

**BOROUGH OF WIND GAP  
545 East West Street  
WIND GAP, PA 18091  
610-863-7288  
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Wind Gap Borough Council meeting on Tuesday, June 18, 2024, 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: Steve Bender, Mark Crossen, Dave Manzo, Patrick Webber, and Jason Boulette. Also in attendance were Mayor Wesley J. Smith, Borough Solicitor Ronald Karasek, and Borough Manager Louise Firestone. Absent was Councilman Alex Cortezzo and Borough Engineer Brian Pysher

**PUBLIC COMMENT**

No public comments were heard at this time.

**APPROVAL OF MINUTES**

**On motion** by Dave Manzo to approve the June 3, 2024, minutes and seconded by Patrick Webber. Roll call vote taken. Council agreed unanimously.

**NEW BUSINESS**

1. Preliminary/Final Land Development Plan for JERC LII, LLC – 550 Male Road & Rt 33 Recommendation of Engineer Brian Pysher – Release of Maintenance - Security

**On motion** by Steve Bender to release the Maintenance Security for JERC LII, LLC – 550 Male Road & Rt 33 effective June 18, 2024, and seconded by Dave Manzo. Roll call vote taken. Council agreed unanimously.

2. Council Meeting Schedule for July Discussion - Monday, July 1, 2024, and Tuesday, July 16, 2024. George explained Council has two meetings scheduled in July and August, but typically only one meeting per month is held. Council discussed the necessity at this point in time, to hold both of the scheduled meetings for July as advertised.

3. Junior Council Person Update / Appointment - Jason Boulette reported that he, Council President Hinton and Mayor Smith interviewed four (4) applicants for the Junior Council position. All four were excellent candidates, but the committee did agree on a top candidate. Each candidate was asked if they would be willing to participate in municipal affairs outside of the Junior Council program and did indicate that they would be willing to sit on other boards, such as planning, zoning, park, etc. Jason explained that the hope would be for the individual chosen as the Junior Council member to collaborate with the other members and act as the chair of the group to provide additional reports to Council.

4. Park Walking Trail Update and Wall Recommendation from Park Committee - George Hinton reported that the park committee had their meeting regarding the purchase and installation of a block wall below the extension of the walking trail. The park committee is requesting bids from 4 Winds, Casilio, and Redi-Rock. This is time sensitive due to the ongoing construction and the condition of that area of the park. Once the bids are received, the committee is hoping to proceed with picking out the specific blocks to have our workers construct the wall.

**On motion** by Dave Manzo to proceed with contacting three dealerships/contractors in order to obtain three bids not expected to exceed the bidding threshold of \$23,200.00 and seconded by Patrick Webber. Roll call vote taken. Motion carried unanimously.

5. Alley Clean-outs – George Hinton met with representatives of the Municipal Authority in the alley behind the old dentist office on North Lehigh Avenue. When the sewer line was installed in that alley the plastic clean-outs ended up in the alleys and not on individual properties and recently the office was notified that one of them was knocked off allowing dirt to get in it. George asked Council members to pick an alley, drive down it and really look at it; they are a mess. The Sewer Authority has also looked at these issues in alleys and they will be discussing it at their next meeting. George does not feel that it is a Borough issue since it is the sewer clean-outs, but we should be willing to listen to solutions to this problem.

## **OLD BUSINESS**

1. Resolution 2024-04 – Credit Card Resolution - Action to be Taken on Adoption of Resolution - Attorney Karasek reported that the resolution was revised by the request of Councilman Jason Boulette and added the provision that the cost of the credit card be added to what the charge is to the resident for the borough fee or cost.

**On motion** by Jason Boulette to Accept and Adopt Resolution 2024-04 – Credit Card Resolution and seconded by Dave Manzo. Roll call vote taken. Motion carried unanimously.

## **ZONING OFFICER'S REPORT**

Suzanne Borzak, KeyCodes Inspection Agency, serving as the Zoning Officer, did not provide a report for the month.

## **COMMITTEE REPORTS**

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

## **MAYOR SMITH REPORT**

Mayor Smith reported that Suburban EMS was at the COG meeting. They discussed programs and challenges that EMS is facing as a whole. Regarding Planned Slate Belt, Lower Mount Bethel will not be rejoining so as a result, Lehigh Valle Planning Commission had to take Lower Mount Bethel out of the plan and re-advertise. The advertisement starts the 45-day process all over again. Plainfield Township currently has only one individual that the represents them who is not a supervisor, but a Planning Commission board member. LVPC indicated that they will follow up with the new Township manager and the Board of Supervisors.

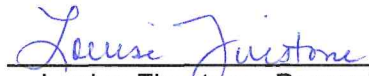
Community events that he attended were the Memorial Day Assembly at the high school and the Weona Park Festival, where he participated in the dunk tank. He did attend the State of County Address and was the only elected official from the Slate Belt in attendance. Mayor Smith reported that It was an honor to do that for this community. George thanked the Mayor for attending events representing the Borough and for all that he does for Wind Gap.

**PUBLIC COMMENT**

No public comment.

**ADJOURNMENT**

**On motion** by Dave Manzo to adjourn the meeting of June 18, 2024. Council agreed unanimously. The meeting of June 18, 2024, adjourned at 7:26 p.m.

