

**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 2, 2024, was called to order at 7:00 p.m. by Mayor Wesley Smith. In attendance were Council members Dave Manzo, Patrick Webber, and Alex Cortezzo. Also in attendance were Mayor Wesley Smith, Borough Solicitor Ronald Karasek, Borough Engineer Brian Pysner and Borough Manager Louise Firestone. Absent was Councilman Dave Hess.

Administering the Oath of Office to Councilmen - At this time Mayor Smith administered the Oath of Office to: Jason Boulette, Mark Crossen and George Hinton. The new Councilmen took their seats.

Mayor Smith read the Letter of Resignation from Councilman Dave Hess as of January 1, 2024.

On motion by Dave Manzo to accept the resignation of Dave Hess with regrets and seconded by George Hinton. Roll call taken. Council agreed unanimously.

On motion by Dave Manzo to retain Dave Hess as Emergency Management Coordinator and seconded by George Hinton. Roll call taken. Council agreed unanimously.

Mayor Smith informed Council that the resignation of Dave Hess has been accepted and the thirty-day period to fill the vacancy has begun. George Hinton said that in the past Council put out a notice for any interested parties to submit a letter of interest in filling the vacant seat. The vacancy will be further discussed at the mid-month meeting.

On motion by Dave Manzo to advertise the vacancy for interested parties and to be discussed at the mid-month meeting and seconded by Jason Boulette. Roll call taken. Council agreed unanimously.

Mayor Smith then proceeded with the order of business by seeking nominations for Council President. Council made the following: **On nomination** by Dave Manzo for George Hinton to hold the position of Council President and seconded by Patrick Webber. Vote for: George Hinton: Yea, G. Hinton, Yea, D. Manzo, Yea, P. Webber, Yea, J. Boulette, Yea, A Cortezzo, Yea, M. Crossen. George Hinton was appointed Council President with majority of the Council vote.

The next item of business was Mayor Smith seeking nominations for Council Vice President. Council made the following: **On nomination** by Patrick Webber to nominate Dave Manzo for Vice President and seconded by Jason Boulette. Vote for: Dave Manzo: Yea, D. Manzo, Yea, P. Webber, Yea, J. Boulette, Nay, A. Cortezzo, Yea, M. Crossen, Yea, G. Hinton. Mr. Manzo 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 Dave Manzo for Patrick Webber to hold the position of Council President Pro Tem and seconded by George Hinton. Vote for: Patrick Webber: Yea, P. Webber, Yea, J. Boulette, Yea, A. Cortezzo, Yea, M. Crossen, Yea, G. Hinton, Yea, D. Manzo. Patrick Webber 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 stated that during the last Borough reorganization meeting Mr. James Shoemaker, past Mayor of Wind Gap, was appointed as the Vacancy Board Chair. Dave Manzo said that he will contact Mr. Shoemaker regarding his interest in remaining on the board. This position appointed will be tabled until the mid-month meeting.

APPROVAL OF MINUTES

On motion by Patrick Webber to approve the December 19, 2023, minutes and seconded by Alex Cortezzo. Roll call vote taken. In favor: A. Cortezzo, M. Crossen, G. Hinton, D. Manzo, P. Webber. Abstained: J. Boulette. Motion carried with a vote of 5-0-1.

APPROVAL OF EXPENSES - \$165,428.42

On motion by Alex Cortezzo to approve the expenses in the amount of \$165,428.42 and seconded by Patrick Webber. Roll call vote taken. Council agreed unanimously.

SOLICITOR'S REPORT

Attorney Karasek reviewed his December activities with Council and stated that he will be forwarding a copy of his report shortly.

ENGINEER'S REPORT

Brian Pysher reported that he has had corresponded with the contractor, Muschlitz Excavating, for the Green Knight Industrial Park to further discuss the punch list items that remain outstanding. There remains a concern regarding the storm sewer installation so he will contact them tomorrow.

Brian will be checking on the construction of Tyrone Klump's townhouse project on Third Street. Last time he was there, they were going to install the sanitary sewer.

NEW BUSINESS

1. Approve Advertisement of Borough Meetings for 2024

On motion by Alex Cortezzo to approve the advertisement of Borough Meetings for 2024 and seconded by Dave Webber. Roll call vote taken. Council agreed unanimously.

