

**BOROUGH OF WIND GAP  
545 East West Street  
WIND GAP, PA 18091  
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Wind Gap Borough Council meeting on Tuesday, November 19, 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, Jason Boulette and Alex Cortezzo. Also in attendance were Borough Solicitor Ronald Karasek, Mayor Wesley J. Smith, Engineer Brian Pysher, and Borough Manager Louise Firestone.

Junior Council member Olivia Bentley was in attendance.

**PUBLIC COMMENT**

No public comments were heard at this time.

**APPROVAL OF MINUTES**

**On motion** by Dave Manzo to approve the November 4, 2024, minutes and seconded by Patrick Webber. Roll call vote taken. In favor: J. Boulette, A. Cortezzo, M. Crossen, G. Hinton, D. Manzo, P. Webber. Abstained: S. Bender. Motion carried: 6 – 0 – 1.

**NEW BUSINESS**

1. Responsible Recycling Services LLC – E Cycling Event – Approval of Invoice to be Reimbursed by Northampton County - \$1,800.00

**On motion** by Dave Manzo to approve payment for Responsible Recycling Services LLC in the amount of \$1,800 and seconded by Jason Boulette. Roll call vote taken. Council agreed unanimously.

2. Ordinance 516 – Oak Alley – No Parking  
Brian Pysher asked Attorney Karasek to make a minor correction on page 2 "...Oak Alley is approximately twelve (12") feet in width with a length of approximately one thousand nine hundred (1,900') feet from Park Avenue (on the east – should be on the **west**) to Alpha Road (on the west – should be on the **east**); and, ..."

**On motion** by Patrick Webber to approve the advertisement of Ordinance 516, Oak Alley – No Parking and seconded by Dave Manzo. Roll call vote taken. Council agreed unanimously.

## OLD BUSINESS

### 1. Tyrone Klump Third Street Land Development – Street light alteration

Brian Pysher reported that he received plans from the Design Engineer with the photometrics for the proposed streetlight. Brian recommends allowing the developer to have a single light that would light up in front of Mr. Klump's townhouse development. Brian would like to speak with Pete Albanese, Wind Gap Electric, regarding the brightness of the two different bulbs proposed prior to proceeding with selecting the best option for illumination that is adequate for the street.

**On motion** by Steve Bender to proceed with the single light mounted on the Met Ed pole in the middle of West Third Street and seconded by Patrick Webber. Roll call vote taken. Council agreed unanimously.

## COMMITTEE REPORTS

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

Dave Manzo informed Council that the Wind Gap Municipal Authority meeting for tomorrow evening has been cancelled.

George Hinton reported that KeyCodes posted a Stop Work Order / Cease and Desist Notice at 332 North Broadway in violation of the Uniform Construction Code. Brian Pysher added that there was a copy of the original Stop Work Order in the folder from the previous Zoning Officer, but the property owner has continued to ignore the Stop Work notice. There are mechanisms in the Uniform Construction Code to serve notice of violation and then fine the owner for not coming into compliance. In addition to the Stop Work Order issued by the Building Code Official (KeyCodes Inspection Agency), Brian acting at the borough's Zoning Officer sent them an enforcement notice in violation of Wind Gap's Zoning Ordinance today as well. The owner has done construction in the building, on the loading dock and completed the installation of a door. One of the workers came in last week asking for a zoning permit to put in a retaining wall. Brian informed him that it is not legal for them to do anything there and he is not issuing any permits until they are in compliance. Brian and George met with their engineer who wanted to bring the property into compliance so they could work there, but to date, this has not happened. This property has had ongoing issues since the current owner purchased the property.

Brian sent an enforcement notice to Dunkin Donuts for their lights. Brian needs to do more investigation on the complaints regarding the lights at the car wash.

Dave Manzo reported that 173 8<sup>th</sup> Street has satisfied their obligation to the Wind Gap Municipal Authority.

Brian reported that he will be staking out the parking lot in conjunction with phase one of the project, which is on the west side of the building, as the contractor is scheduled to start this week depending on the weather. The sub-contractor will be grading the lot in preparation for Bracalente Construction to come in and put down the base course.

Jason Boulette asked about the easement for the Goffredo property behind us. Brian said a meeting was held and he was respectfully asked to not list the property with the access easement off East West Street. Mr. Goffredo did not want to commit to that request as he wants to keep his options open; his intent is to list the property.

George Hinton reported that the meeting with St. Luke's Hospital was cancelled.

