

**BOROUGH OF WIND GAP
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The Council meeting of the Borough of Wind Gap on Tuesday September 18, 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 Hess, George Hinton, Mike McNamara, David Manzo, and Jeff Yob. Also in attendance were Mayor Mitchell D. Mogilski, Sr., Borough Solicitor Ronold Karasek, Borough Engineer Brian Pysker and Borough Administrator Louise Firestone. Absent was Councilman Kerry Gassler.

PUBLIC COMMENT

No one appeared before Council.

APPROVAL OF MINUTES

On motion by Dave Manzo to approve the September 4, 2018 minutes and seconded by Mike McNamara. Roll call taken. Council agreed unanimously.

NEW BUSINESS

1. Handicap Parking Request – Kim & Marlene Read, 231 Fairview Avenue - Louise Firestone reported that Mr. and Mrs. Read provided the necessary documentation per the Borough Ordinance when requesting a handicap sign be installed in front of their house.

On motion by Jeff Yob to approve their request for Handicapped Parking at 231 Fairview Avenue and seconded by Dame Manzo. Roll call taken. Council agreed unanimously.

2. Draft 2019 Budget – Alec Cortezzo reported that Louise was kind enough to put in a draft for the 2019 budget. He asked Council to review the draft as it will be discussed at future meetings.

OLD BUSINESS

1. Zoning Officer – Job Description – Alex Cortezzo reported that he gave Council a copy of a job description for the new Zoning Officer. The description is something that he drafted and it asking for input from Council. Brian Pysker informed Council that once a zoning application is received official action must be taken on all permits within 15 days. If a permit requires third party inspection or Labor and Industry inspection a denial letter should go to the applicant stating such. He also said that a zoning officer spends a lot of time answering zoning questions or answering questions from realtors fishing for information for prospective buyers so he suggests putting something in the fee schedule for their time. Council discussed the possibility of evening hours, if needed, to meet with residents should they have questions. Changes that were made by Council will be reviewed by Attorney Karasek and will be ready for the October 1st meeting. Council will also look over the fee schedule.

2. 2006 GMC Dump Truck – Alex Cortezzo reported that the Street Department has been having problems with the dump truck. It is in need of a new radiator and water is getting into the

fuel tank. Louise stated that to get through the winter it will definitely need a new radiator. They would like Rich Fox to get estimates for a new truck and to find out what the Borough could possibly get on a trade in. Jeff Yob will reach out to Rich.

3. Park Little League Concession Stand – Alex Cortezzo asked Council if they had any thoughts regarding the concession stand. George Hinton said that he will meet with Ronnie DeCesare and start verbiage on that as to what the Park Master Plan says about that section. It was built in a hole and water is a problem. The building has served its purpose but now that we have problems, how do we remedy the whole problem. We need to come up with a plan. George and Dave Manzo will meet with Ronnie DeCesare.

4. East First Street – Dedicated Borough Street (Liquid Fuels) - Brian Pysher said he has to reach out to Jeff Roback, PennDOT District 5-0 Representative, regarding the steps necessary to add East First Street to ordained streets which count toward liquid fuel mileage. Brian will send the description and a map with right of way, cartway, metes and bounds, etc. to Attorney Karasek.

On motion by Jeff Yob for Brian Pysher to get the necessary documentation together for Attorney Karasek for the dedication of East 1st Street and seconded by George Hinton. Roll call taken. Council agreed unanimously.

COMMITTEE REPORTS

1. EMS – Dave Manzo reported that at the last meeting we did a satisfaction survey that the Board will discuss at their meeting tomorrow evening. Alex Cortezzo asked if they could take care of their office voice mailbox that is continually full.

2. Fire – Mike McNamara reported that Fire has a total of 120 calls for the year. They will be attending the Chili Cook Off that is being hosted by Waste Management on Saturday, September 29, 2018 and they will have the Tree Lighting Ceremony at the new Social Hall. Georg Hinton reported that the Fire Company received the Certificate of Occupancy for the Social Hall.

3. Regional Police – Dave Hess reported that Police Department responded to a total of 707 calls for service, 253 were for Wind Gap. Officers that are assigned to the school will continue to rotate through the three schools to become familiar with the buildings and will be assigned to specific school in January. The Attorney General's Office completed the first Police Pension audit on the regional department. There are some minor changes. The Police Commission took the first look at the proposed 2019 budget. The funding formula was done by a committee of Louise Firestone, Robin Zmoda and Tom Petrucci and an Ordinance has to be adopted.

On motion by Dave Manzo to draft an ordinance for the new cost sharing percentage and seconded by George Hinton. Roll call taken. Council agreed unanimously.

4. Emergency Management – Jeff Yob reported Northampton County and Lehigh County have submitted the Hazard Mitigation Plan to FEMA for review and once approved, the Borough will get a copy for adoption.

5. Zoning – Mike McNamara had nothing to report.

6. Planning – Dave Manzo reported that Tyrone Klump was at last month's planning meeting to discuss his West Third Street development, several variances were approved, but

some were denied. The Planning Commission has a meeting scheduled for October 4th for a proposed warehouse on Male Road. Albanese and Grimes will be attending Council next month for final approval on their Water Street project.

