant Workshop

Wednesday, February 18, 2026 – 10:00 a.m. – 11:30 a.m.

(CDBG, Hotel Tax for Tourism, Grow NORCO, Public Safety)