

**BOROUGH OF WIND GAP
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WIND GAP, PA 18091
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Wind Gap Borough Council meeting on Tuesday, January 21, 2025, was called to order at 7:04 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, Dave Manzo, Patrick Webber, 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 Steve Bender.

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 January 6, 2025, minutes and seconded by Patrick Webber. Roll call vote taken. Council agreed unanimously.

NEW BUSINESS

1. Resolution 2025-01 – Adoption Lehigh Valley 2024 Hazard Mitigation Plan

On motion by Alex Cortezzo to Accept and Adopt Resolution 2025-01 – Adoption of Lehigh Valley 2024 Hazard Mitigation Plan and seconded by Dave Manzo. Roll call vote taken. Motion carried unanimously.

2. Rx Holdings LLP – 519 North Broadway – Outstanding Invoice No. 4957 - \$4,522.58 Dated 12/30/2022 Request for Collection and Possible Filing of Lien

On motion by Dave Manzo to authorize Attorney Karasek to send a collection letter to Rx Holdings LLP on behalf of the Borough for Invoice No. 4957. If Invoice No. 4957 is not paid, a Lien will be attached to the property and the debt will be paid if or when the property transfers owners and seconded by Jason Boulette. Roll call vote taken. Motion carried unanimously.

3. Verizon Cell Tower – Lease Rental Agreement – Rent

Louise Firestone reported that the Borough has not received payment from Verizon as stated in the rental agreement. Attorney Kate Durso was in attendance regarding another matter on the agenda. However, Attorney Durso is familiar with Verizon and offered to contact the site acquisition office regarding payment to the Borough. This topic will be tabled pending further contact with Verizon Wireless.

4. BTS Commercial Real Estate. LLC – Wawa Development Plan
Preliminary and Final Plan
Recommendation\ Grant of SALDO Waiver Requests

Prior to acting on the Wawa Development Plan / Preliminary and Final Plan and SALDO Waiver Requests, clarification was made regarding this item on the agenda. Attorney Karasek explained that the developer attended the December 19, 2024, Planning Commission Meeting. The Wawa Land Development Plan was divided into two (2) plans with the first pertaining specifically to the subdivision of the property. The developer proposed combining the five (5) lots to create four (4) new lots where the Wawa Convenience Store Facility will be located on one lot and the other three (3) lots will be conveyed to adjacent property owners. This agenda item is specific to that subdivision and lot consolidation.

A. SALDO Section 305(A) requires that plans be filed as both a preliminary and then a final plan. The request is to file a concurrent preliminary and final plan as the filing of two (2) separate plans will not provide the Borough with any additional, pertinent information as the one plan will contain all required information for both plans. The Commission recommends this waiver on a unanimous 4-0 vote.

B. SALDO Section 402.C.4.a-d requires depicting the location of existing features within two hundred feet (200) of the subject tract. This addition of these features does not affect the subdivision and lot consolidation as only one lot will then be developed by Wawa and others will be conveyed to the adjacent owners. The Commission recommends this waiver on a unanimous 4-0 vote

C. SALDO Section 403.D.14 requires the installation of monument sand markers. The Applicant wishes to set the markers prior to Final Plan approval. The Commission recommends this waiver on a unanimous 4-0 vote provided that proper security is in place to ensure such installation.

On motion by Jason Boulette to approve the three SALDO waivers for the Land Development for Wawa as recommended by the Wind Gap Planning Commission and seconded by Alex Cortezzo. Roll call vote taken. Motion carried unanimously.

On motion by Jason Boulette to approve the Conditional Plan approval for BTS Commercial Real Estate LLC for Land Development for subdividing the entire property conditioned upon “Compliance with all conditions set forth in Borough Engineer’s letter of December 11, 2024” and seconded by Alex Cortezzo. Roll call vote taken. Motion carried unanimously.

5. BTS Commercial Real Estate. LLC – Wawa Development Plan
Agreement for Conditional Plan Approval

Attorney Karasek informed Council that this Land Development Plan was discussed extensively at the December 19, 2024, Planning Commission meeting including granting some SALDO waiver requests. As there were still outstanding items with regard to traffic issues, curbing, signage and input from Fidelity Bank representatives, this Plan did not receive plan approval.

