

**BOROUGH OF WIND GAP  
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The Council meeting of the Borough of Wind Gap on April 2, 2018, was called to order at 7:00 p.m. by Council President Alex Cortezzo III, at which time he reminded those present that the meeting was being recorded. In attendance were Councilmen: Dave Valley, Mike McNamara, Dave Manzo, Jeff Yob and Kerry Gassler. Also in attendance were Borough Solicitor Ronold Karasek, Borough Engineer Brian Pysker, and Borough Administrator Louise Firestone. Absent was Mayor Mitchell D. Mogilski Sr. and Councilman Dave Hess.

Council President Alex Cortezzo thanked the Borough Staff for all that they did for the Easter Egg Hunt making it a successful event.

**PUBLIC COMMENT**

1. Pat Sutter, 413 South Broadway, stated that Borough residents who come in to pay their taxes are asking her why the taxes went up so much this year and she would like to know what to tell them. Alex Cortezzo reported that the Borough budgeted to hire another street worker and American Candle and Wind Gap Manor both appealed their property tax assessments which required the Borough to refund almost \$60,000 to those two owners.

2. Adrienne Fors, Waste Management, thanked the Borough staff and anyone else that was involved with the Easter Egg Hunt, it was a very nice event.

Adrienne reported that tonnage at the landfill has been steady, 2100 to 2200 tons a day. Waste Management will be holding an Earth Day celebration on Sunday April 22, 2018. If Wind Gap would like a table to talk about our 125<sup>th</sup> Anniversary, we are welcome to join them or provide her with fliers to put out. Justin Anthony, an Eagle Scout who is a resident of Wind Gap, will be recognized by local officials at 11:00 a.m., all are welcome to join in congratulating him.

Adrienne will be helping out at the 2018 Slate Belt-Nazareth Area Good Scout Breakfast on April 27<sup>th</sup> beginning at 7:30 a.m. They will be honoring the 2018 Good Scout Award recipient John Brown.

Wednesday night there will be a Synagro meeting at the Wind Gap Middle School at 7:00 p.m. She asked if Council had any questions she could take back to her team.

Waste Management has scheduled their Open House/Chili Cook-Off this year to be held on September 29<sup>th</sup> that will coincide with the Northampton County Farm Tour.

**APPROVAL OF MINUTES**

**On motion** by Dave Valley to approve the March 20, 2018 minutes and seconded by Mike McNamara. Roll call vote taken. Council agreed unanimously.

**APPROVAL OF EXPENSES**

**On motion** by Kerry Gassler to approve the expenses in the amount of \$159,046.29 and seconded by Dave Valley. Roll call vote taken. Council agreed unanimously.

## **SOLICITOR'S REPORT**

### **MEETINGS ATTENDED:**

March 5, 2018 - Attendance at Regular Monthly Meeting of Borough Council  
March 20, 2018 – Attendance at Regular Workshop Meeting (with Executive Session).

### **SUBDIVISION MATTERS: N/A**

### **LAND DEVELOPMENT MATTERS:**

Receipt, Review and Administration of Multiple e-mails and Joint Meeting with Applicant, Developer's Agent, Applicant's Planning Professional and Borough EIT re West Street L.D. Plan - Water's Edge

Receipt, Review and Administration of Multiple (11) SALDO Waivers and Borough ZHB Opinion and Borough Alternate Engineer Review Letter re Albanese & Grimes Properties, LP L.D. Plan – 124 Water Street.

Receipt, Review and Administration of Extension of Time form re Klump L.D. Plan – Third Street Development.

### **ZONING AND OTHER LAND USE MATTERS:**

Receipt, Review and Administration of Architectural RFP's (with revisions to same) for Borough maintenance Garage and Borough Municipal Complex Façade.

Receipt, Review and Administration of Slate Belt COG Correspondence Confirming participation by Borough in UCC Joint Board of Appeals and Signature to 2004 Inter-Municipal Agreement.

