

**BOROUGH OF WIND GAP
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WIND GAP, PA 18091
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Wind Gap Borough Council meeting on Tuesday, October 22, 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 Mayor Wesley J. Smith, Engineer Brian Pysher, and Borough Manager Louise Firestone. Absent was Borough Solicitor Ronald Karasek.

Junior Council member Olivia Bentley was in attendance.
Councilmen Alex Cortezzo joined the meeting at 7:13 pm.

PUBLIC COMMENT

1. Eliza Neistadt attended tonight's council meeting as a requirement for a merit badge that she is working on to become an Eagle Scout.
2. Dave Manzo commended Borough Manager Firestone for the ongoing projects that she has been overseeing in the park this summer along with the grant application that was awarded for the Male Road bridge project. Dave also commended Rich Fox and his street crew for doing a great job completing the projects in the park.

APPROVAL OF MINUTES

On motion by Dave Manzo to approve the October 7, 2024, minutes and seconded by Mark Crossen. Roll call vote taken. In favor: J. Boulette, M. Crossen, G. Hinton, D. Manzo. Abstained: S. Bender, P. Webber. Motion carried: 4 – 0 – 2.

NEW BUSINESS

1. Chief Hoadley – 2025 Proposed Slate Belt Regional Police Department Budget – 2025 Borough Service Fee. Chief Jonathon Hoadley provided the 2025 proposed budget that has been approved by the Slate Belt Police Commission and is now available for review and approval by the three municipalities. The budget is accurate except for the cost of the health care, as he is waiting for final cost for the 2025 coverage and not just the estimated cost. The Chief was appreciative that Council had their full board in attendance this evening. He commended the Borough's Junior Council member for delving into government to learn about the functions and procedures of the elected officials. The police budget has been relatively the same budget for several years; this is the first significant increase in some time. Chief Hoadley informed those in attendance that the department functions very well and they are currently rearranging offices to accommodate two detectives. He thanked everyone for their patience with this budget process and asked if there were any questions that he could answer.

Dave Manzo thanked the Chief and the Police Department for the National Night Out event as it was well attended and a great success. Chief Hoadley said that it was a great experience having this in Wind Gap Borough Park. Compliments on the facilities and the

cleanliness, he commends Louise and the borough road crew, as without the help of everybody, they would not be able to hold this event.

George Hinton said that there is the formality of sending a letter to the Chief and Slate Belt Regional Police Commission once the Borough passes the budget. Council has been provided a draft copy of the letter. If Council accepts the budget, the letter will be signed and sent to the appropriate parties.

2. Full-time Status for Street Worker – October 27, 2024 - Recommendation from Street Leader.

On motion by Dave Manzo to promote Frank Firestone to full-time street worker effective October 27, 2024, and seconded by Steve Bender. Roll call vote taken. Council agreed unanimously.

3. Crack Sealer CoStars Quote - 2024 CrackPro SM 125 / 2024 CrackPro 125 Gravity Flow. George explained that this piece of equipment will allow the melting of tar to fill in the cracks in streets prolonging the life of the street paving. If the crack sealer is purchased this year the Borough would avoid paying an additional 4% increase due to inflation in 2025. Steve Bender questioned the need for this piece of equipment. He believes that it would rarely be used and renting one from Seal Master is only approximately \$2,000 per week. He does not believe that the streets have many cracks in them. Mayor Smith will bring the topic of a tar buggy at the COG meeting tomorrow night. Louise will invite Street Leader, Rich Fox, to a future meeting, so he has the opportunity to explain the need for the sealer. No action to be taken this evening.

OLD BUSINESS

1. Tyrone Klump Third Street Land Development – Street light alteration – No Drawing Received – Brian Pysher reported that he had a conversation with Mr. Klump's Design Engineer at Keystone Consulting and explained what he is looking for so Tyrone can present it to council. Tyrone is aware of what is needed but he has not received the photometric drawing.

2. Environmental Engineer – David Crowther, Keystone Consulting Engineers
Brian Pysher explained that some of the projects submitted in the borough in the past few years have been extremely in-depth and require specific engineering disciplines. A major concern of Council and the Planning Commission is increased in traffic and the impact of the additional traffic. Plainfield and Wind Gap currently have several land development plans that will be in both municipalities and affect the travel through Wind Gap. Plainfield Township appointed Benchmark Engineering to handle the township traffic reviews so Wind Gap followed and appointed the same traffic engineer to review the submission on behalf of Wind Gap. Brian reached out to Plainfield to see who they were utilizing for their Environmental Engineer. They appointed Keystone Engineering to handle all engineering reviews. Keystone has a professional Geologist, David Crowther, who has a long history of environmental remediation experience both privately and on the governmental side. He spoke with him, confirmed that they would be interested in providing his services. Brian and Louise received his resume along with the Keystone fee schedule for 2024 and 2025. Brian is recommending appointing Keystone Consulting to review the revised CRG plans. Wind Gap is in receipt of environmental reports for Wawa land development plan, that Mr. Crowther would review, as well as the remaining undeveloped lots in Green Knight industrial Park.

