

BOROUGH OF WIND GAP
545 East West Street
WIND GAP, PA 18091
610-863-7288
FAX 610-863-1011

Wind Gap Borough Council meeting on Tuesday, July 16, 2024, 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, Steve Bender, Mark Crossen, Dave Manzo, Patrick Webber, 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 Jason Boulette.

EXECUTIVE SESSION

Council adjourned to Executive Session at 7:00 p.m. to discuss Personnel. Council reconvened the meeting at 7:21 p.m. Councilman Jason Boulette participated in the Executive Session for discussion purposes via telephone.

PUBLIC COMMENT

1. Adrienne Fors, Waste Management, reported that:
 1. The landfill is at full capacity, just about maxing out at 2,700 – 2,800 tons per day. They are getting closer to closure with just four years at that capacity. They are working to round out their plans for submission to Plainfield Township. Once that is done and completed, they will let everyone know as it moves forward.
 2. Events that everyone is invited to are: 3 baby falcons that they will be banding on Monday at 5:00p.m., a blood drive on August 7th at 9:00 a.m. to 2:00 p.m., the Professional Recyclers will be coming for a tour while they are here for their annual conference, and the Chili Cookoff will take place on September 28, 2024.
 3. Cell 19 construction has started; it is the last cell. They are expecting to roll out the liner next month.
 4. There was an email sent to the Plainfield Township Manager requesting an easement agreement regarding Mack Road.

2. Mr. Smith of 34 Alpha Road was curious why the agenda was not posted on the Borough Website. Louise Firestone stated that it was posted on the website and also on the doors of the Municipal building last evening.

APPROVAL OF MINUTES

On motion by Dave Manzo to approve the July 1, 2024, minutes and seconded by Alex Cortezzo. Roll call vote taken. In favor: S. Bender, A. Cortezzo, G. Hinton, D. Manzo
Abstained: M. Crossen, P Webber. Motion carried: 4 -0- 2.

NEW BUSINESS

- 1 Full-time Street Laborer New Hire – George Hinton reported that Council held an executive session to discuss the street laborer position. As they did the interviews, they had

great applicants. In the executive session, they discussed hiring one Street Laborer as a full-time employee.

On motion by Patrick Webber to hire Frank Firestone as a full-time street laborer and seconded by Dave Manzo. Roll call vote taken. Council agreed unanimously.

2. Propane Tank / Range – Approval of Municibid Auction

On motion by Alex Cortezzo to accept the bids for the propane tank for \$3,200 and the range for \$115 and seconded by Steve Bender. Roll call vote taken. Council agreed unanimously.

3. Propane Dryer, there were no offers on Municibid Auction

On motion by Dave Manzo to scrap the propane dryer seconded by Steve Bender. Roll call vote taken. Council agreed unanimously.

4. Council Meeting Schedule for August for Monday, August 5, 2024, and/or Tuesday, August 20, 2024

On motion by Dave Manzo to cancel the Council meeting for Monday, August 5, 2024, and seconded by Patrick Webber. Roll call vote taken. Council agreed unanimously.

5. Zoning Officer Update – George Hinton reported that we are hoping to have more information soon. This will be discussed at a future Council meeting.

OLD BUSINESS

There was no old business to discuss at this time.

COMMITTEE REPORTS

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

Steve Bender asked if all of Council were invited to the Green Knight ribbon cutting.

Louise said that it came into the old Borough generic e-mail, which is not checked on a regular basis, but George Hinton added that a representative from JVI stopped by the office to inquire if anyone would be attending to represent Wind Gap. The Mayor was unavailable to attend so the Council President and Borough Manager attended. George informed that another building is proposed and in the planning stages and will be going up in Plainfield Township.

At a previous Council meeting it was discussed that a development is being proposed on a property off of Mack Road in Plainfield Township. As a follow-up to that meeting, Brian Pysher corresponded with Plainfield Township and the engineer. The concern expressed by Wind Gap is the proposed for oversized loads traveling on Alpha Road and at this point, Brian could not confirm that the developer will be doing traffic study. This property proposal would fall under a special exception use, and the burden of proving a special exception is not too difficult. He stated that the developer is not proposing any improvements as the use is for storage of equipment and drilling materials.

Louise informed Council that the Municipal Complex experienced a power outage Saturday morning and at this time it is unknown if was transformer related or a power burst. The generator was not working; but Rich was able to start it manually. The maintenance garage had some electrical issues including the fob system which prohibits the doors from being opened with the keyless fob. The air-conditioning unit ceased to work so Super Heat was contacted and the motor and the circuit board may need replaced. Rich's office printer and

several kitchen appliances that were plugged in were also damaged. A claim has been filed with Selective Insurance.

Louise informed Council that the budget line item specific to the Wind Gap Ambulance Corps and reimbursement of their business auto insurance policy will be over budget at the end of the year. If Council wants to approve this line item, it will be placed on the next Council meeting agenda for official action to be taken. A six-month year-to-date budget was given to everyone for review and questions.