Receipt, Review and Administration of Borough Invoice for Cost Incurred in Vacation of Barto Alley.

### **DEVELOPMENTS ON OUTSTANDING LITIGATION: N/A**

### **COURT DECISION ON BOROUGH CASES: N/A**

#### **Miscellaneous:**

Preparation of Resolution to Allow Park Board to Operate by Way of Committee.  
Preparation of Resolution for Regional Intelligence and Investigative Center  
Telephone Conference with K. Guerin rec continuing Problems and Complaints with Neighbor.  
Preparation of Borough Planning Commission Meeting Agenda.  
Preparation of Monthly Solicitor's Report.

### **OUTSTANDING ITEMS:**

Stop Sign Ordinance  
Dog Park Ordinance

Attorney Karasek reported that regarding the Vacation of Barto Alley project, his estimate for escrow monies was close to his bill, but did not include the advertisement and engineering costs.

Attorney Karasek reported that there is a Planning meeting tomorrow evening for the Albanese & Grimes Water Street Project.

**On motion** by Jeff Yob to invoice Mr. Barto for the outstanding balance for fees associated with his Alley Vacation and seconded by Kerry Gassler. Roll call vote taken. Council agreed unanimously.

## **ENGINEER'S REPORT**

Brian Pyscher reported that a meeting was held with Jack Muschlitz and his engineer, Attorney Karasek and Brian regarding the West Street Land Development project. When Mr. Muschlitz started construction they came back to Council for an amended plan approval, whereby the original approval required him to put up securities and improvements agreement. When he received the amended approval he could then start work on his preliminary approval so he could start the improvements. They are preparing their final plans, meeting all the conditions that were required, and will put up escrow for all the improvements and finalize any agreement and record the plans. All improvements for West Street and Longcore will be inspected. Mr. Muschlitz will pull building permits from Labor & Industry then from the Borough's Zoning Officer. Mr. Muschlitz is working on obtaining an approved agreement with the Sewer Authority. Attorney Karasek reported that Mr. Muschlitz's engineer was going to send him the bearing and distances for the right-of-way for Longcore and to date, this has not been received so he cannot finalize that agreement. The development agreement was done earlier which should be fine with no changes. Until those documents get signed and in place and under the development agreement there is also performance security that needs to be posted, nothing should get recorded.

Brian reported that Green Knight Economic Development Corporation submitted revised plans and a cost estimate which he is in the process of reviewing.

Brian stated that the Borough was supposed to receive proposals for installation of the heater, but none were submitted. Brian spoke with Super Heat, one of the bidders we sent it to, they would submit a proposal, but we did not receive one. Super Heat did submit a proposal for \$20,290, not sure where it puts us with the threshold, which is the only proposal received. The proposal was written with specific line items that could be removed including, demo of the existing pad for \$2,040. The original estimate including the purchase of the unit and installation was for over \$37,000. The Borough purchased the heater for \$24,450 through Co-stars. Brian will report back at mid-month.

Brian said he and Rich Fox met with Wind Gap Electric regarding the generator. The intent is to start digging the hole this week depending on the weather. Eastern Propane will come out once the pad is poured to install the new propane line. After the pad is poured Wind Gap Electric will install the generator.

Brian reported that he spoke with the Sewer Authority regarding the Alpha Road project. They provided him with as-builts for the sewer system on Alpha where they have interest in trying to put together a project to replace some of the lines there. He gave them our time frame so we can work with them. Rich made contact with UGI, hopefully they will provide us with the mapping of where the gas lines are. We did the PA One Call.

Brian reported that we now have an account with PennBid and he will do the on-line training. Brian will post our Request for Proposal (RFP) for architectural services.

Brian reported that in discussions with Louise and Tony Dougherty, Traffic Planning and Design, the Borough may be better off utilizing tipping fee money, because there isn't any money available in the time frame that we are looking at for the ARLE project. It is possible that we could go back another year or two but I am not sure that that would be fine with Penn DOT.