On motion Steve Bender to appoint David Crowther, from Keystone Consulting Engineers, as our environmental engineer and seconded by Dave Manzo. Roll call vote taken. Council agreed unanimously.

3. Plainfield Township Invitation to Participate in a Regional Comprehensive - Questions sent to Plainfield Township - To Date No Response Discussion - Letter Received from Pen Argyl Borough – George Hinton reported that we sent a letter to Plainfield with questions and did not receive any response. We did receive a letter from Pen Argyl stating that they turned down the invitation from Plainfield.

On motion by Jason Boulette to decline the invitation to participate in a regional comprehensive, they did ask for us to respond from us by October 25, 2024, but they did not respond to our request and seconded by Dave Manzo. Roll call vote taken.

In favor: M. Crossen, G. Hinton, D. Manzo, P. Webber, S. Bender, Boulette. Opposed A. Cortezzo. Motion carried with a vote of 6 – 1.

4. 2025 Budget – Discussion - Council went over the budget, focusing on potential increased revenue line items and the possibility of a business privilege tax. Utility rate increases for the streetlights, traffic lights, rental of the fire hydrants, diesel and gas cost for the equipment and other services provided by the borough have all increased during 2024 leading into 2025. The discussion included how much Council wanted to depend on the money that is currently in savings to offset the increased costs. The Borough had a millage rate of 16 mills in 2020, no millage increase in 2021, a 1 mill increase to 17 mills in 2022, no increase in 2023 and no increase in 2024.

On motion by Dave Manzo to consider a 1 mill increase for the 2025 budget in order to continue projects that we want done in Wind Gap and seconded by Mark Crossen.

After further discussion the motion was amended.

On Amended Motion by Dave Manzo to raise the millage to 18 for the 2025 Budget in order to continue projects that we want done in Wind Gap and seconded by Mark Crossen. Roll call vote taken. In favor: G. Hinton, D. Manzo, P. Webber, M. Crossen. Opposed: S. Bender, J. Boulette, A. Cortezzo. Motion carried with a vote of 4 – 3.

COMMITTEE REPORTS

A written committee report was provided to Mayor Smith and Council. The Borough was awarded a Local Share Account (LSA) Statewide Program grant in the amount of \$650,000 for the Male Road Bridge Replacement and Pedestrian Improvement project. The Borough Engineer, Gillmore Associates, anticipates having the bid documents completed in order to put the project out to bid in the first quarter of 2025.

MAYOR SMITH REPORT

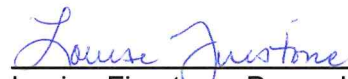
Mayor Smith reported on the Council of Governments (COG). The COG will be discussing their budget at the meeting set for tomorrow night, he will be in attendance. Wind Gap's dues for 2025 will be \$1,400. He will also bring up the tar buggy for discussion as a possible purchase for the COG to share with their member municipalities. State Representative, Ann Flood, notified him prior to the official announcement that the Borough would be receiving the LSA grant. It is a big win for the Borough to get that type of money for a project that we have been looking at for the past several years. He thanked Louise for her fantastic leadership on this and getting that grant. It is a big win for us and the taxpayers as funds secured through grants alleviate the burden on the tax payers of Wind Gap.

PUBLIC COMMENT

1. Eliza Neistadt said that she is looking at opportunities for her Eagle project. Please let her know if there are any projects as she would like to do something in the community.

ADJOURNMENT

On motion by Dave Manzo to adjourn the meeting of October 22, 2024. Council agreed unanimously. The meeting of October 22, 2024, adjourned at 8:09 pm.



Louise Firestone, Borough Manager

OCTOBER 22, 2024 MONTHLY REPORT

STREETS:

Serviced joint owned (Plainfield Township) 2008 Leaf Vacuum Leaf Collection starts October 21, 2024, and will continue through Tuesday, November 26, 2024 with collection occurring on Mondays and Tuesdays.

2022 F250 – Installed a Whelen Amber Mini Light Bar, back rack safety rack, all lights wired to upfitter switches - \$2,985

Purchased a 16" Chop Saw

Received quotes for Tar Buggy (Crack Sealer) – SealMaster (CoStars Vendor)

– Advised if not purchased in 2024 – Plan 5% increase for 2025 Inflation

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.: 9/2/2024 – 9/29/2024 \$1,120.00

In-house staff meetings to coordinate & schedule; base mapping adjustments & updates; pre-permit activities including jurisdictional agency requirement assessment & coordination; 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 construction easement research & planning; project-related administration, coordination & scheduling; project administration, coordination, correspondence & communication.

