

**BOROUGH OF WIND GAP
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WIND GAP, PA 18091
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Wind Gap Borough Council meeting on Tuesday, March 18, 2025, 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, Jason Boulette and Alex Cortezzo. Also in attendance were Borough Solicitor Ronald Karasek and Borough Manager Louise Firestone. Absent were Mayor Wesley J. Smith and Borough Engineer Brian Pysher
Junior Council person Olivia Bentley was present.

PUBLIC COMMENT

Adrienne Fors, Waste Management, reported that:

1. The landfill is averaging about 1,500 to 1,600 tons per day. We are certainly down in tonnage right now. Spring season will probably bring a little bit more back.
2. The gas collection project wrapped up around the end of February. They are planning a second one for this year.
3. The Grand Central Recycling facility is coming along. They are looking to do a dry run around Earth Day time frame. They will run the equipment to see how things are operating to make sure everything is in place. They will do a wet run to make sure everything is running smoothly. They will be online in early May / June. They are cleaning up what they need for their permits and Certificate of Occupancy. They are anticipating a ribbon cutting in September.
4. Battery Boxes were delivered last week. There were two boxes, one is for alkaline batteries and the other one is for lithium, they should never mix.
5. At the end of the month, they are having a Habitat Planning Committee with some of their partners. April 16th is the Sustainability Tour in participation with the Green Knight Development Corporation. State Representative Ann Flood and Congressman Brian Mackenzie have confirmed that they will be in attendance. As a reminder on April 28, 2025, WM is partnering with the Pen Argyl Area School District Character Education class to clean-up along Broadway from 9:30 a.m. through 11:30 a.m. Everyone will meet up at the Social Hall. Everyone is welcome to join them.
6. WM representatives were in attendance at the Plainfield Township Planning Commission Meeting last night, with three separate requests for re-zoning. Unfortunately, the Planning Commission denied all three, so the next step is the application for the rezoning and future expansion will go back to the supervisors. They will need to make a motion to hold a public hearing. She will keep us updated on the date.
7. Their annual mailer has been sent out.

Dave Manzo questions what will happen to Green Knight Development Cooperation if WM re-zoning is not approved. Adrienne replied that if the landfill does not expand, in four years, the landfill will cap and close and eventually the gas generation will fully die down. The funding that GKEDC is able to give out would decrease, grants and scholarships would decrease.

GKEDC is very private about what they give out, but they have been responsible for the economic programs and business in the Slate Belt, including the YMCA. Dave Manzo said so the loss of the landfill would be disastrous to all the communities.

Adrienne said that Plainfield Township supervisors hired an outside auditing firm to conduct a landfill closure analysis. That analysis is getting around and people are beginning to worry. If WWM does not get the rezoning, the life of the landfill is the remainder of calendar year 2025 and then approximately three (3) years left. Aside from the charitable donations, the business of the landfill and the impact on our community garbage service will be impacted. If a landfill is not physically located in the Slate Belt, those tons of garbage would have to go somewhere else, likely to a transfer station before being hauled to another landfill. Currently the residents of Wind Gap and Pen Argyl receive "free" trash removal, so that would be eliminated, plus due to the additional cost to now transport the trash further away, the residents would experience a substantial increase for garbage service. At a minimum, the cost for trash is going to double.

2. Elizabeth Randles appeared before Council to explain her dilemma. She moved to 389 North Broadway in November 2024. She bought the property with the intention of opening her Natural Hair business. She was informed that she needed a handicapped parking space even if she does not have handicapped clients. Currently the curbing on Broadway has yellow paint on the curb which would indicate a No Parking zone, which would mean that her clients would have to park across the street and cross State Route 512. Louise Firestone informed her that years ago North Broadway was painted yellow because there were neighbor issues regarding parking and sight issues. Attorney Karasek asked about the variance and Ms. Randles indicated that she was granted the variance that she has on street parking. Attorney Karasek read from the ordinance and said that council can give her a handicapped parking spot, no application needed.

On motion by Steve Bender to allow Borough Council to grant Elizabeth Randles a handicapped parking space at 389 North Broadway and seconded by Alex Cortezzo.

Motion was amended by Steve Bender to include completion of an application to the Borough Office and seconded by Alex Cortezzo. Roll call vote taken. Council agreed unanimously.

