

**BOROUGH OF WIND GAP  
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The Council meeting of the Borough of Wind Gap on Tuesday June 18, 2019, was called to order at 7:00 p.m. by Council President Dave Hess, at which time he reminded those present that the meeting was being recorded. In attendance were Councilmembers: George Hinton, Joyce McGarry, Mike McNamara, David Manzo, and Jeff Yob. Also in attendance were Borough Solicitor Ronold Karasek, Borough Engineer Brian Pysher, and Borough Administrator Louise Firestone. Absent were Mayor Mitchell D. Mogilski Sr. and Councilman Kerry Gassler.

**PUBLIC COMMENT**

No one appeared before Council at this time.

**APPROVAL OF MINUTES**

**On motion** by Dave Manzo to approve the June 3, 2019 minutes and seconded by Mike McNamara. Roll call taken. Council agreed unanimously.

**NEW BUSINESS**

1. Tobacco Ordinance No. 503 Approval to Advertise – Attorney Karasek forwarded the ordinance to Council. If Council is comfortable with the language a motion to advertise can be made.

**On motion** by Dave Manzo to advertise and seconded by Jeff Yob.

Dave Hess asked if Council should consider making all Borough properties non-smoking verses just recreation areas. Dave Manzo said that most public buildings are non-smoking, but since it is a workplace there should be a designated smoking area. Brian Pysher said that No Smoking signs were posted when the building was renovated. Attorney Karasek said he has a provision in the ordinance that can be amended if Council chooses.

Dave Manzo rescinds his original motion.

**On motion** by Dave Manzo to table the advertising of the Tobacco Ordinance No. 503 until the next meeting and seconded by Jeff Yob. Roll call taken. Council agreed unanimously.

2. W2A Design Group – Building Project Schedule Update – Brian Pysher reported that the architects have provided a copy of the Invitation to Bid that details the project. W2A Design Group will provide all the documents beginning June 24<sup>th</sup>. There will be a pre-bid walk through on July 1, 2019 at 1:30 on site. Bids are due July 12<sup>th</sup> with the intent to award at the August 5<sup>th</sup> meeting. Louise explained that the architect asked if the Borough wanted to keep the second and third paragraphs, an in-depth description of the project, in the advertisement because of the potential cost.

**On motion** by Jeff Yob to approve the advertisement to bid excluding paragraph 2 and 3 and seconded by George Hinton. Roll call taken. Council agreed unanimously.

3. Northeast Signal & Electric Co. Pay Application No. 3 - \$9,469.80 - Brian Pysher reported that the software is licensed in the Borough's name and was downloaded onto the office laptop giving the Borough the ability to dial in and change the signal manually into the 411 program. There is a toggle switch in the cabinet at Jacobsburg Road and Route 512 (Moorestown Road) to trigger the 411 Plan which is the emergency timing plan. In the event of an emergency, a Slate Belt Regional Police Officer or any other designated official that has a key, can go to the cabinet and trigger this 411 plan with the toggle switch. Traffic Planning and Design has approved Northeast Signal & Electric Co. for payment, withholding 10% retainage and recommends payment by Wind Gap Borough.

**On motion** by Jeff Yob based on the recommendation of Traffic Planning & Design approve payment to Northeast Signal in the amount of \$9,469.80 and seconded by George Hinton. Roll call taken. Council agreed unanimously.

## **OLD BUSINESS**

1. Alpha Road Construction Project – Bid Award (\$696,501.00) Brian Pysher reported that last month Council discussed eliminating a portion of the project. A question came up that since the Borough advertised the entire project would we be able to legally reduce the scope of the project. Attorney Karasek reviewed the documents and there are provisions that state that the owner may make changes in the work by making alterations, additions, or omitting work. It also states that the Borough can decrease any quantity or delete any items so the contract specs say that Council has the ability to reduce the scope of work. Council discussed the need to do the project as it was originally bid because the road project needs to be done correctly. Louise make Council aware of the funding options available, including two years of Community Development Block Grants (CDBG) in the amount of \$190,000, State Liquid Fuels \$454,227.46, and Capital Reserve funds in the amount of \$100,000.