Alex Cortezzo asked about the Borough's intention of continuing in the Multi-Municipal Comprehensive Plan, now that Plainfield is pulling out of it, and if our time would be better spent doing something with Plainfield and Pen Argyl.

MAYOR SMITH REPORT

Mayor Smith reported that there was discussion with COG, regarding the care of the street sweeper and the need to visually inspect the equipment after each municipality uses it. Steve Male, the Mayor of Pen Argyl will take the lead on checking the maintenance log and cleaning standards. The COG hired a grant writer to help with grant applications with a fee of \$600.00 with a total of six grants that she will write. There continues to be ongoing EMS discussions. There is no COG meeting scheduled for July; so the next meeting will be Wednesday, August 28, 2024.

We are looking to bring Junior Council Members on board to get them involved and interested in local government. The Mayor is planning to swear Olivia in at the first meeting in September.

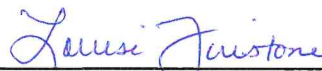
A few months ago, we spoke about the transient license that he had to sign due to our ordinance. Currently there is a group of five going around for Frontier and because they have out of state license plates, residents are concerned with people knocking on their doors. He will attempt to get something in front of the board for their review, so he does not have to sign something that he is not comfortable with and has sole discretion to sign. The Mayor reported that he had the pleasure of marrying a couple last month; it was a small ceremony.

PUBLIC COMMENT

1. Mr. Smith thought the propane dryer had a bid on it. Louise did not receive an email from the Municibid website indicating that a bid was accepted, but she will check into it.

ADJOURNMENT

On motion by Dave Manzo to adjourn the meeting of July 16, 2024. Council agreed unanimously. The meeting of July 16, 2024, adjourned at 8:05 p.m.



Louise Firestone, Borough Manager

JULY 16, 2024 MONTHLY REPORT

STREETS:

Oak Street – Street workers began preparation for the overlay project from East Third Street south on Oak Street to the borough line.

Work has included milling of cracked road surface, base repair which is installation and compaction of stone, and base pavement

Bracalente Construction awarded bid at June 3, 2024 Council meeting - \$50,592.20

Constitution Avenue – WGMA will be concluding their project starting the week of July 22, 2024. Their contractor will be milling and replacing the base course.

Bracalente Construction was awarded the overlay project - \$99,753.64

Paving should occur prior to the start of the school year.

Signal Services – Traffic Light Repairs

Lehigh & Alpha – Replaced failed southbound inboard red LED = \$320.00

Male Road – Replaced failed red LED on right turn signal = \$521.00 (double time)

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.:

The wetlands delineation and reports have been completed.

The PNDI has been completed.

The Erosion & Sediment (E&S) Control Plans & Narrative Report to be completed

Preparation has begun for applications / agency permits and approvals

All Field Survey Work / Base mapping has been completed

Anticipate having an Initial Plan ready for review within next couple weeks

Ongoing discussions for options for phase construction allowing single lane to remain open on the bridge during construction

POLICE:

Monthly Calls for Service – Police Activities for June 2024 = 714 Calls

Wind Gap – 189 Pen Argyl – 164 Plainfield Township – 361

Sgt. Muccione secured a \$5,000 grant from the Green Knight Economic Development Corps to purchase a K9 Bite Suit, narcotic kits for transportation of drugs for the purpose of K9 training, a K9 heat temperature alarm system for the K9 vehicle and the annual cost of training for the K9 handler.

The Department received approximately \$28,618 in reimbursement from the Municipal Police Officer Education Training Commission (MPOETC) for the sponsorship of Officers Vlasaty and Petrie.

The Department finalized a Municibid sale of the Special Services Unit (SSU) with a non-profit organization in Chicago. The ambulance was sold for approximately \$22,100.

Waste Management generously donated \$10,000 towards the purchase of a multi-purpose truck for MCSAP enforcement/accident recon/crime scene investigation.

EMERGENCY MANAGEMENT: Dave Hess, Emergency Management Coordinator

6/12/24 Attended quarterly meeting at 911 Center

- Prepared incident Action Plan for Fire Company carnival. Submitted plan to NCEM and PEMA.
- Attended carnival each night
- REMINDER: All Elected Officials should complete NIMS IS-700 and ICS-100.
Contact Dave Hess if there are any questions.

WASTE MANAGEMENT:

Neighboring Partnership Agreement: 59,090.05 tons (\$1.20 per ton)

June 2024 = \$70,908.06

Actual Funds Received in 2024 = \$495,776.06

WIND GAP AMBULANCE:

119 total calls for June:

Wind Gap Boro/Northampton Cty = 60 /Monroe Cty = 25 /Transports = 34

Average Response Times (From Dispatch to Response)

Northampton County 1.82 minutes

Monroe County 2.26 minutes

FIRE COMPANY:

Wind Gap Fire Company hosted their annual Carnival.

