

SPECIAL MEETING OF THE WESTFIELD BOROUGH COUNCIL

August 27, 2024

Westfield Municipal Building

COUNCIL PRESENT: Roger Watkins, Connie Cummings, Elizabeth Rowland, Danielle Pierce, Holly Zengerle

COUNCIL ABSENT: None

OTHERS PRESENT: James Streeter, Craig & Michelle Emmons, Doug Rowland, Ed & Robin Presor, Donna Leschander (*Wellsboro Gazette*), Mike James, Mayor Faun James, Chief Andrew Adams, Lori Nelson

The meeting was called to order at 7:00 p.m. by council president Watkins followed by the Pledge of Allegiance. A roll call of members found all to be present.

Visitors

Shawn Downey with Larson Design Group will attend the September meeting with updates on the CDBG grant projects and Route 349 projects.

No visitor comments on agenda items.

Mayor/Chief Report

Mayor James reported on the amazing volunteer and emergency support during the flood.

Minutes

Connie Cummings commented on the statement on page 3 of the July 23, 2024 minutes stating "This would supersede the EOP on file." Ms. Cummings corrected this to state it would be supplemental to the Emergency Operations Plan.

Motion was made by Beth Rowland, seconded by Holly Balfour, to approve the minutes of the July 23, 2024 minutes with the above notation. Those in favor were Cummings, Pierce, Rowland, Zengerle and Watkins. The motion carried.

Financial Report

Motion was made by Beth Rowland, seconded by Connie Cummings, to approve the financial report and pay the bills. Those in favor were Cummings, Pierce, Rowland, Zengerle and Watkins. The motion carried.

Connie Cummings asked for a breakdown of funds that can be used for flood damages.

Old Business

- ATV Ordinance

Due to the cancellation of the August 13, 2024 meeting, the ordinance cannot be acted upon at this time.

Roger Watkins reported on a meeting with the commissioners regarding potential use of Route 49 for ATV access and beneficial restrictions that could be incorporated in the proposed ordinance. Beth Rowland asked about police coverage on weekends during the day. Chief Adams noted the police payroll budget will need to be increased for extra coverage. Further discussion on the coverage and cost was held. Doug Rowland would like the public to vote on the allowing ATV's. Further discussion was held on the issue by council and visitors.

- **Tioga County ROP**

Connie Cummings spoke on the Tioga County Response Operations Plan and asked that a copy of the PEMA Emergency Management for Municipal Officials Handbook go with the plan so that municipal officials are aware of what they are responsible for. There was a discussion on the need for the borough emergency plan to be updated.

RESOLUTION NO. 2024-352
A RESOLUTION TO ADOPT TIOGA COUNTY'S
2024 RESPONSE OPERATIONS PLAN

WHEREAS, Tioga County's 2024 Response Operations Plan complies with all applicable State and County Laws, Regulations and provides the policies and procedures to be followed in dealing with natural, human-caused or technological emergencies or disasters; and

WHEREAS, this Plan supersedes all previous plan.

NOW, THEREFORE BE IT RESOLVED, by the Borough Council of the Borough of Westfield, Tioga County, Pennsylvania, that the Tioga County 2024 Response Operations Plan is hereby adopted as the official Emergency Operations Plan of Westfield Borough.

Motion was made by Holly Zengerle, seconded by Connie Cummings, to adopt Resolution No. 2024-352 which adopts the Tioga County 2024 Response Operations Plan. Those in favor were Cummings, Pierce, Rowland, Zengerle and Watkins. The motion carried.

TCAB

Westfield will host the Tioga County Association of Borough's meeting on September 19 at the Colonial. DCNR will be speaking on the ATV program.

Resignations

Motion was made by Beth Rowland, seconded by Connie Cummings, to accept the resignation of Zachary Smith. Those in favor were Cummings, Pierce, Rowland, Zengerle and Watkins. The motion carried.

Motion was made by Connie Cummings, seconded by Beth Rowland, to accept the resignation of Edward Rodarmel. Those in favor were Cummings, Pierce, Rowland, Zengerle and Watkins. The motion carried.