3. Lisa Denardo of 430 Liberty Street informed Council that she has a neighbor that has been there for three years and about six months ago he threatened her over nothing. Ms. Denardo admitted that this is really a police matter, but the Slate Belt Regional Police Department cannot do anything since she has been unable to catch him on camera. Attorney Karasek concurred that this is a police matter and suggested that she hire a private detective who would be able to spend the time to catch him in the act.

APPROVAL OF MINUTES

On motion by Dave Manzo to approve the March 3, 2025, minutes and seconded by Patrick Webber. Roll call vote taken. Council agreed unanimously.

NEW BUSINESS

1. School Alley – Approval of Alley Survey

On motion by Dave Manzo to authorize Brian Pysker to survey School Alley and seconded by Jason Boulette. Roll call vote taken. Council agreed unanimously.

2. Street Department Fleet of Trucks / Vehicles – Update
George Hinton informed Council that the 2006 GMC truck has a tailgate issue. It is a combination of rust and not opening and closing properly which caused one of our employees six weeks of workman's compensation. This is an older truck; George asked for input on whether Council wishes to send the truck out to get an estimate or should it be retired. Steve Bender is familiar with the truck. GMC stopped making these truck years ago. It is difficult to get parts for the truck. He said it is time to consider getting rid of the truck.
On motion by Steve Bender to put the GMC 2006 on Municibid with No Reserve and seconded by Alex Cortezzo. Roll call vote taken. Council agreed unanimously.
3. Resolution 2025-03
C2P2 Grant Application for Large Park Pavilion / Community Letter
On motion by Dave Manzo to Accept and Adopt Resolution 2025-03 – C2P2 Grant Application for Large Park Pavilion / Community Letter and seconded by Jason Boulette. Roll call vote taken. Motion carried unanimously.
4. Park Shed – Approval to Purchase N/T/E \$9,000
On motion by Alex Cortezzo to purchase a 12' X 24' shed for the park, not to exceed \$9,000 and to look into funding sources and seconded by Dave Manzo. Roll call vote taken. Motion carried unanimously.
5. 332 N Broadway, LLC and Silver Knight Injunction Complaint - Attorney Karasek reported that he prepared an injunction against 332 Broadway along with Silver Knight Inc. He was told that Silver Knight Inc may be operating there. He would like to make sure that all is good with Council and if so, George Hinton can sign the document so it can get filed at the courthouse.
On motion by Jason Boulette to proceed with the filing of the injunction for 332 N Broadway, LLC and Silver Knight and seconded by Steve Bender. Roll call vote taken. Motion carried unanimously.
6. 241 South Broadway – Taste of Nature - M/M Janette Neighbor Stormwater Discharge
George Hinton reported that he thought the water discharge issue was handled. A couple of on-site meetings were held, and the owner of 241 South Broadway did put in a drainage pipe running out onto his property and since then, there have been no reports regarding the water problems until now. Unfortunately, Wind Gap Municipal Authority could potentially have an issue as the Gas Station / Fresh Market and Taste of Nature as the sewer line runs together. Ted Manento, Supervisor Wind Gap Municipal Authority, said that the property was originally one owner. Randy Yordy said that they did inspections on both places and had decided to run a camera down the sewer on the Taste of Nature side, but they cannot get the camera down. They can cap it at the line, and it has to pass the pressure test, but chances are it will not pass as the pipes are old terracotta pipes. That means that the pipes would have to be replaced. Attorney Karasek asked why they were not told to have separate sewers. If there is one sewer line being used by both, there should be a repair and replacement agreement. Randy said that there are no agreements. George believes that there is a property line dispute, and it is a civil matter between two neighbors. No action to be taken.

OLD BUSINESS

Attorney Karasek said that Alex Cortezzo did some work with regard to Right-to-Know requests for Fire Companies. What would happen if the property would have to go back to the Borough as opposed to the Fire Company? Attorney Karasek does not think that Council would

want to say that they would take over the mortgage. If the Borough did take it over with the ultimate intent to sell it. Unfortunately, it is not that easy for the Borough to just take over the loans, they must have reports done by the accountant to establish that the ability exists to borrow money, approvals by PADCED, ordinances, public hearings, etc. Attorney Karasek stated that this is not a legal decision, but a decision of Council. George said there will be a public meeting, and he will let Council know when it is so they can attend.