**On motion** by Jeff Yob to award the ARLE Signal Project to Northeast Signal & Electric Company, Inc. for the amount of \$122,138.62 and to take any additional funds out of the tipping fees and seconded by Kerry Gassler. Roll call vote taken. Council agreed unanimously.

Brian will reach out to Traffic Planning & Design since they prepared the specs, they are going to handle the paperwork regarding this project. They will get the agreements and documentation in place. Hopefully this spring or summer this project will be under construction and completed.

Brian said he reached out to Traffic Planning & Design regarding the generators for the utility poles and they did seem to think it is a little more involved than just hanging a generator, there are transfer switches involved. Their signal engineers said that in order to supply generator power during a power outage the traffic signal controller cabinets need to be equipped with a generator transfer switch. Generators need to be chained and locked to the signal pole. Jeff asked if Traffic Planning could give us an estimate per unit, per box, per light. Alex said that Plainfield Township received the quotation from Telco to install one automatic transfer generator at each location was a one lump sum of \$2,359 which includes everything, transfer switch and generator for two traffic lights.

Jeff asked Brian if he spoke to Mr. Muschlitz regarding the proposed gas line going into the Water's Edge development. Brian said he gave him the number for Carmine from UGI.

Louise reported that she did confirm with Frank Brooks, Specialist, Northampton County Community and Economic Development, the \$75,000 grant award for Alpha Road stormwater improvement can be carried over to next year. His advised that the Borough could reapply with the exact grant application we used last year. He also sent a link for a Flood Migration Grant, which is a matching grant. The Flood Mitigation Grant allows the County award of \$75,000 as the Borough match. If the Borough secures additional funding through grants, the Upper Alpha stormwater and paving will be planned for next year.

#### **NEW BUSINESS:**

1. Bond Counsel – Alex Cortezzo asked Council to consider the option of floating a bond to pay for some major Borough projects versus taking everything out to the bank. Attorney Karasek said that last year he sent paperwork to Council from an Attorney regarding bond work. Upper Mt. Bethel Township went to the bank for a loan for what they wanted rather than going for a bond and they made out better. Jeff said we should discuss this, what do we want to accomplish, do we want to look at upgrading all the infrastructures as far as roadways in the Borough that have not been touched, what would that cost, what other projects are out there, and what would that total. Attorney Karasek said the Borough Accountant should be contacted to advise what the Borough's borrowing base would be. Alex said Council can put some thought behind this and come back next month so a committee can be put together.

2. Park – Split Rail Fence Removal – Alex Cortezzo said this is the fence off Third Street that separates the park from the neighbor's property to try to reduce or eliminate people walking or driving across the driveway. Rich Fox said this is something that has to be done, the fence is rotting due to the water and it has to come down for safety reasons. Jeff said that we should check that culvert to make sure it is not blocked. Rich said that if Council wants to put a split-rail fence back, he doesn't have a problem installing it, he did some around the creeks.

**On motion** by Jeff Yob to replace the split rail fence that borders the Benders' property and the Borough property off of Third Street and seconded by Kerry Gassler. Roll call vote taken. Council agreed unanimously.

3. 125<sup>th</sup> Anniversary Open House Celebration – Alex said they put together a committee and had a meeting discussing different ideas that they want to put forward. On August 4<sup>th</sup> the Senator in conjunction with the Boy Scouts will be at the park. We will be manning a station and informing residents that we will be hosting an open house here at the Municipal Complex on August 18<sup>th</sup> for everyone in the Borough from 11:00 am to 2:00 pm. We are going to ask the Fire Company and the Ambulance to be here for that day. We will have a cookout and they are asking for a budget for the whole ordeal to put together for the food and to put together a calendar to give away commemorating the 125<sup>th</sup> anniversary. The committee discussed a budget of \$10,000, not to exceed. We have not had an open house here at the Municipal Complex to welcome everyone in the town to see what we have going on here. This is the perfect opportunity to get the Fire Department and Ambulance Corp to have everyone out and have the building open so we can welcome everyone here. Alex is asking Council to approve the spending for this. We will continue to have meeting to put together a better plan.