There was discussion on what on the procedure to reduce the number of council members.

Election of Officer

The position of vice-president needs to be filled due to the resignation of Zachary Smith,

Elizabeth Rowland was interested in the position. Danielle Pierce also was interested. Mrs. Rowland withdrew her name.

Motion was made by Beth Rowland, seconded by Holly Zengerle, to elect Danielle Pierce as vice-president of the Westfield Borough Council. Those in favor were Cummings, Pierce, Rowland, Zengerle and Watkins. The motion carried; Mrs. Pierce was appointed vice-president.

ServPro and Restoration of Building

Roger Watkins explained that ServPro was called in to clean the building after the flooding. They initially gave an estimate of \$10,000. Once they were in with fans and equipment and began work, they would not give a price. Roger Watkins told them to stop work until pricing was determined. They gave a verbal cost of work as of August 23 to Theresa McCullen as \$43,846.86. This was to strip, dry and spray the borough office and police office. The floors in the hallway were also stripped. Council agreed the cost appeared excessive for the amount of work completed. Another contractor to finish the work will be needed, hopefully a local contractor.

Motion was made by Holly Zengerle, seconded by Connie Cummings, to advertise for bids for the removal and restoration of the floors and walls in the Municipal Building due to the flooding. Those in favor were Cummings, Pierce, Rowland, Zengerle, and Watkins. The motion carried.

Administrative Committee

- ARPA Funds

The ARPA funds need to be allocated by the end of the year. The committee met August 6 and recommend using \$52,058 toward the Sewer Rehab Projects and \$3,994 toward the purchase of the new mower. The remaining monies could be used toward the borough share of the storm drain project on Route 349. Council discussed using the remaining funds toward flood damage and equipment replacement. The wellhouse generator may need to be replaced, with an estimate of \$33,000. Council will table this for more information on flood damages and coverage.

Discussion on the flood and insurance coverage.

- MMO

The 2025 Minimum Municipal Obligations for the police and non-uniform pension plans were presented to council.

Motion was made by Beth Rowland, seconded by Connie Cummings, to accept the 2025 MMO for police and non-uniform pension plans. Those in favor were Cummings, Pierce, Rowland, Zengerle and Watkins. The motion carried.

- Survey

The survey results compiled by the committee were sent out with the water bills last month.

Personnel Committee – nothing at this time.

Planning/Fire Committee

Connie Cummings reported that she has been working on the borough's emergency operations plan. She asked if the fire department is working on a plan for evacuation or if they have a separate emergency plan. She has condensed the plan to about 20 pages. It was noted that the plan had not been updated in several years. Andrew Adams noted he does not know of any plan the fire company is working on. Mrs. Cummings has requested some information from the EMC.

Streets, Sidewalks, Building Committee

Roger Watkins would like to wait for Shawn Downey from Larson Design Group before discussing the Route 349 project. Mr. Downey will attend the September meeting.

Roger Watkins reported the wastewater and water systems functioned quite well during the flood. The storm drains kept up as well as they could. The crew will begin cleaning the streets.

Roger Watkins addressed the flood insurance issue. The community building damage is not covered for flood damage.

Vehicles/Equipment Maintenance Committee

Connie Cummings noted she is waiting to hear what equipment is needed. A new push mower is needed but this will be under \$500 and will be replaced.

Utilities Committee

There was a discussion on converting to LED lighting. Penelec had suggested visiting a community with LED street lights as they are very bright.

Grants/Loans Committee

Holly Zengerle reported she spoke to Commissioner Marc Rice about grants. Most grants are for next year. She needs a list of things to ask for before moving forward with grant applications.

The visitors were addressed.

Visitors

James Streeter presented council with a hand out on flooding in Westfield.

There was discussion on the flooding and damage as well as repair to dikes and cleaning of rivers. Loss of businesses due to the flood is a concern.

The meeting adjourned at 8:26 p.m.

Lori Nelson
Secretary/Treasurer