COMMITTEE REPORTS

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

MAYOR SMITH REPORT

Mayor Smith was not in attendance, so Louise gave Mayor Smith's report. The Mayor attended the COG meeting on February 26, 2025, he plans on attending the next meeting to be held on March 26, 2025. There is a meeting on Thursday at Upper Mount Bethel Firehouse with Cetronia and Suburban to discuss EMS services. He attended the Planned Slate Belt meeting on March 6, 2025. Their major discussion points were the Agreement. He would like to know if Council had any discussion points for him to take back to the April 3rd meeting.


Junior Council person Olivia Bentley reported that they raised \$42,000 for Childhood Cancer Research which funds the families and their medical bills. This is the second highest amount that they have ever raised. Their Character Education program is partnering with Feed the Children.

PUBLIC COMMENT

No public comments were heard at this time,

ADJOURNMENT

On motion by Dave Manzo to adjourn the meeting of March 18, 2025. Council agreed unanimously. The meeting of March 18, 2025, adjourned at 8:20 p.m.



Louise Firestone, Borough Manager

MARCH 18, 2025 MONTHLY REPORT

STREETS:

Salt – February 24, 2025 Delivery 134.58 tons

2024 – 2025 Winter to Date – 401.20 tons @ \$81.40/ton = \$32,657.68

By contract – Still to be Ordered 158.80 tons

Training – Wednesday, March 5, 2025, 8:00 a.m. to 12:00 p.m. Allentown

Public Works Safety Course – Free – sponsored by PennDOT’s Local Technical Assistance Program (LTAP).

Safety training and safety equipment information provided to the attendees. Inventory to be taken at the maintenance garage and the park buildings. Programs to be implemented.

Future training to be discussed with street department.

Attendees: F. Firestone / J. Sportelli.

1 Street worker still out of work – Worker’s Compensation

1 Street worker unavailable to attend

Training Sponsored by Slate Belt Council of Government (SBCOG)

Street Sweeping – Tuesday, March 18, 2025

PENDING ITEMS:

Meeting on East First St for placement of Street Light – B. Pyscher 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. Work through 2/2/2025 \$830.00

Utility coordination with T. Duffy, P.E. re: sanitary sewer; ongoing design & CAD drafting; in progress structural calculations for new bridge superstructure & substructure modif’s; in progress project schedule revisions per prior conference call with B. Pyscher & L. Firestone; in progress revised project quantities tabulation & preliminary budget cost estimate update; project administration, coordination, correspondence & communication provided through the stated billing period.

- **COMPLETED** - PA One Call, PNDI, Wetlands Delineation, Bog Turtle Reconnaissance, Survey Field Work.
- **COMPLETED** – Base Mapping, Utility Coordination, Preliminary Structural Feasibility Study & Drawings.

- **COMPLETED** – Utility Meetings, Type-Size-Location Bridge & Roadway Plans, Limited Hydrologic & Hydraulic Study, Limited Geotechnical Assessment, Budget Construction Cost Estimate #1.
- **COMPLETED** – Erosion & Sediment Control Plans & Narrative, PA DEP Coordination & GP-11 Application Exhibit Preparation.
- **IN PROGRESS** – Finish Permit Application Exhibits and Apply for PA DEP GP-11
- **IN PROGRESS** – Traffic Control Plan, Right-of-Way & Temporary Construction Easement Plans
- **IN PROGRESS** – Pre-Final Bridge Plans & Technical Specifications, Budget Construction Cost Estimate #2

- **August 1 – September 30, 2025** – Pre-Final Bid Documents & Project Permits (Approved by Jurisdictional Agencies)
- **October 2025** – Borough Council Meeting – **Authorization to Bid Project**
- **November 3 – November 30, 2025** – Issued for Bidding Plans, Specifications & Bid Documents
- **December 1, 2025 – January 15, 2026** – Bid Phase
- **January 16 – January 31, 2026** – Bid Review & Award Recommendation
- **February 2026** – Borough Council Meeting – **Award of Construction Contract**
- **March 23, 2026** – Start Construction (Notice to Proceed)
- **July 31, 2026** – Finish Construction / Project Punch List Inspection (Substantial Project Completion – 90%)
- **August 31, 2026** – 100% Project Construction Completion & As-Built Document

POLICE:

February 2025 – Parking Violations – 3 total

▪ Inspection – 1 total	\$10.00
▪ Registration – 1 total	\$10.00
▪ Trailer on Roadway – 1 total	<u>\$10.00</u>
	\$30.00

January 2025 Monthly Calls for Service Police Activities - 674

Wind Gap – 193 Pen Argyl – 135 Plainfield Township – 346

Officers investigated 16 criminal offenses and made 9 criminal arrests in the month.