  
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Louise Firestone, Borough Manager

# JUNE 18, 2024 MONTHLY REPORT

## STREETS:

During the month of May, the Street Department concentrated on the Park trail construction.

## 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.: 4/29/24 – 6/2/2024 \$9,815.98

- This billing includes in-house staff meetings to coordinate & schedule field survey, wetlands delineation, PA One-Call and bog turtle reconnaissance; final wetlands reconnaissance & delineation/flagging; pre-permit activities including jurisdictional agency requirement assessment & coordination; field survey and data collection; utility coordination from PA One-Call; preliminary design & mapping; project-related administration, coordination & scheduling.

## POLICE:

May Monthly Calls for Service Police Activities - 649

Wind Gap – 162      Pen Argyl – 159      Plainfield Township – 328

Slate Belt Regional Police Department was awarded a \$40,000 grant through Pennsylvania Department of Community and Economic Development (grant submitted by Wind Gap Borough), a 2023 Ford Explorer Interceptor was purchased to add to the fleet.

The Department will begin advertising for two (2) Officers beginning next month. The application date will open through July with the physical agility and written test scheduled for August 2024.

Officer Long's 21<sup>st</sup> Junior Police Academy started on Monday, June 17 with graduation scheduled for Friday, June 21, 2024 at Wind Gap Middle School.

Chief Hoadley has begun preliminary work on the 2025 Budget.

**EMERGENCY MANAGEMENT:** Dave Hess, Emergency Management Coordinator

**May 2024 Report**

- May 20, 2024: Called to a fire alarm at the Municipal Complex. Accidental activation due to cooking.
- May 22, 2024: Responded to 52 West Second Street for a dwelling fire. Contacted the Red Cross to assist one resident.
- Distributed new Emergency Response Guidebooks to EMS and Fire Co.
- 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: tons (\$1.20 per ton)  
April 2024 = \$76,600.15  
May 2024 = \$79,135.84  
Actual Funds Received in 2024 = \$424,868.00

**WIND GAP AMBULANCE:**

114 total calls for April – Northampton Cty = 48 /Monroe Cty = 23 /Transports = 43  
Response Times Minutes Avg (from Dispatch to Responding)  
Northampton County = 2.10 Minutes  
Monroe County = 1.95 Minutes

**FIRE COMPANY:**

- 16 Calls for the Month of May / 70 Calls for the Year
- 6 Fire Alarms
  - 3 Lift Assists
  - 2 Wires Down
  - 1 Motor Vehicle Accident Fire
  - 1 Motor Vehicle Accident with Injuries
  - 2 Dwelling Fires
  - 1 Wire Fire

Received copy of PA Liquor Control Board License for June 27, June 28 and June 29, 2024 for the sale and consumption of liquor and/or malt or brewed beverages at the special event as a means of raising funds as provided by Section 408.4 of the Liquor Code.

**PARK:**

The trail from South Lehigh east to the back trail is currently under construction. An excavator was rented to assist with the construction and setting of 4 storm boxes. Pipe was purchased from Fry’s Plastic, delivered and installed. The excavator also dug the rain garden along the eastern portion of the trail adjacent to Dream Lehigh apartments.

PA American Water installed a water line from South Lehigh under the sidewalk in order to install a bottle filling station along with a water fountain and pet bowl. The street workers formed a concrete pad for the fountain to sit on.

**WIND GAP MUNICIPAL AUTHORITY:**

WGMA Meeting was held on Wednesday, May 22, 2024

Received a copy of the 2023 Annual Report of Municipal Authorities and Financial Statements / Independent Auditors’ Report / Supplemental Information

JVI – 20 Green Knight Drive requires an oil/water separator – JVI does not agree.

Feasibility Review Agreement for 40 Green Knight Drive submitted, still waiting on escrow deposit to be made.

WGMA – Of the opinion that School Alley sewer currently does not have to be worked on.

An Escrow Account will be necessary should the Borough move forward with a connection to the sewer in order to build a fieldhouse/concession stand at the Park.

Fresh Hills – Owner replaced sidewalks around manholes with no permits.

WGMA approved a new member for appointment to the board – Greg Dittrich

173 B Eighth Street - Letter to fix in 60 days, if not fixed – WGMA will fix and put a lien on his property.

Proposal regarding existing Sump pump – further discussion to occur.

Grease and oil separators and whether cleaning/maintenance properly maintained.

**PLANNING:**

Planning Commission Meeting scheduled for Thursday, June 20, 2024 regarding 537 Lehigh Avenue has been re-scheduled.

**ZONING:**

No Zoning Hearing Board was held in June 2024.

**OFFICE/BUILDING:**

Installation of light poles will begin end of June / beginning of July.

Parking Lot - \$35,000 from 2021 Grow NORCO Grant

Request for Extension December 31, 2024

**FINANCIALS:** – Balances as of May 31, 2024:

|                                  |                                                                                            |
|----------------------------------|--------------------------------------------------------------------------------------------|
| <b>General Funds:</b>            | \$150,059.55                                                                               |
| <b>Money Market Funds:</b>       | \$1,358,306.90                                                                             |
| <b>Capital Reserve Funds:</b>    | \$2,190,072.52<br>(\$665,362.83 – Sale of Borough Properties)                              |
| <b>State Liquid Fuels Funds:</b> | Current Balance = \$335,935.04<br>(Allocation Based on 9.36 miles /<br>Population of 2720) |