**On motion** by George Hinton to do the Alpha Road project in its entirety in the amount of \$696,501.00 and seconded by Jeff Yob. Roll call taken. Council agreed unanimously.

2. Plan Slate Belt – Approve Consulting Contract with LVPC – Attorney Karasek reviewed this consulting contract on behalf of Upper Mt. Bethel and will forward his comments from his review to Borough Council. This item was tabled until the next meeting.

3. Adopt Resolution 2019-04 – Erase Audio Recordings

**On motion** by Jeff Yob to adopt Resolution 2019-04 and seconded by Dave Manzo. Roll call taken. Council agreed unanimously.

Attorney Karasek re-iterated said that the tapes are to be erased once the written minutes have been approved. Until that time the tapes are kept for use by the Borough Staff to prepare those minutes.

4. West Second Street Property Update - Bryan Pysher will reach out to the County of Aging to see if the resident can be put on a wait list for housing.

5. Borough Priority List – Projects/Equipment/etc. - Nothing new to add at this time.

6. Borough Manager – Northampton/Lehigh Compensation Comparison - Jeff Yob asked Louise to provide the current status of the Borough such as census population, income, age, etc.

## COMMITTEE REPORTS

1. EMS – Dave Manzo reported that the Ambulance responded to 13 ALS calls and 28 BLS calls in Northampton County, 3 ALS calls and 10 BLS calls in Monroe County, and 75 transports. Response time is 2.13 minutes, calls in Wind Gap Borough 129, calls year to date 747.

Dave said he attended the Legislative Breakfast to discuss staffing issues for EMS personnel.

2. Fire – Mike McNamara reported that the Fire Company had 4 calls for the month of May and their carnival is scheduled for the end of June.

3. Regional Police – Dave Hess reported that Police Department responded to a total of 548 calls for service, 170 were for Wind Gap.

On May 4<sup>th</sup>, the Department hosted a Wills for Heroes event at the Plainfield Township building, coordinated by Pat Stonaker.

Chief Mettin attended a two day Emergency Management Training seminar in Blue Bell PA.

Officers took part in a “Torch Run” on May 17<sup>th</sup> starting at the Wind Gap Middle School and ending at the Wind Gap Park. Officers volunteered to be part of the run to start the Special Olympic Young Athletes event held at the park. Children ages 2-8 took part in the event.

All Officers completed policy review for Emergency Response Driving and High Visibility Vest Wear. Officers also completed their annual Firearms Qualifications. Defensive Tactics training for all officers is set for June.

The Junior Police Academy starts next week, Dave has been recruited to be tased.

4. Emergency Management – Jeff Yob had nothing to report.

5. Zoning – Mike McNamara reported that our Zoning Officer submitted her monthly report along with her invoice. The new owner of 40 S Broadway submitted a zoning application, but was sent a denial letter due to lack of off street parking.

6. Planning – There is a Planning Commission meeting scheduled for July 11, 2019 for JERC's proposed warehouse at 550 Male Road.

7. Municipal Authority – Deb Harbison, who attended the last WGMA meeting, reported they discussed that the Water's Edge developer will have to pay \$75 for each lateral inspection. The road opening permits for Roosevelt and 544 Alpha Road have been issued. They received 3 bids for their Sewer Treatment Plant pavement replacement. They were awarded \$20,000 for testing on pipes to eventually change from clay to plastic. They are going to update their maps with manholes and plastic pipes. They were looking into applying for Grants with Green Knights. They received 3 calls for pool credits, they voted to do away with pool credits for all future requests. Terry will forward all 911 requests to the Borough Office for all jobs pertaining within the Borough.

8. Streets – Jeff Yob asked Rich Fox if the lawnmower repair stayed within budget. Rich said it was, the cost was \$899.00. Jeff thanked Rich for the new street signs at the 3<sup>rd</sup> Street light.