The Department’s new Harris portable radios have been ordered through Industrial Communications. The Department will be closer to P25 compliance when the County changes frequency and adds multi-factor authentication (MFA). Additional grants will be pursued to replace the mobile radios (in-car) and the Station’s base radio.

The Department has adopted an in-house physical fitness plan. Ofc. Anderson has attended training to become certified in managing health and fitness. Ofc. Anderson will assist Chief Hoadley in building the Department’s physical agility test for hiring purposes. This program will ensure that SBRPD meets all the appropriate legal standards when conducting this hiring process. Ofc. Anderson is also certified in building individual Officer training programs. The certification was attained through the State and was held at the Allentown Police Academy.

EMERGENCY MANAGEMENT:

Dave Hess, Emergency Management Coordinator

FEMA has approved Wind Gap Borough’s Hazard Mitigation Plan (HMP). The plan meets the requirements of Title 44, Chapter1, Section 201.6, of the Code of Federal Regulations. It addresses the required elements: planning process, risk assessment and hazard identification, mitigation strategy, maintenance and implementation, and adoption.

Plan Adoption Date – January 21, 2025

Plan Approval Date – October 17, 2024

Plan Expiration Date – October 16, 2029

- REMINDER: All Elected Officials should complete NIMS IS-700 and ICS-100. Contact Dave Hess if there are any questions.

WASTE MANAGEMENT:

Monday, April 28, 2025 – 9:30 a.m. to 11:00 a.m. – All Elected Officials are Welcome
WM and Pen Argyl Area High School Students – Character Education Clean up Broadway

Neighboring Partnership Agreement: 29,901.77 tons (\$1.20 per ton)

February 2025 = \$35,882.12

Actual Funds Received in 2025 = \$132,819.56

Actual Funds Received in 2024 = \$198,996.99

Year-to-date comparison Less **\$66,177.43** (33%)

WIND GAP AMBULANCE:

88 total calls for February:

Wind Gap/Northampton = 49

Monroe Cty = 17 /Transports = 22

Average Response Time from Dispatch to Responding

Monroe Cty = 1.50 Minutes Northampton Cty = 1.45 Minutes

FIRE COMPANY:

Calls for the Month of February 2025 / 49 Calls for the Year

- 1 ALS - QRS
- 2 Assist Agency
- 1 BLS
- 5 Fire Alarms
- 1 Brush Fire
- 2 Dwelling Fires
- 1 Fire Industrial Structure

- 1 Fire Rubbish / Trash
- 1 Fire Vehicle
- 1 Fire Wire
- 1 MVA Fire Request
- 2 MVA Unknown Injuries
- 1 Wire Down

PARK:

Green Knight Economic Development has ordered 2 dugouts, bleachers, pitching/hitting cage. These items have been delivered to the Borough and unloaded by the street department and currently reside on municipal complex property. GKEDC has contracted with an outside project manager to coordinate the installation of the concrete pads in order to set the equipment as soon as possible.

GKEDC hired Alloy5 Architecture to design a large pavilion to replace the existing park pavilion. Alloy5 has been meeting with representatives of the GKEDC and the park committee to approve a concept drawing and a proposed budget in order to apply for a DCNR C2P2 grant. The grant application deadline is April 2, 2025.