On motion by Jason Boulette to table the Land Development Plan for BTS Commercial Real Estate LLC / Wawa and seconded by Dave Manzo. Roll call vote taken. Motion carried unanimously.

6. Re-appointment of Sam Nittle to Zoning Hearing Board – 3-year term
On motion by Dave Manzo to re-appoint Sam Nittle to the Zoning Hearing Board for a 3-year term and seconded by Patrick Webber. Roll call vote taken. Motion carried unanimously.

7. Re-appointment of Michael McNamara III to Planning Commission – 4-year term
On motion by Dava Manzo to re-appoint Michael McNamara III to the Planning Commission for a four-year term and seconded by Patrick Webber. Roll call vote taken. Motion carried unanimously.

8. Re-appointment of Gregory Dittrich III to the Wind Gap Municipal Authority – 5-year term
On motion by Dave Manzo to re-appoint Gregory Dittrich to the Wind Gap Municipal Authority Board for a 5-year term and seconded by Patrick Webber. Roll call vote taken. Motion carried unanimously.

OLD BUSINESS

There was no old business to be discussed at this time.

COMMITTEE REPORTS

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

Jason Boulette asked if the Slate Belt Regional Police Department gets reimbursed by other agencies when they require assistance by K9 Officer Zorro. Mayor Smith and Council President Hinton did not have an immediate answer, but did believe that these services would be a part of a mutual aid agreement. George will get a definite answer and report back.

MAYOR SMITH REPORT

Mayor Smith reported that the COG will be meeting tomorrow. The Plan Slate Belt Multi-Municipal Comprehensive Plan Committee will be meeting next month, which he plans to attend.


Mayor Smith informed Council and those present that he will not be seeking re-election, and he will not be running for another elected office this year.

PUBLIC COMMENT

No public comments were heard at this time.

ADJOURNMENT

On motion by Dave Manzo to adjourn the meeting of January 21, 2025. Council agreed unanimously. The meeting of January 21, 2025, adjourned at 7:57 pm.



Louise Firestone, Borough Manager

JANUARY 21, 2025 MONTHLY REPORT

STREETS:

Maintenance of all vehicles / equipment

Salt ordered / delivered – 113.08 tons @ \$81.40/ton = \$9,204.71

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.: 12/2/24 – 12/29/2024 \$1,230.75

In-house staff meetings to coordinate & schedule; permit application activities including certified mailings, prep exhibits, permit coordination; E&S Control Plan prep+coord by R.C.J.+S.D; ongoing utility coordination from PA One-Call; ongoing design & CAD drafting; in progress structural calculations for new bridge superstructure & sub structure modif's; ongoing right-of-way & temp const easement research & planning; com & conf call with B. Pysher & L. Firestone; in progress revised project-related scheduling; project administration, coordination, correspondence & communication provided through the stated billing period.

POLICE:

December Monthly Calls for Service Police Activities - 686

Wind Gap – 174 Pen Argyl – 154 Plainfield Township – 358

Currently, the Department is completing their annual audit through Fry & Co.

SBRPD was awarded approximately \$150,000 in LSA grant funds to purchase new portable radios to comply with Northampton County's P25 project with grant writing assistance of Pen Argyl Borough Manager, Robin Zmoda.

Chief Hoadley will begin his monthly meetings with the Municipal Managers in February.

Officer Lowe & K9 Zorro were deployed 31 times with 35 total arrests 1/1/24 – 12/31/24

Requesting Agencies: Bangor Borough, Northampton County, Moore Township, Nazareth Borough, Bushkill Township, Nazareth School District, Colonial Police Dept. Northampton Borough, Tatamy Borough, Washington Township, PA State Police Belfast.

EMERGENCY MANAGEMENT: Dave Hess, Emergency Management Coordinator

Attended quarterly Emergency Management meeting at 911 Center – Dec 11, 2024
Informed County EM of the scheduled closure of Male Rd – will keep them informed

- REMINDER: All Elected Officials should complete NIMS IS-700 and ICS-100.
Contact Dave Hess if there are any questions.

