

**BOROUGH OF WIND GAP  
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WIND GAP, PA 18091  
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Wind Gap Borough Council meeting on Tuesday, September 2, 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 and Jason Boulette. Also in attendance were Mayor Smith Wesley Smith, Borough Solicitor Ronald Karasek, Borough Engineer Brian Pysher, and Borough Manager Louise Firestone. Absent was Councilman Alex Cortezzo.

**PUBLIC COMMENT**

1. Randy Bray came before Council asking for a status update on his request for additional stormwater drainage specifically in front of his property at 25 Roosevelt Street. Brian Pysher stated that he provided Council a quantity and cost estimate based on his preliminary design. The numbers were based on the Constitution Avenue project and were taken from line items that coincide with the proposed scope of work. Brian offered to look at additional, less expensive options if Council directs him to do so.

**On motion** by Dave Manzo to table the Roosevelt Avenue drainage issue until the mid-month meeting allowing Council time to receive additional information regarding options to decide on what is best for this situation and seconded by Patrick Webber. Roll call vote taken. Motion carried unanimously.

2. Robert Kemmerer came before Council to introduce himself as he previously attended a Council meeting earlier in the year. He is running for Magisterial District Judge and would like to thank everyone for their support and encouragement. He is available should anyone have any questions. Jason Boulette thanked Mr. Kemmerer for all he is doing in the community.

**APPROVAL OF MINUTES**

**On motion** by Dave Manzo to approve the August 4, 2025, Council meeting minutes and seconded by Patrick Webber. Roll call vote taken. Motion carried unanimously.

**APPROVAL OF EXPENSES**

**On motion** by Patrick Webber to approve the expenses in the amount of \$17,027.60 and seconded by Jason Boulette. Roll call vote taken. Council agreed unanimously.

**SOLICITOR'S REPORT**

Attorney Karasek reported that he received a letter from Tracy Rhodes, Esquire, Disability Rights Pennsylvania representing Mr. William Shiner, who resides at 6 North Broadway, Wind Gap, Pennsylvania. Attorney Karasek informed Council that the letter specifically addresses ADA Title II Sidewalk Accessibility Concerns in Wind Gap Borough. Mr. Shiner has informed his attorney that he has difficulties traversing the sidewalks due to the

extremely poor conditions, which include overgrown grass and vegetation; uneven, cracked and deteriorating pavement; and even missing sections of sidewalks. Mr. Shiner has a mobility disability and uses a mobility scooter to participate in community life.

Council discussed the fact that a majority of sidewalk concerns with the Borough are along a state roadway, which requires not only repair/replacement, but a PennDOT permit if the sidewalk/curb is a monolithic pour.

**On motion** by Jason Boulette to authorize Attorney Karasek to respond to Attorney Rhodes' letter outlining the Borough's plan to arrange for an inspection of the condition of sidewalks in the area of North Broadway from Center Street north to Tenth Street and seconded by Dave Manzo. Roll call vote taken. Motion carried unanimously.

## **ENGINEER'S REPORT**

Brian Pysher reported on 20 Green Knight Drive. The land development plan has been reviewed by Brian twice based on the "As Built" drawings, but there are still several outstanding items. Mr. Vozar submitted revised plans, but as per the second review letter not all the items have been addressed and completed. The Notice of Termination (NOT) is through DEP and Northampton County Conservation District regarding their NPDES permit for storm water, water quality, and the water quantity. They had been working to get DEP to sign off, but to date, this has not happened. Brian was contacted by Mr. Vozar by-mail, with a copy of the proof of recording which is a portion of the Notice of Termination. The Borough Manager received an email correspondence from Mr. Vozar's Attorney, Kate Durso, which indicated that they are still working on the Notice of Termination. Once all the necessary documentation is received, Brian will put together a letter of recommendation and Borough Council can vote to release the securities that remain and enter into the maintenance phase of this land development.

Brian met contractor, Gene Schmauder, at the park to discuss the rain garden. The rain garden is partially constructed, but due to our manpower shortage, the Borough needs to hire an outside contractor to complete this final portion of the walking trail project in order to close out the grant funding through Northampton County Livable Landscapes. Brian anticipates that Mr. Schmauder will provide an estimate in the next couple of days.

Brian received revised final plans for Wawa Land Development after the developer received conditional approval. Brian will go through the review letter to verify that all the conditions have been met. He understands that Wawa is still working with PennDOT for the necessary permitting and with Northampton County Conservation District and DEP regarding their NPDES permitting. The plan will not get recorded until the Borough is in receipt of all the outside agencies' approval.

Brian reported that he and Louise participated in a ZOOM meeting with Gilmore & Associates regarding an update of the Male Road Bridge project. Brian is working on the design of the handicap ramp and sidewalk that goes along with the bridge project. The engineering for that portion will be incorporated in one bid specification document that Gilmore will put together. Gilmore & Associates is looking to provide the Borough with the bid document so Council can approve the project to be advertised at the mid-month October meeting.