Alex Cortezzo asked Attorney Karasek if there is a way in our Zoning, Planning, and SALDO to require offsite improvement in order to hold construction people to our standards. Attorney Karasek said there is, but the Borough would have to adopt a Comprehensive Transportation Improvement Plan. A Plan under the NPC, all site improvements or capital improvements that serve the need of more than one development, highways and streets etc., can include bridges and an impact fee or charger fee imposed by the municipality against a new development in order to generate revenue for funding cost of transportation and capital improvements. The Borough may have to contact a planning professional to develop such a plan in order to then establish the fees that can be imposed. Brian will research to gather sample ordinances for Borough Council to review. Attorney Karasek said the Municipal Code Section 10 503-A outlines what is needed to put into the plan. Brian said that if the warehouse submits their plan prior to the adoption of that ordinance, he does not believe that would come into effect. The Green Knight development is just a sub-division of 10 lots. All of those lots are required to submit a land development plan. George Hinton said that even if we do not have anything in place, discussion should take place with the developer of the warehouse and the Green Knight Economic development because somebody needs to put some money in just like we did with Walmart when they were going to do the off-site improvements throughout Wind Gap. We need to be present at those meetings.

7. Municipal Authority – Jeff Yob reported that at the last meeting there were some clarifications when DEP reviews their discharge, whether it be flow or content, they do a three month averaging whether approved or denied of being in compliance. They are going to spend, possibly the next three years about 2.5 million dollars on the plant. They already ordered the screens, digesters, and grinders. They are reviewing a plan to see what expansion can be done or not done as far as increasing flow. George Hinton asked how the development on Male Road affect the capacity. Jeff replied that some development has already been approved for their EDU's. Brian said that the Green Knights land development received approval for one EDU per lot and they will run into issues with capacity. Jeff said they may have to put in a pumping station and create another class of user because of the GKEDC project.

Dave Manzo reported that after the last meeting there was discussion regarding the hiring of the new Administrator so he set up a meeting with Nate Dysard in Bangor. Bangor Borough does not do the billing, they contracted Berkheimer for their billing. The decision to take over was to cut down costs at the Borough, they did not dissolve the Board. There is no plan to update their facility right now, there will in the next two to three years. If there are any issues, such as a takeover, you would have to go to the State for approval. Dave did take a tour at our facility, Terry Miklas did a nice job explaining everything, there is nice clean water going into the creek.

Dave Manzo said that regarding the letter that was received from Attorney Molnar, this is in response to a warehouse going in behind St. Luke's. The Sewer Authority is against it because it is out of their service area and they are suggesting that we, as Borough Council, might want to write a letter in support of not having them hook up. DEP is actually waiting to make their decision, so they are looking for input from the Borough. Attorney Karasek said that he understands what they want, but if it is not within our jurisdiction what legal basis do we have to say we support it. Jeff said that it would come into our jurisdiction if they ask us to amend the Act 537 Plan. Attorney Karasek said that we can inform Attorney Molnar when they come in to modify the Act 537 Plan that would be within our jurisdiction, we will object it at that time, if Council wishes to do that.

Jeff said six to eight months ago, is the Authority's build out, when they expect to be out of service, not being able to service anyone else. They did a comprehensive study as to what they have left, what they perceive as development, expected, and what is left.

8. Streets – Brian Pyscher reported that he received confirmation that Bracalente Construction will start the street paving work the first week of October. Alex asked Brian if he could get numbers for a total rehabilitation of Utica. Bracalente Construction will post the streets informing residents that they are not allowed to park on the street while seal coating is taking place.

9. Park – Alex Cortezzo reported that Rich Fox will get an estimate on a zero turn lawnmower because our current one needs to be replaced.

10. Tipping Fees – Kerry Gassler was absent so there was nothing to report.

11. C.O.G. - Mayor Mogilski reported that we need a Committee Member to replace Dave Valley as an alternate representative to the Slate Belt Council of Governments. George Hinton volunteered to join the committee.

12. Slate Belt Rising – George Hinton reported that the Road Rally Scavenger Hunt takes place on September 30th starting and ending in Portland. The cost is \$30 per car with a maximum of 4 people. Over \$1,000 in prizes will be given out. The review of Slate Belt Rising funds administration will be held at the Wind Gap Social Hall on November 8th. All are welcomed to attend.

13. Technology – Louise Firestone reported that Triscari is finishing up our website. Our former web designer, John Trail, contacted Triscari Marketing and sent them his passwords and other information to complete the new website.

14. Mayor's Report – Mayor Mogilski Sr. reported that he took a tour of Waste Management. He said that there is a parcel of land between 8th and 10th Streets that has dead trees and high grass. He will come into the office to file a written complaint under the nuisance ordinance.

15. Brian Pyscher reported that Super Heat was working on the new heater last week. At the end of the day he received a call from the technician saying the unit was up and operating so he asked how if they did not have the control panel. They informed him that the panel was found inside the unit where they did not look. He called the supplier where the unit was purchased and they were going to contact the manufacturer and found out that the replacement had already been shipped out on the 13th. He is hopeful that they will return it, if not he would assume that we would want Super Heat to reimburse us since they told Brian that they looked in the unit and did not find the controller. Louise asked if we take or refuse delivery since the package has not be received as of today. Attorney Karasek said that if we have not taken deliver or used the item, send it back. We can refuse delivery.

ADJOURNMENT

On motion by Jeff Yob to adjourn the meeting of September 18, 2018. Council agreed unanimously. The meeting of September 18, 2019 adjourned at 8:31 p.m.

Louise Firestone – Borough Administrator