WASTE MANAGEMENT:

WM is currently operating at 2,100 tons per day

WM is waiting on DEP's certification for the cell 19 liner – possibility certification will be received in the next few weeks so waste can be placed in Cell 19

WM is hosting a Winter Bird Walk on February 15, 2025, from 11:30 a.m. to 12:30 p.m.

Neighboring Partnership Agreement: tons (\$1.20 per ton)

October 2024 = \$71,308.84

November 2024 = \$65,804.52

Actual Funds Received in 2024 = \$851,396.62

December 2024 = \$55,529.74

WIND GAP AMBULANCE:

115 total calls for December:

Wind Gap Boro/Northampton Cty = 58 /Monroe Cty = 10 /Transports = 47

Response Times 1.68 Minutes Avg (from dispatch to responding)

FIRE COMPANY:

2025 Fire Company Officers

Chief Doug Kulp

Deputy Chief Kyle Butz

Assistant Chief Kyle Reinert

Captain Dan Sinclair

Captain Nick Roberts

Lieutenant Aidan Jalbert

17 Calls for the Month of December / 224 Calls for the Year

- 1 C.O. Alarm
- 1 Smoke Investigation
- 1 Flood Condition
- 1 Vehicle Fire
- 1 Move Up Assignment
- 4 Fire alarms
- 1 Traffic control
- 1 Dwelling fire
- 1 Structure fire
- 1 Brush fire
- 2 Motor Vehicle Accidents
- 2 Wires down

PARK:

Green Knight Economic Development Group’s contractor has completed the installation of the baseball field fencing. The GKEDC anticipates pouring the concrete pads for the dugouts, bleachers, batting/pitching cage in March 2025.

GKEDC has retained an architectural firm to design a large pavilion to replace the existing large pavilion.

Joan Valley has begun the process of hiring the bands for the 2025 Summer Sounds Concert Series.

WIND GAP MUNICIPAL AUTHORITY:

Meeting, Wednesday, January 22, 2025 – Discussion Points

Former PA House of Representative Kurt Masser 107th wants to be a consultant as a procurement for the area. WGMA will hear his presentation in February 2025.

Equipment in the Sludge Room has not been replaced since 1988 – cost to repair centrifuge is \$20,000 (Muffin Monster cost is approximately \$12,000)

Flow meter – equipment inspected and calibrated yearly. Flow meter not recording properly. Flow meter is over 25 years old and is no longer manufactured. Cost is \$6,600 and installation is \$2,600.

PLANNING:

Meeting, Thursday, December 19, 2024
Wawa Convenience Store
Cubes at the Gap formerly CRG

ZONING:

Meeting Tuesday, March 11, 2025
389 North Broadway – Home Occupation
KeyCodes Inspection Agency

- 332 North Broadway – Commercial - Complaint
PA Constable attempted to issue a Cease and Desist
- 1 North Broadway – Apartments - Complaint
Resident complaint that ceiling is falling down – Owner needs to repair

FINANCIALS: – Balances as of December 31, 2024:

General Funds:	\$144,397.62
Money Market Funds:	\$586,190.93
Capital Reserve Funds:	\$2,594,520.79 (\$551,430.51 – Sale of Borough Properties)

State Liquid Fuels Funds: Current Balance = \$345,579.46
(Allocation Based on 9.36 miles /
Population of 2720)

MISCELLANEOUS:

Bidding Thresholds Increase for 2025 (Effective January 1, 2025)

- Purchases and contracts below \$12,900 require no formal bidding or written/telephonic quotations.
- Purchases and contracts between \$12,900 and \$23,800 require three written/telephone quotations.
- Purchases and contracts over \$23,800 require formal bidding.

IRS Increases the Standard Mileage Rate for Business Use in 2025;
Key Rate Increases 3 Cents to 70 Cents Per Mile.

Northampton County hosting a Zoom Grant Workshop

Tuesday, February 18, 2025 – 10:00 a.m. to 11:30 a.m.

Community Development Block Grant (CDBG), Hotel Tax for Tourism
Grow NORCO, Public Safety, Affordable Housing, EPA