20 Calls for the Month of June / 90 Calls for the Year

- 1 Company Fire Alarm
- 3 Lift Assists
- 3 Wires Down
- 1 Motor Vehicle Accident Fire
- 2 Motor Vehicle Accidents with Injuries
- 4 Dwelling Fires

- 2 Wire Fires
- 1 Move Up
- 1 Traffic Control

PARK:

Walking Trail

Retaining Wall Concrete Blocks

Received three quotes – 4 Winds Concrete, Casilio Concrete, Redi-Rock

Park Committee chose Casilio Concrete at a cost of \$15,783 - lead time 3 weeks

Water Fountain

Fountain has been installed adjacent to the Community Garden

The location will be the future site of the Fitness Loop

WIND GAP MUNICIPAL AUTHORITY:

WGMA Meeting was held on Wednesday, June 26, 2024

New Hire Plant Worker – 75% of time spent in Lab / 25% on Road

Property located at 2nd and Oak – Water turnoff

The Sewer Authority would like the Borough to identify sump pump issues

Property transfers / New Builds / Rentals

Purchasing a Camera System – will be using on East Center St. July 16, 2024

The Municipal Authority office will be relocating to Abel Colony Road

PLANNING:

No Meeting was held in June

3 Aide Properties – 537 Lehigh Plan was denied as an Extension of Time was not received in the office by July 8, 2024

ZONING:

KeyCodes Inspection Agency resigned as the appointed Zoning Officer

Collura Engineering will be the Interim Zoning Officer

Action Plan to determine long-term Zoning Officer issue is being worked on.

No Meeting was held in June

OFFICE/BUILDING:

CRITICAL SYSTEMS, LLC

6/19/2024 Municipal Building Generator – Sensor message – High LPG Warning

6/21/2024 Technician dispatched – Found fuel pressure was at 8wc static and 6wc running. Found when unit is shut off, fuel pressure rises to 10wc. Found solenoid valve sticking. Adjusted fuel pressure – recommended replacing fuel solenoid.

6/26/2024 Order placed for Fuel Solenoid Valve – Quote = \$762.72 (Part/Labor)

SUPERHEAT (2 Service Calls for Ambulance Qtrs)

6/21/2024	Air Conditioning Unit for Second Floor 545 East West Street not cooling.	
6/22/2024	SuperHeat on site Saturday, June 23, 2024	Cost: \$766.81
7/2/2024	Air handler has Condensation/Water Issues	Cost: \$431.32

Power Outage Reported Saturday, July 13, 2024 approximately 9:00 a.m.
 Rich Fox manually started generator as it did not fire up.
 Power restored several hours later

Street Workers dug holes and set 8 Pre-Cast Light Pole bases.
 Parking Lot - \$35,000 from 2021 Grow NORCO Grant
 Request for Extension December 31, 2024

GARAGE:

INSURANCE CLAIM FILED: Selective Insurance

Related to Power Outage on Saturday, July 13, 2024 – Damage to Garage building.

Street Dept reported:

- A/C Unit motor/blower not working
- FOB system not working
- Officer printer not working
- Radio charger / coffee machine not working
- Power surge strip for copier blown

Confirmation that the Kidney Dialysis Center DID NOT experience outage

Confirmation that neighbor across the street DID experience outage

FINANCIALS: – Balances as of June 30, 2024:

General Funds:	\$163,718.91
Money Market Funds:	\$1,412,568.01
Capital Reserve Funds:	\$2,196,792.74 ((\$665,362.83 – Sale of Borough Properties)
State Liquid Fuels Funds:	Current Balance = \$337,341.85 (Allocation Based on 9.36 miles / Population of 2720)

INSURANCE: Brown & Brown
 Commercial Package Renewal / Property & Casualty
 Selective Insurance Co. 6/1/2024 – 6/1/2025
 Premium Increased 12.6%

Selective did a reassessment of the property at 545 / 543 East West to determine a more accurate Replacement Cost Estimate
Workers Compensation Renewal
AmTrust North America 6/26/2024 – 6/26/2025
Premium Decreased .06%

BOROUGH PROPERTIES:

Propane Tank / Range / Dryer
Advertised on Municibid – June 19 to July 2, 2024
1,000 gal Underground Propane Tank \$3,200.00
GE Propane Range \$115.00
GE Propane Dryer No Bids offered

PLAN SLATE BELT – Multi-Municipal Comprehensive Plan:

Plainfield Township notified the Plan Slate Belt Steering Committee and the Lehigh Valley Planning Committee that they are withdrawing from the Plan.

SLATE BELT RISING:

Commercial Lease Subsidy Program will be assisting “Just Dance Dance Studio” in Pen Argyl in offsetting their rent payments.

MISCELLANEOUS:

Thursday, July 11, 2024
George Hinton and Louise Firestone attended the Ribbon Cutting Ceremony at 20 Green Knight Drive. Developer JVI LLC held an Open house for the 49,000 square ft. building in the new industrial park. Trillion Sources will be moving into the space by the end of July. Trillion Sources is a third-party logistics company that outsources and warehouses materials for e-commerce businesses. The company will have 5 employees with the potential to grow to 20 employees. The projection is only one or two trucks will enter or exit the facility per day.