WIND GAP MUNICIPAL AUTHORITY:

Meeting, Wednesday, February 26, 2025

- 2025 - Sewer Rate Increase effective Jan 1, 2025, will be reflected in April billing
- Wawa traffic issues / related to School Alley
- Landscaping repairs of WGMA Office
- Sludge – Support Letter for Waste Management
- Grant – for purchase of Flow Meters
- Green Knight Pump Station Service Area Fee

PLANNING:

Thursday, March 20, 2025

Wawa Convenience Store

- 1.) Application for Consideration for a Subdivision and/or Land Development (Appendix 10), Applied for as Preliminary/Final/Natural Subdivision Plan, Signed 8/27/2024
- 2.) Waiver Request Letter, prepared by Bohler Engineering PA, LLC., dated 1/30/2025
- 3.) Lehigh Valley Planning Commission Submission Transmittal Letter, prepared by Bohler Engineering PA, LLC., dated 8/29/2024
- 4.) PNDI Project Receipt, completed by Bohler Engineering, PA, LLC., dated 6/19/2024
- 5.) Pennsylvania Department of Conservation and Natural Resources, No Impact Anticipated Letter, dated 6/20/2024
- 6.) Botanical Survey Findings Report, prepared by Skelly and Loy, dated 7/12/2022
- 7.) Phase II Bog Turtle Presence – Inferred Absence Survey Report, prepared by Skelly and Loy, dated 8/23/2022
- 8.) Wetland/Watercourse Boundary Verification, prepared by Valley Environmental Services, Inc., dated 11/19/2022

- 9.) Wetland Report, prepared by Valley Environmental Services, Inc., dated 11/21/2022
- 10.) Transportation Impact Study, prepared by Traffic Planning and Design, Inc., dated 6/7/2024
- 11.) Report of Geotechnical Investigation, prepared by Whitestone Associates, Inc., dated 8/28/2024
- 12.) Phase 1 Environmental Site Assessment, prepared by Whitestone Associates, Inc., dated 5/3/2023
- 13.) Phase 2 Site Investigation, prepared by Whitestone Associates, Inc., dated 8/23/2023
- 14.) Stormwater Management Report, prepared by Jeffrey A. Beaven, PE, Bohler Engineering PA, LLC., dated 8/29/2024, revised 1/26/2025
- 15.) Preliminary/Final Land Development Plan for BTS Commercial Real Estate, LLC, proposed Wawa Food Market, prepared by Bohler Engineering PA, LLC., dated 8/29/2024, revised 1/29/2025
- 16.) Appendix 11 Forms associated with Waiver Requests
- 17.) Pennsylvania American Water Letter of Serviceability, dated 10/17/2024

Traffic Study – Review Letter from Peter Terry, Benchmark Civil Engineering Services

ZONING:

Meeting Tuesday, March 11, 2025 – Applicants were Granted their Variances

- (Case No. 01-2025) - 389 North Broadway – Variance Request from §701 [Required number of off-street parking spaces], more specifically Table 7.1 of the Zoning Ordinance that dictates specific numbers of off-street parking spaces required for certain permitted uses. The applicant also requested a variance from §702.C [Handicap Parking] that requires at least one (1) of the seven (7) required off-street parking spaces to be dedicated to handicap parking. The applicant is proposing to add a personal service use to the basement of the existing single-family dwelling unit.
- (Case No. 02-2025) – 758 Pear Street – Variance Request from §314.C.1.b [Accessory Uses], of the Zoning Ordinance that only permits the erection of an unattached accessory structure within a rear yard. The applicant is proposing to erect a new, 26’ by 30’ pole barn within the existing side yard. The applicant also seeks the same relief for the relocation of an existing 12’-4” by 16’-4” accessory structure to the side yard.

FINANCIALS: – Balances as of February 31, 2025:

General Funds:	\$177,830.58
Money Market Funds:	\$488,234.12
Capital Reserve Funds:	\$2,583,262.45 (\$551,430.51 – Sale of Borough Properties)

State Liquid Fuels Funds: Current Balance = \$347,938.84
(Allocation Based on 9.36 miles /
Population of 2720)

3/3/2025 - Received from the Commonwealth of PA:

Liquid Fuels Payment	\$80,105.61
Turnback Maintenance (Male Rd)	\$ 1,680.00

SLATE BELT RISING:

2025 Slate Belt Annual Litter Pickup Day – Saturday, April 26, 2025

Currently 8 Slate Belt Municipalities are participating

Wind Gap Target pick up is along Male Road adjacent to the Plaza

State Representative Ann Flood will be leading a team of volunteers in the area of the Route 33
Northbound Exit Ramp (Wind Gap Exit - Plainfield Township -

Volunteer Arrival: 9:15 AM – 9:30 AM

Cleanup Start Time: 10:00 AM

End Time: The event officially runs until 1:00 PM, but volunteers are free to leave as
they finish cleaning the designated area.