Jason reported that Lehigh Valley Planning, Plan Slate Belt, reviewed and produced a traffic impact study with regard to the Cubes at the Gap (f/k/a CRG). Jason encouraged all of Council to read the report as LVPC has serious concerns about the traffic impact. Brian Pysher reported that at the Plainfield Township meeting, they discussed environmental issues with the proposed subdivision of Nolan Perin's parcel. The portion that he was going to retain contains most of the contaminants. According to our Environmental Engineer, they cannot do that. Plainfield has approved the subdivision, but they intend on addressing this issue. According to DEP regulations you cannot subdivide off an area of contaminants in order to avoid completing a contaminant clean up.

Wind Gap Borough's Planning Commission will be reviewing the Cubes at the Gap resubmission that includes incorporating the Alpha Road bypass. The December Planning meeting includes continuing the Wawa review also.

Junior Council Oliva Bentley addressed various projects that are going on at Pen Argyl High School such as:

- Knights Order – Character Ed Program
- Stuff the Bus with Families First and the YMCA to Unstuff the Bus
- National Honors Society Induction Ceremony for 19 new members including Olivia – for which Council congratulated her for that honor.
- Mini-thon Dance
- December Semi Formal Dance
- FBLA Program (Future Business Leaders of America)
- Winter Carnival

## **MAYOR SMITH REPORT**

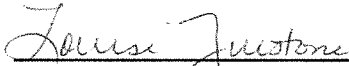
Mayor Smith reported that the COG had further discussions regarding the crack sealer. The COG is looking to purchase a storage container to put on the lot of the Chamber of Commerce building in order to store the equipment they have obtained through their grants. The COG is interested in doing a fund raiser, but he has no additional information at this time. He will be attending the COG meeting tomorrow. The Mayor and Wind Gap Junior Council member, Olivia, met prior to this meeting to discuss ideas to engage high school students to get more involved with the community. He will plan to go to the school and speak with students interested in local issues and government.

## **PUBLIC COMMENT**

No public comments were heard at this time.

## **ADJOURNMENT**

**On motion** by Dave Manzo to adjourn the meeting of November 19, 2024. Council agreed unanimously. The meeting of November 19, 2024, adjourned at 7:37 pm.

  
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Louise Firestone, Borough Manager

# **NOVEMBER 19, 2024 MONTHLY REPORT**

## **STREETS:**

The Street workers have completed the installation of the Park Walking Trail and the associated wall.

The department has been collecting leaves and responding to residents requests for leave removal and potholes.

## **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.: 9/30/2024 – 10/27/2024      \$1,633.75

In-house staff meetings to coordinate & schedule; pre-permit activities including jurisdictional agency requirement assessment & coordination; E&S control Plan prep+coord by R.C.J. & S.D. & R.M.M.; ongoing utility coordination from PA One-Call; ongoing design & CAD drafting; in progress structural calculations for new bridge superstructure & substructure modif's; ongoing right-of-way & temp const easement research & planning; com with B. Pysher & L. Firestone; project-related scheduling project administration, coordination, correspondence & communication provided through the stated billing period.

## **POLICE:**

October Monthly Calls for Service Police Activities - 691

Wind Gap – 169      Pen Argyl – 187      Plainfield Township – 335

Officers investigated 11 criminal offenses and made 5 criminal arrests in the month.

Conditional Offers of employment were provided to two applicants. Both applicants completed their individual psychological/physical testing through Pocono Occupational Medicine. Both applicants passed their tests and are scheduled for the Allentown Police Academy entrance testing on December 17, 2024.

Detective Donaldson has been accepted into the Lehigh/Northampton Auto Theft Task Force. Newly assigned Detective Christopher Warning will be assuming Detective Donaldson's schedule late December.

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

10/28/24 – Completed questionnaire from County regarding the borough’s open burn ordinance. Spoke with Fire Chief Dan Sinclair regarding issuing a burn ban.