## **NEW BUSINESS**

1. Ted Manento – Plant Supervisor, Wind Gap Municipal Authority – School Alley – Repair of Alley Surface – Financial Compensation - Ted reported that the WGMA replaced about 170 feet of terracotta pipe with plastic pipe in School Alley. On behalf of the WGMA, he would like to propose that instead of putting down the binder coat over the trench, could WGMA give the Borough the value of what the asphalt would be to install. Financially, would it make more

sense to have it milled and figure out the cost of paving instead of putting down a top coat and then having the pavement being ripped up. Brian said that his concern is that School Alley is a heavily used alley and there would exist the potential of gravel being plowed away during snow plowing season. Brian will take a look at it and report back to Council at the September 16, 2025, Council meeting.

2. "F" Alley – Between Center Street and Mechanic Street Discussion to Survey / Repair per Resident Correspondence – Ted Manento said that the manholes are approximately eight inches below the gravel surface and he anticipates having a discussion with the WGMA to plan on raising them as it sometimes becomes difficult to locate the exact location when the manhole is buried that deep. Brian will stake out the alley based on the recorded deeds.

**On motion** by Dave Manzo to authorize Brian Psher to put together a survey map and features of "F" Alley to present to council and seconded by Patrick Webber. Roll call vote taken. Council agreed unanimously.

3. Wawa Convenience Store – Wind Gap Sewer Mailer Exemption Package Municipal Signature – Brian explained that what the Borough is signing states that based on the documentation provided, the Wind Gap Municipal Authority is stating that they have the capacity to service Wawa Convenience Store for five years.

**On motion** by Dave Manzo to sign the Exemption Mailer for the Wawa Convenience Store development and to forward it to DEP for their approval and seconded by Jason Boulette. Roll call vote taken. Motion carried unanimously.

4. Wind Gap Municipal Authority Board Compensation for Call Outs, Reference WGMA By-Laws 2009-2 – Dave Manzo has been gathering information of the Wind Gap Municipal Authority Board Compensation. He still has more information to gather. He did speak with the Association of Authorities in Harrisburg. All the stated compensation must go through the Borough since they established the Authority. Hopefully, he will have more information for the mid-month meeting. The reference is 2009-2 but it should be 2009-4.

5. Green Knight Economic Development, Request to purchase/install Donation Plaques on Ball Field

**On motion** by Steve Bender to allow Green Knight Economic Development to purchase and install donation plaques on the ballfield and seconded by Patrick Webber. Roll call taken. Council agreed unanimously.

## **OLD BUSINESS**

1. Park Ordinance / Fees – Municipal Comparison – Jason Boulette was unable to meet with the committee. This item will be on the September 16, 2025, mid-month meeting for discussion.

## **PUBLIC COMMENT**

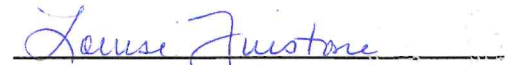
No public comments were heard at this time.

## **EXECUTIVE SESSION**

Wind Gap Borough Council went into Executive Session at 8:02 p.m. to discuss personnel issues. Council reconvened at 8:46 p.m. Council President George Hinton stated that no action will be taken this evening.

## ADJOURNMENT

**On motion** by Dave Manto to adjourn the meeting of September 2, 2025. Council agreed unanimously. The meeting of September 2, 2025, adjourned at 8:46 p.m.

  
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Louise Firestone, Borough Manager

# AUGUST 19, 2025 MONTHLY REPORT

## STREETS:

August 19, 2025 – 8:00 a.m. to 12:00 p.m.

F. Firestone, J. Sportelli attended PA Department of Transportation Local Technical Assistance Program (LTAP) – Asphalt Road Maintenance (free of charge)

The Asphalt Road Maintenance course provided an overview of road maintenance treatments that extend the life of pavements. The course reviewed the importance of preventive maintenance, identified common asphalt distress and the causes of the distress and the appropriate treatments.

### Vehicles:

Ford F-550	Tires	6 – Goodyear Tires	\$2,179.82
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### 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:

ZOOM Meeting, August 12, 2025 – R. Jastrzebski, B. Pysher, L. Firestone

Mr. Jastrzebski provided the following information – 98% of the plans are completed and 100% of the specifications are completed. During the discussion, Brian requested that the portion of the project that will be designed by Collura Engineering (sidewalks, curbs, stormwater drainage and street paving) be included in the bid package so it is bid out as one complete project. Brian to provide the necessary specs to Gilmore and Associates as soon as possible.

