

**BOROUGH OF WIND GAP
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WIND GAP, PA 18091
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The Council reorganizational meeting of the Borough of Wind Gap on Monday, January 5, 2026, was called to order at 7:00 p.m. by Mayor Heather Webber. In attendance were Council members Mark Crossen, and George Hinton. Also in attendance were Mayor Heather Webber, Borough Solicitor Ronald Karasek, Borough Engineer Brian Pysher and Borough Manager Louise Firestone.

Administering the Oath of Office to the Mayor - At this time former Mayor Wesley Smith administered the Oath of Office to Mayor elect Heather Webber.

Administering the Oath of Office to Councilmen and Councilwoman- At this time Mayor Webber administered the Oath of Office to: Patrick Webber, Danielle Weaver, Jack Rissmiller, Joseph Romano. The new Councilmen and Councilwoman took their seats.

Mayor Webber then proceeded with the order of business by seeking nominations for Council President. Council made the following: **On nomination** by Patrick Webber for George Hinton to hold the position of Council President and seconded by Mark Crossen. Vote for George Hinton: Yea, M. Crossen, G. Hinton, Yea, J. Rissmiller, Yea J. Romano. George Hinton was appointed Council President with majority of the Council vote.

The next item of business was Mayor Webber seeking nominations for Council Vice President. Council made the following: **On nomination** by Mark Crossen to nominate Patrick Webber for Vice President and seconded by George Hinton. Vote for Patrick Webber: Yea, G. Hinton, Yea, J. Rissmiller, Yea, J. Romano, Yea, D. Weaver. Patrick. Webber was appointed Council Vice President with the majority of the Council vote.

The next item of business was Council President seeking nominations for Council President Pro Tem. Council made the following: **On nomination** by Patrick Webber for Mark Crossen to hold the position of Council President Pro Tem and seconded by George Hinton. Vote for Mark Crossen: Yea, J. Rissmiller, Yea, J. Romano, Yea, D. Weaver, Yea, P. Webber. Mark Crossen was appointed Council President Pro Tem with the majority of the Council vote.

The next item of business was Council President seeking nominations for Council Vacancy Board Chair. George Hinton said that in the past, the ex-Mayor of Wind Gap was asked to fill the seat of Vacancy Board Chair. **On nomination** by Patrick Webber to appoint Wesley Smith to hold the position of Council Vacancy Board Chair and seconded by Mark Crossen. Vote for Wesley Smith: Nay, J. Romano, Yea: D. Weaver, Yea, P. Webber, Yea, M. Crossen, Yea, G. Hinton. Wesley Smith was appointed Council Vacancy Board Chair with the majority of the Council vote.

APPROVAL OF MINUTES

On motion by Patrick Webber to approve December 16, 2025, Council meeting minutes and seconded by Mark Crossen. Roll call vote taken. Council agreed unanimously.

APPROVAL OF EXPENSES - \$215,046.45

On motion by Patrick Webber to approve the expenses in the amount of \$215,046.45 and seconded by Mark Crossen. Roll call vote taken. Council agreed unanimously.

SOLICITOR'S REPORT

Attorney Karasek congratulated Madam Mayor and all the new council members for their newly elected positions serving the borough.

Attorney Karasek reported that he attended the Ocean State Job Lot Planning Commission meeting on November 25, 2025, and the applicant, OSJ, will be submitting revised plans for review.

Council accepted the resignation letter of former Street Leader, Richard Fox, Jr., negating the need to hold a formal Loudermill Hearing, so that issue has been resolved.

At the request of Council President Hinton and Borough Manager Firestone, the Wawa Indemnification Agreement will be discussed at the mid-month January council meeting to allow the newly elected officials adequate time to review the document and ask questions about the project.

Attorney Karasek was asked at a previous meeting if he had the opportunity to review the Wind Gap Municipal Authority's proposed grease trap and sump pump ordinances. He reviewed his files and it does not appear that he has the draft copies, so he asked that copies be forwarded to his attention.

ENGINEER'S REPORT

Brian Pysher congratulated all the new members and the mayor for their positions.

To follow up on Wawa, if anyone has any questions or comments or needs to discuss anything prior to the next meeting, he is available. The most current land development plans have received conditional approval; however, the developer does not have their PennDOT permitting, the Developers Agreement, or the Sanitary Sewer Agreement in place. The developer indicated that they do want to commence with site work as they have their NPDES earth moving related permitting.

Brian was not in attendance for the Ocean State Job Lot Land Development Planning Commission Meeting. He did read through the revised documents that OSJ submitted, and he asked them to provide revised documentation for all of council. The plan packets are available in the borough office. In the Lehigh Valley Planning Commission review letter, LVPC did make a comment about the curb islands, with a recommendation related to landscaping and street trees. Brian will provide a second letter of review based on the documents that they provided.

Gilmore and Associates is currently working on the Male Road Bridge project. We want to make sure that all required state permitting is in place prior to putting the project out to bid. He will follow up prior to the mid-month meeting. Hopefully they will have all permitting in hand so we can move forward with the bid document advertising.

NEW BUSINESS

1. Advertisement of Borough Meetings for 2026

On motion by Patrick Webber to approve the advertisement of the 2026 Borough Meetings and seconded by Mark Crossen. Roll call vote taken. Council agreed unanimously.