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

**WASTE MANAGEMENT:**

Participated in E-Waste Event in conjunction with Pen Argyl Borough / Plainfield Twp At Grand Central Landfill

Participation lower than previous years = 31 residents (WG = 10 / PA = 15)

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

August 2024 = \$77,012.39

September 2024 = \$66,900.48

Actual Funds Received in 2024 = \$714,283.26

**WIND GAP AMBULANCE:**

Meeting scheduled for Wednesday, November 20, 2024

106 Total calls for the Month of October

Northampton County 38 Calls

Monroe County 19 Calls

Transports 45 Calls (plus 4 calls Canceled while in progress)

Average Response time from Dispatch to Responding

Northampton County 1.69 minutes

Monroe County 1.91 minutes

**FIRE COMPANY:**

2024 Volunteer Fire Relief State Allocation = \$16,605.91

25 Calls for the Month of October

- 2 Rubbish Fires
- 2 Brush Fires
- 2 Dwelling Fires
- 2 Structure Fires
- 4 Motor Vehicle Accidents
- 1 Wire down
- 4 EMS Assists
- 3 Public Assists

**PARK:**

Attended a hearing on Friday, November 15, 2024 related to the Car Incident that damaged two park benches at Wind Gap Park on August 8, 2024

**WIND GAP MUNICIPAL AUTHORITY:**

Meeting, Wednesday, October 23, 2024

- 2025 - Proposal for Sewer Rate Increase \$1.50 per 1,000 gallons
- WGMA authorized their Solicitor to send a request to the Borough asking that the Borough Draft an Ordinance regarding Grease Traps
- Eighth Street – Still ongoing issues regarding installation of box
- WGMA Office on Abel Colony Road - Door locks purchased and installed
- 2025 Draft Budget presented – to be discussed at November meeting

**PLANNING:**

Meeting Thursday, November 21, 2024

3 Aide Properties at 537 North Lehigh – Townhouses  
Liberty Street – Sketch Plan for 200 apartment proposal

Meeting, Thursday, December 19, 2024

Wawa Convenience Store  
Cubes at the Gap formerly CRG

**ZONING:**

Meeting Tuesday, December 3, 2024

389 North Broadway – Home Occupation  
Crossroads – Appeal Zoning Officer denial to erect a Billboard at 20 Green Knight Drive

KeyCodes Inspection Agency

332 North Broadway – Complaint

The new owners of 332 North Broadway are working on their building without permits. KeyCodes has issued Stop Work Orders, but the owners have ignored them. The property owners have installed a loading dock and already have tractors backing into them.

**OFFICE/BUILDING:**

Parking Lot / Concrete work / Lighting / Cameras

Project awarded to Bracalente Construction –

Pre-construction meeting held on Thursday, November 14, 2024. Brian to mark out areas/utilities for sub-contractor on Friday, November 22, 2024, with work to begin on Monday, November 25, 2024.

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

Grant Expiration December 31, 2024

Friday, November 15, 2024, Meeting held with Emerald Property Group, Michael Goffredo to discuss the easement associated with the municipal property and the possibility of the sale of Mr. Goffredo's property.

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

<b>General Funds:</b>	\$57,510.81
<b>Money Market Funds:</b>	\$1,229,888.11
<b>Capital Reserve Funds:</b>	\$2,225,738.77 (\$665,362.83 – Sale of Borough Properties)
<b>State Liquid Fuels Funds:</b>	Current Balance = \$343,014.31 (Allocation Based on 9.36 miles / Population of 2720)

**PLAN SLATE BELT – Multi-Municipal Comprehensive Plan:**

Lehigh Valley Planning Commission will attend the December 17, 2024 Council meeting in order to answer any questions.

**SLATE BELT RISING:**

Slate Belt Rising (SBR) is a program of Community Action Lehigh Valley, is a neighborhood revitalization initiative designed to integrate and capitalize on the substantial assets of the individual Slate Belt communities. By leveraging the unique history, architecture, and culture of each municipality into a regional approach, SBR utilizes a Neighborhood Partnership Program to foster comprehensive community and economic development in the boroughs of Bangor, Wind Gap, Pen Argyl, and Portland. While SBR specifically targets these boroughs, we aim to promote development and coordinate services for the entire region.

In 2024, SBR provided financial assistance to 4 local businesses through the Commercial Lease Subsidy Program in establishing a lasting presence in our community.

In 2024, SBR organized 7 teams of volunteers across seven municipalities to collect litter – over 100 volunteers participated.

In 2024, SBR awarded 6 college scholarships totaling \$7,500 to high school students in the Bangor / Pen Argyl school districts, scholarships are supporting the next generation of leaders in our community.

In 2024, 20 homes participated in the Lead-Free homes program. SBR in partnership with Northampton County and Community Action Homes, launched a first-of-its-kind program in East Bangor Borough to test homes for lead hazards.

**MISCELLANEOUS:**

Real Estate	Arby's – 950 South Broadway sold for \$1,020,000
	Spanky's Car Wash – 951 South Broadway sold for \$825,000