2. Professional and Board Re-appointments

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

On motion by Dave Manzo to re-appoint of Goudsouzian Associates (Chad M. DiFelice, Esq.) as the Borough Zoning Solicitor at the rate of \$85/hr. and seconded by Patrick Webber. 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. Pyscher) Engineer in Training and seconded by Dave Manzo. 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 \$105.00/hr. for the Principal Engineer and \$100.00/hr. for the Project Engineer and seconded by Dave Manzo. Roll call vote taken. Motion carried unanimously.

On motion by Dave Manzo to appoint Acela Architects & Engineers as the Engineer for MS4 at a rate of \$107.00/hr. for Professional Engineer and seconded by Patrick Webber. 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 D. Manzo. Roll call vote taken. Motion carried unanimously.

On motion by Dave Manzo to appoint Mario Cozzubbo – Campbell, Rappold & Yurasits as the Borough Auditor at a rate of \$6,500 and seconded by Jason Boulette. Roll call vote taken. Motion carried unanimously.

On motion by Patrick Webber to re-appoint Dave Manzo to the Planning Commission for a four-year term expiring in 12/31/2027 and seconded by Mark Crossen. Roll call vote taken. Motion carried unanimously.

On motion by Dave Manzo to re-appoint Woodrow Kindrew to the Zoning hearing Board for a three-year term expiring in 12/31/2026 and seconded by Patrick Webber. Roll call vote taken. Motion carried unanimously.

On motion by Patrick Webber to re-appoint Dave Manzo to the Wind Gap Municipal Authority for five-year terms expiring in 12/31/2028 and seconded by Mark Crossen. Roll call vote taken. Motion carried unanimously.

On motion by Dave Manzo to re-appoint the Zoning Officer, Building Code Enforcer, Keycodes Inspection Agency at the rate of \$75.00/hr. and \$90.00/hr. for meeting attendance and seconded by Patrick Webber. Roll call vote taken. In favor: M. Crossen, G. Hinton, D. Manzo, P. Webber, J. Boulette. Opposed: A. Cortezzo. Motion carried with a vote of 5-1.

OLD BUSINESS

1. CRG PennDOT Highway Occupancy Permit Application - George Hinton said this has already been approved for signature, but Attorney Karasek included an addendum so that addition needs to be approved. Attorney Karasek said the addendum has been attached to the Highway Occupancy Permit Application making it clear that this application is based solely on the Alpha Road realignment project in conjunction with the Industrial Road project actually being completed. The approval motion back in September was specifically based on the project being constructed as approved, if not, the Borough can withdraw the approval for this application. Dave Manzo asked what would happen if CRG changes ownership. Attorney Karasek said that if it is CGR or something else, the addendum for this project has to move forward and be completed. If it does not move forward and get completed, the approval is void. There are plans that were filed with PennDOT and those plans are what is going to be followed or we will pull the approval. Brian Pyscher said that they will build what is permitted on the plans. Alpha

Road and the portion of Industrial Drive that may be the Borough's, the permits are in our name which is why we are required to sign the application. There are specific design plans that will match the land development and be cross referenced to make sure all the plans coincide.

On motion by Dave Manzo to move forward and sign the CRG PennDOT Highway Occupancy Permit Application and seconded by Patrick Webber. In favor: G. Hinton, D. Manzo, P. Webber, A. Cortezzo, M. Crossen. Opposed: J. Boulette. Motion carried with a vote of 5-1.

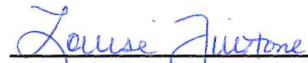
2. Alex Cortezzo stated that Dave Hess was Wind Gap Borough's appointee for the Slate Belt Regional Police Commission and asked if we need to appoint anyone to the Board. George Hinton said that he, along with Dave Hess and Mayor Smith have attended the Commission meetings in the past. George stated that at the Council mid-month meeting, the various department appointments can occur. He would like to find out if anyone would like to sit on any of the committees or possibly chair a committee.

PUBLIC COMMENT

Attorney Karasek said that he will be starting twenty years representing Wind Gap Borough. He has been a Slate Belt resident his whole life. It is good to see that we have good people from the Slate Belt, such as Mr. Crossen and Mr. Boulette, to be on Council. He congratulated them on being elected and wished them good luck.

ADJOURNMENT

On motion by Dave Manzo to adjourn the meeting of January 2, 2024. Council agreed unanimously. The meeting of January 2, 2024, adjourned at 7:28 p.m.



Louise Firestone, Borough Manager