2. Professional and Board Re-appointments

On motion by Patrick Webber to re-appoint Attorney Ronold Karasek, Karasek Law Offices LLC at a rate of \$102.50/hr. as the Borough Solicitor and seconded by Mark Crossen. Roll call vote taken. Motion carried unanimously.

On motion by Patrick Webber to re-appoint Attorney Ronold Karasek, Karasek Law Offices LLC at a rate of \$102.50/hr. as the Planning Solicitor and seconded by Joseph Romano. Roll call vote taken. Motion carried unanimously.

On motion by Patrick Webber to re-appoint of Chad M. DiFelice, Esq. as the Borough Zoning Solicitor at the rate of \$85/hr. and seconded by Mark Crossen. Roll call vote taken. Motion carried unanimously.

On motion by Patrick Webber to re-appoint Robert L. Collura Civil Engineers & Surveyors as the Borough Engineer at a rate of \$100/hr. (R. Collura) and \$80.00/hr. (B. Pysher) Engineer in Training and seconded by Joseph Romano. Roll call vote taken. Motion carried unanimously.

On motion Patrick Webber to re-appoint Ott Consulting as the Alternate Borough Engineer at the rate of \$115.00/hr. for the Principal Engineer and \$111.00/hr. for the Project Engineer and seconded by Mark Crossen. Roll call vote taken. Motion carried unanimously.

On motion by Patrick Webber to appoint Acela Architects & Engineers as the Engineer for MS4 at a rate of \$143.45/hr. for Professional Engineer and seconded by Jack Rismiller. Roll call vote taken. Motion carried unanimously.

On motion by Patrick Webber to re-appoint Robert L. Collura Civil Engineers & Surveyors as the Borough Sewage Enforcement Officer at a rate of \$100.00/hr. for Principal Engineer and \$80.00/hr. for Project Engineer and seconded by Danielle Weaver. Roll call vote taken. Motion carried unanimously.

On motion by Patrick Webber to appoint Campbell, Rappold & Yurasits as the Borough Auditor at a rate of \$9,000 and seconded by Joseph Romano. Roll call vote taken. Motion carried unanimously.

On motion by Patrick Webber to re-appoint George Hinton to the Planning Commission for a four-year term expiring in 12/31/2029 and seconded by Jack Rismiller. Roll call vote taken. Motion carried unanimously.

On motion by Patrick Webber to re-appoint Michael Laudano to the Zoning hearing Board for a three-year term expiring in 12/31/2028 and seconded by Danielle Weaver. Roll call vote taken. Motion carried unanimously.

On motion by Patrick Webber to re-appoint Kyle Deiter to the Wind Gap Municipal Authority for a five-year term expiring in 12/31/2030 and seconded by Jack Rismiller. Roll call vote taken. Motion carried unanimously.

On motion by Patrick Webber to appoint Darlene Plank-Turlington as Zoning Officer at the rate of \$78.00 per hour and \$90.00 per hour for meeting attendance and seconded by Joseph Romano. Roll call vote taken. Motion carried unanimously.

On motion by Patrick Webber to re-appoint Keycodes Inspection Agency as Building Code Official, at the rate of \$75.00/hr. and seconded by Joseph Ramono. Roll call vote taken. Motion carried unanimously.

3. Tax Collector Resignation Letter – George Hinton reported that our Tax Collector has resigned, but stated that she is willing to finish out the 2025 books. She was re-elected for a four-year term beginning in 2026, but unfortunately is resigning due to health issues. This is a big concern; the 2026 real estate tax bills need to be approved and sent out to the printer. The tax bills will be changed to reflect the Municipal Complex address, phone number and office hours. Attorney Karasek said that since Mrs. Sutter submitted her resignation that does not become effective until it is accepted by Borough Council or the date of the resignation, whichever is later. If there is no date, it is assumed to be effective immediately.

On motion by Patrick Webber to accept the resignation of Wind Gap Borough Tax Collector Patricia Sutter and seconded by Mark Crossen. Roll call vote taken. Council agreed unanimously.

4. Councilman Jason Boulette Resignation Letter

On motion by Patrick Webber to accept the resignation of Councilman Jason Boulette and seconded by Mark Crossen. Roll call vote taken. Council agreed unanimously.

5. Emergency Management Coordinator David Hess Resignation Letter

On motion by Patrick Webber to accept the resignation of Emergency Management Coordinator, David Hess and seconded by Mark Crossen. Roll call vote taken. Council agreed unanimously.

6. George Hinton informed those present that annually the Borough must appoint a representative and an alternate to the Slate Belt Regional Police Commission. As he has done in the past, he will remain the delegate for the Slate Belt Regional Police Commission and Mayor Webber will serve as the alternate.

7. George Hinton stated that in light of former Councilman Boulette's letter of resignation, Council needs to advertise filling the open council position.

On motion by Patrick Webber to advertise the vacancy position on council and seconded by Mark Crossen. Roll call vote taken. Council agreed unanimously.

OLD BUSINESS


There was no Old Business before Council.

PUBLIC COMMENT

Randy Seager, 57 Roosevelt Street, would like to reiterate his desire to have the zoning ordinance revisited to allow chickens in the borough.

ADJOURNMENT

On motion by Patrick Webber to adjourn the meeting of January 5, 2026. Council agreed unanimously. The meeting of January 5, 2026, adjourned at 8:01 p.m.



Louise Firestone, Borough Manager