Dave Manzo asked if Alpha Road will have truck restrictions once the project has been completed. Brian Pysker replied that once a traffic engineering study is completed, then the Borough will be able to restrict trucks from going on Alpha Road.

9. Park/Athletic Fields – Dave Manzo reported that he, Louise, and Dave Hess attended the monthly meeting of the Wind Gap Area Athletic Association (WGAAA) on Tuesday, May 28, 2019 at the ScoreCard Restaurant. He said this was a productive meeting and a good start to developing a relationship with them. Dave offered the use of our Assembly Room for their next meeting.

Dave said that he and Mike met with Carlton Snyder regarding information for a Dog Park. He suggested that Carlton contact Louise for information on the grant process and funding issues.

Jamboree/Trail to Town Event - Louise Firestone reported that the Jamboree is scheduled for August 10, 2019 from 12 to 3:00 pm. She said that the Boy Scouts should be attending this year. Debbie Pettinari of State Farm would like to bring a DWI Simulator. We need volunteers to represent the Borough. Rich volunteered to assist with setting up and with spin art.

Electrical Upgrade – Louise Firestone reported that we are waiting for estimates from Total Electric and Dave Albanese. There is a wire that runs from one of the poles and hangs over the trees, she asked for an estimate to bury these wires underground.

10. Tipping Fees – Kerry Gassler was absent, so there nothing to report.

11. C.O.G. – Mayor Mogilski was absent, so there was nothing to report.

12. Slate Belt Rising – George Hinton said the community garden needs signage on the fence. Joyce McGarry said that we need herbs, vegetables, pots and a hose for the water tank.

George said the they are looking for housing façade projects, they are making the process of the paperwork more simpler

Dave Manzo said that he attended their mixer, there was a nice turnout.

13 Multi-Municipal Plan – Louise Firestone reported that the monthly was held and the Steering Committee was asked to provide information to LVPC. She also displayed the website that was set-up for the plan, [www.planslatebelt.org](http://www.planslatebelt.org). The next meeting is scheduled for July 17, 2019 at Weona Park's Community Center.

14. Mayor's Report – Mayor Mogilski was absent, so there was nothing to report.

## QUESTIONS AND ANSWERS

1. Peter Albanese asked Attorney Karasek if all the documentation is in place for his Water Street Project and Green Knight Industrial Park to record the plans.

**On motion** by Jeff Yob that upon receipt of the executed Green Knight Economic Development Corporation (GKEDC) Developer's Improvements Agreement and the Performance Bond, Council approves the project commencing and seconded by Dave Manzo. Roll call vote taken. Motion carried unanimously.

2. George Hinton reported that Slate Belt Regional Police identified trespassers swimming in the quarry behind the Municipal Complex. The Police Officer highly recommended posting “No Trespassing Signs” on the property. The adjoining property is owned by Mike Goffredo, Emerald Property Group. Mr. Goffredo verbally indicating at the closing for the transfer of real estate that he would install a fence around his property with a gate for the shooting range. Unfortunately, that was never done, so Council must approve installation of signs to protect borough property.

3. Jeff Yob recommended that Council create an agreement with the Fire Company and the Ambulance Corps that outlines responsibilities and a Code of Conduct. The Borough is providing a building and utilities free of charge and in return Council should have a certain level of expectations from organizations that share the building. If an agreement is in place, and an incident occurs the repercussions would be clear and identifiable.

4. Jeff Yob asked for an update of the Detzi’s vacant lot property at 550 North Lehigh Avenue. Since the Borough now has a new Zoning Officer, he is requesting that the file be reviewed and possibly re-send the enforcement notice that was previously sent to the property owners. He feels that the parking lot is an unpermitted use and is not sure if all the Wind Gap Municipal Authority requirements have been satisfied. This request will be forwarded to the Zoning Officer.

## **ADJOURNMENT**

**On motion** by Mike McNamara to adjourn the meeting of June 18, 2019. Council agreed unanimously. The meeting of June 18, 2019 adjourned at 8:36 p.m.

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Louise Firestone – Borough Administrator