### Updated Timeframe:

- Council approval of bid package at either the Monday, October 6 or Tuesday, October 21, 2025, Council meeting to be advertised.
- Award the project over the 2025-2026 winter months
- Begin construction Spring 2026

As of August 19, 2025 – Wind Gap Borough has been billed \$51,896.73 by Gilmore & Associates. The engineering contract amount was \$156,800 was signed March 1, 2024.

Gilmore and Associates, Inc.: \$1,037.50

Services included within this billing are as follows: RCJ communication with staff regarding PA DEP GP-11 permit & required permit documentation, exhibits, etc. in progress review & preparation of "ISSUED FOR PERMIT" plans; in progress substructure modif's design; prepared project narrative for S. Dotts to use with GP-11 permit application; project administration coordination, communication & correspondence.

**POLICE:**

National Night Out was held on Tuesday, August 5, 2025 at Wind Gap Park  
Attendance / comments was positively overwhelming

**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:**

Neighboring Partnership Agreement: 50,184.05 tons (\$1.20 per ton)  
July 2025 = \$52,800.01  
Actual Funds Received in 2025 = \$406,134.79

**WIND GAP AMBULANCE:**

104 total calls for July  
Wind Gap / Northampton Cty = 48 / Monroe Cty = 14 / Transports = 42

Response Times (from dispatch to responding)

Northampton County	= 1.76 minutes
Monroe County	= 1.80 minutes

**FIRE COMPANY:**

24 Calls for the Month of July / 169 Calls for the Year

- 1 ALS Assist
- 1 ALS – QRS
- 1 Assist Agency
- 1 Wind Gap
- 1 BLS
- 5 Fire Alarms
- 1 Fire Commercial Structure
- 4 Fire Dwellings

- 1 Fire Wire
- 2 Information
- 1 Motor Vehicle Accident Entrapment
- 2 Motor Vehicle Accident Injuries
- 1 Motor Vehicle Accident No Injury
- 1 Motor Vehicle Accident Unknown Injuries
- 1 Wire (General Problem)
- 2 Wires Down

**PARK:**

Portable toilet located at lower park parking lot to be removed September 10, 2025, for the year.

Ballfield renovations are continuing.

**WIND GAP MUNICIPAL AUTHORITY:**

Meeting, Wednesday, July 23, 2025

Issue on W. West Street – manhole to be repaired / pipe is leaking (street to be closed)

Solicitor working on Draft Ordinances – next month

Two Ordinances – Recommendation to Council – WGMA would enforce

Business Grease Traps

Sump Pumps

Car Wash reduced their EDU's from 45 to 30

School Alley:

Could not utilize the camera technology because the pipes are different sizes in the alley (Mechanic to Park Ave)

WGMA plan is to replace the pipes, make them uniformed in size and then line the pipe. Once this project is completed the Borough can proceed with paving School Alley from East Mechanic to Park Avenue.

Wawa Convenience Store has been approved – The developer has agreed to move the manhole out of S.R. 512 and onto their property and replacing the pipe. The developer is aware that a couple minor issues still need to be addressed, but these issues would not delay the start of the project.

Duke's camera company – WGMA stated that the company is doing a great job completing the camera technology of visual of all pipes within the borough boundaries.

**PLANNING:**

Wawa Convenience Store – Lot Line Adjustment drawings have been fully executed and submitted for recording at Northampton County Courthouse.

**ZONING:**

No hearing were held.

**OFFICE/BUILDING:**

Municipal Complex Generator maintenance service performed Friday, August 22, 2025.

**FINANCIALS:** – Balances as of July 31, 2025:

<b>General Funds:</b>	\$177,741.94
<b>Money Market Funds:</b>	\$1,201,939.16
<b>Capital Reserve Funds:</b>	\$2,323,016.30 ((\$258,423.21 – Sale of Borough Properties)
<b>State Liquid Fuels Funds:</b>	Current Balance = \$437,228.50 (Allocation Based on 9.36 miles / Population of 2720)

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

- There were no submitted edits since the last Plan Slate Belt meeting, so the Request for Proposal (RFP) has officially been posted to PennBid. The Project listing can be viewed at the following link: <https://pennbid.bonfirehub.com/opportunities/198536>

**SLATE BELT RISING:**

Façade Projects

Bangor:

- 26-28 Market Street
- 324 Pennsylvania Avenue
- 338 Pennsylvania Avenue
- 132 South 2<sup>nd</sup> Street
- 51/53 Market Street

Portland:

- Portland Train Station

**MISCELLANEOUS:**

KeyCodes Inspection Agency – Letter dated August 13, 2025  
 2026 Professional Fee Schedule – Rate Increases (Copy of Letter provided to Council)

David Shields, President is respectfully requesting that KeyCodes Inspection Agency be re-appointed to the position of Building Code Official and Third Party Agency for 2026.