**On motion** by Dave Valley to approve the budget for the 125<sup>th</sup> Anniversary Open House Committee a \$10,000 budget and seconded by Kerry Gassler. Roll call vote taken. Council agreed unanimously.

Jeff said he will work with some of the local businesses to see if they can help offset the cost.

4. 2006 GMC Dump Truck – Alex said he spoke with Rich before the meeting regarding the 2006 GMC truck because it is having drivability, rot, and cable issues. This topic will be on the agenda under old business.

#### **OLD BUSINESS:**

1. Deputy Tax Collector – Alex reported that Council had concerns regarding bonding Ms. Weaver. Louise provided a bond application, but to date, it has not been returned to the Borough Office. Patricia Sutter stated that she doesn't want the Borough to spend the money on a bond. Alex replied that unfortunately, if the Borough needs her to take over as tax collector and then find out that she cannot be bonded the Borough would be stuck. Attorney Karasek said the issue is the statute says the Surety Company must approve the Deputy Tax Collector, the Borough does not have the ability to change the statute. Pat will ask her daughter to submit the completed application to the Borough Office.

2. Fire Co. Ordinance – Collection for Services – Attorney Karasek said he has just about completed the draft ordinance and it should be available for the mid-month meeting.

3. Full-time Street Worker – Jeff said the committee of Kerry, Rich and himself has made progress with the hiring process. They have one common person that they all want to interview. They will come up with two other individuals to interview. Hopefully they will have something by mid-month to discuss.

4. Zoning Ordinance Amendments – Alex asked if the Planning Commission got their minutes back regarding the proposed changes to the Zoning Ordinance, specifically regarding the fences. Attorney Karasek said the ordinance would have been adopted, but the Planning Commission meeting last month was cancelled. They are on the agenda for approval and he imagines they will be approved at the next meeting.

5. Jeff said that he had a question regarding the Met Ed bill for the 29 Mechanic Street. He thought we turned everything off in the building. Louise said it was for the office and police station upstairs, not downstairs.

Jeff asked Louise if we pay for the street light quarterly. Louise said it is monthly, about \$2,800 a month. She has also been in contact with Penn State Engineering Department, they have teamed up with Co-Stars to try and get electrical bills for Municipalities and Townships in the Commonwealth at the same rate. She sent them a copy of all of our electric bills. They are going out for procurement to find out if they can get the lowest possible charge. While reviewing the Borough bills they found out that we were paying sales tax. Louise contacted Nextera, who is our provider, and requested a refund of any sales tax paid on our accounts and for our accounts to be marked as tax exempt. Jeff said he did find information on changing the street lights to LED and will forward that information so it can be distributed to Council.

6. Radar Signs - Kerry asked if anyone thought about the radar signs that he spoke of at the last meeting. He asked if Louise could check to see if there is a grant out there and if there is additional information on them. He likes to position one off of Broadway by the turn at the monument. The sign would flash up your speed and tells you to slow down or thanks you. Louise reported that Senator Scavello is very proactive with traffic issues. The Local Monroe County Gaming Grant round is July 1 to September 1. This is also something we could put into a grant application along with the generators for the traffic lights and make it a traffic grant application.

7. Web-site – Kerry asked if anyone looked at the web-site he told us about. He said he knows that Louise looked it and would Council to look at it also.

6. Waste Management – Kerry Gassler distributed the third quarter numbers from Waste Management for Wind Gap, Pen Argyl and Plainfield. He will contact them and meet with them to discuss the numbers.

## **ADJOURNMENT**

**On motion** by Dave Valley to adjourn the meeting of April 2, 2018. Council agreed unanimously. The meeting of April 2, 2018 adjourned at 8:20 p.m.

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Louise Firestone – Borough Administrator