PA DEP requires the Borough to set up a GreenPort to upload the PA DEP permit application for the project on behalf of the Borough.

POLICE:

2024 – August Parking Violations – 4 total

▪ Inspection – 3 total \$30.00

▪ Trailer on Roadway – 1 total \$10.00

\$40.00

September Monthly Calls for Service Police Activities - 722

Wind Gap – 191

Pen Argyl – 153

Plainfield Township – 378

On Monday, October 14, 2024 from 8:30 a.m. to 10:30 a.m. the Department, in conjunction with the Wind Gap Dunkin Donuts, hosted a "Coffee with a Cop" event. There was a steady turn out.

Background checks are in progress for two (2) new Officers for next year. The Department is moving closer to deciding which candidates will receive conditional offers.

Chief Hoadley to attend the Tuesday, October 22, 2024 Council meeting to review and explain the 2025 Proposed Slate Belt Regional Police Department Budget, with Wind Gap's contribution set to be approximately \$665,542.75 or an increase of 12.2%.

EMERGENCY MANAGEMENT: Dave Hess, Emergency Management Coordinator

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

WASTE MANAGEMENT:

Saturday, November 2, 2024 from 9:00 a.m. to 12:00 p.m.

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

Most items are free for disposal / Fee for larger appliances

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:

109 total calls for August

Response Times 1.56 Minutes Avg (from dispatch to responding)

FIRE COMPANY:

17 Calls for the Month of August / 120 Calls for the Year

- 3 Wire fires
- 4 Fire alarms
- 2 Structure fires
- 1 Vehicle fire
- 1 Road flood
- 1 Phone call
- 1 EMS Assist
- 1 Odor other than Smoke
- 1 Wire down

12 Calls for the Month of September / 132 Calls for the Year

- 2 Fire alarms
- 1 Structure fire
- 1 Motor Vehicle Assist
- 5 EMS Assist
- 1 Odor other than Smoke

PARK:

Damage to basketball courts – cameras were able to show damage and individual was identified. Quote received from SealMaster to make necessary repairs to court surface.

Walking trail electric and cameras have been installed for lower tier of the park.

Grading has been completed with topsoil, spreading of grass seed on upper side of cross trail.

Surface of trail has base course with top course to be paved this week.

WIND GAP MUNICIPAL AUTHORITY:

Meeting held on Wednesday, September 25, 2024

- Cubes at the Gap – Update provided by Engineer on Revised Land Development Plan
- 173 Eighth Street pipe repairs
- Warehouse in Ross Township discussed
- Ted and Randy attended Planning Commission meeting on October 17, 2024 and clarified some things regarding WAWA and WGMA expectations
- Ted received his approval from licensing to operate lab
- Issues with Fresh Hills Gas / Convenience Store grease trap being taken care of

PLANNING:

Meeting held on Thursday, October 17, 2024

– both Land Development Plans to be continued at meeting in November

Wawa Convenience Store

3 Aide Properties at 537 North Lehigh – Townhouses

Next Planning Meeting scheduled for Thursday, November 21, 2024

Dependent on receipt of completed Appendix 11 forms for both projects

ZONING:

No meeting held in September / October

OFFICE/BUILDING:

Parking Lot / Concrete work / Lighting / Cameras
Project awarded to Bracalente Construction – Contract forwarded to contractor
Start date – To Be Determined
Parking Lot - \$35,000 from 2021 Grow NORCO Grant
Request for Extension December 31, 2024

FINANCIALS: – Balances as of September 30, 2024:

General Funds:	\$176,425.20
Money Market Funds:	\$1,326,109.13
Capital Reserve Funds:	\$2,219,142.14 (\$665,362.83 – Sale of Borough Properties)
State Liquid Fuels Funds:	Current Balance = \$341,642.73 (Allocation Based on 9.36 miles / Population of 2720)

PLAN SLATE BELT – Multi-Municipal Comprehensive Plan:

Plainfield Township invited Wind Gap to join them and potentially Pen Argyl Borough to form a regional Comprehensive Plan. Council generated questions regarding this proposal and submitted them to the Township. A response has not been received.

SLATE BELT COUNCIL OF GOVERNMENT (SBCOG):

2025 SB COG Annual Membership will be \$1,400
Equipment available to member municipalities include: Cues Camera 550, Boss Jetter, Pavement Crack Master Asphalt Crack Repair Melter, Street Sweeper, Home Again Plus Universal Microship Reader for pets, tow behind Leaf Vac. The SB COG has applied for a grant for 2 MLTS light towers.

MISCELLANEOUS:

The Fall Newsletter has been submitted to Hometown Press for printing.