

REGULAR MEETING OF THE WESTFIELD BOROUGH COUNCIL
February 27, 2024
Westfield Municipal Building

COUNCIL PRESENT: Constance Cummings, Roger McCullen, Zachary Smith, Holly Zengerle, Elizabeth Rowland (telephone)

COUNCIL ABSENT: Roger Watkins

OTHERS PRESENT: James Streeter, Craig and Michelle Emmons, Ed Rodarmel, Junior McCoy, Chief Andrew Adams, Officer Kyle Mack, Ed and Robin Presor, Lori Nelson

The meeting was called to order at 7:00 p.m. by council vice-president Zach Smith followed by the Pledge of Allegiance. A roll call of members found Roger Watkins to be absent.

Visitors

- Ed Rodarmel

Mr. Rodarmel addressed council concerning the sign that was removed from the borough lot near Sama Drive; he had written a letter to council on this issue. The church had permission to place the sign there for Community Matters-U Matter and other events. The sign was missing; the police located the sign for Mr. Rodarmel, and it was returned to him. Mr. Rodarmel asked council to intervene to allow his sign to be put back where it was and to ask the owners of the other sign to move theirs and leave his alone. Mr. Smith reported this was discussed at the last council meeting and a letter is to be sent to the other party asking them to remove their sign and notifying them that permission is required to put a sign on the property. Council gave Mr. Rodarmel permission to put his sign back. Further discussion was held.

- Craig Emmons

Mr. Emmons presented council with a petition for legalized operation of ATV/UTV's in the borough. The petition has 221 signatures – all residents, business owners or property owners in the borough and over 18 years of age. Mr. Emmons noted the operators would have liability insurance, valid registration, and helmets as well as a valid driver's license and be subject to all traffic laws. Chief Adams gave an overview. He also provided information from the Central Mountain ATV Association. Further discussion was held including having Penn DOT open their roadways for ATV access. This was tabled for review.

- James Streeter

Mr. Streeter approached council about the proposed unsafe buildings ordinance the committee is working on. He noted he is against any new dangerous/unsafe building ordinance that is not enforced by qualified/trained building officers such as Mr. Erb. He cited ordinances in Chapter 114 and Chapter 72 of the Code of the Borough. Chapter 72 of the borough code covers this; Mr. Streeter provided a hand out of Section 403.84 of the PA Code.

- Junior McCoy

Mr. McCoy was representing Dawson Geophysical Company. They will be doing a large seismic oil and gas testing operation and would like a permit for the borough itself. He

explained the testing procedures and noted they have a “low frequency vibrating” setting when near infrastructure. They will be coming through the area in June-July and hope to be finished by October 1. The permits would allow drilling and charges on some of the larger parcels. Further discussion was held.

Mayor/Police Report

Chief Adams reported they have been very busy – the call count has tripled, parking enforcement has been done, several ongoing investigations.

Minutes

Motion was made by Holly Zengerle, seconded by Connie Cummings, to approve the minutes of the January 2, 2024 reorganizational meeting, the January 2, 2024 regular meeting, and the January 30, 2024 special meeting as presented. Those in favor were Cummings, McCullen, Rowland, Zengerle and Smith. The motion carried.

Financial Report

Motion was made by Roger McCullen, seconded by Holly Zengerle, to approve the financial report. Those in favor were Cummings, McCullen, Rowland, Zengerle and Smith. The motion carried.

Old Business

- Larson Design Agreements

Motion was made by Holly Zengerle, seconded by Connie Cummings, to approve the Larson Design Group Agreement for the pipe bursting project and the Retainer Agreement for 2024-2025 contingent upon solicitor review. Those in favor were Cummings, McCullen, Rowland, Zengerle and Smith. The motion carried.

- Council Vacancy

Ed Rodarmel will consider the council position and will possibly submit a letter of interest.

- Schiffy’s RV Park

Discussion on the RV Park and right-of-way/easement was held. This was tabled for discussion with Roger Watkins who has been handling the issue. Council wished to consult the solicitor.

- Dawson Geophysical

Connie Cummings noted she would like a letter from the engineer and lawyer stating nothing can go wrong. Zach Smith would like to discuss it with Dave Nudd about his concerns. Beth Rowland would not allow the testing. Extensive discussion was held.

Motion was made by Connie Cummings, seconded by Beth Rowland, to deny the permit to Dawson Geophysical Company for seismic testing in Westfield Borough. Those in favor were Cummings, McCullen, Rowland and Smith. Holly Zengerle voted no. The motion carried.

Holly Zengerle and Roger McCullen stated they would like to discuss this more and do further research.

- COG Meeting

Connie Cummings noted she went to the Upper Pine Creek COG and there was no one there. She wants to make sure this is not a defunct organization.

WBA Appointments

Motion was made by Roger McCullen, seconded by Holly Zengerle, to appoint Tim Miller, with his term to end in 2028, and Mike Hale, with a term ending in 2029, to the Westfield Borough Authority. Those in favor were Cummings, McCullen, Rowland, Zengerle and Smith. The motion carried.

TCAB

The Tioga County Association of Boroughs will meet in Mansfield on March 21. RSVP by March 6.

Training

Motion was made by Roger McCullen, seconded by Holly Zengerle, to approve David Nudd and Donald Wescott's attendance at a Locator Training in Wellsboro on March 6. Those in favor were Cummings, McCullen, Rowland, Smith and Zengerle. The motion carried.

SEO Appointment

Motion was made by Holly Zengerle, seconded by Connie Cummings, to appoint North Central Sewage Agency as the Sewage Enforcement Officer for the borough. Those in favor were Cummings, McCullen, Rowland, Smith and Zengerle. The motion carried.

Clean Up Day

Two proposals were obtained for Clean Up Day. – Northern Tier Solid Waste Authority and Troups Creek Auto Parts.

Motion was made by Roger McCullen, seconded by Holly Zengerle, to accept the proposal from Troups Creek Auto Parts for clean up day to be held May 11, 2024. Those in favor were Cummings, McCullen, Rowland, Zengerle and Smith. The motion carried.

Administrative Committee

- QuickBooks upgrade

Motion was made by Connie Cummings, seconded by Holly Zengerle, to approve the upgrade of QuickBooks Desktop at a cost of \$649 per year. Those in favor were Cummings, McCullen, Rowland, Zengerle and Smith. The motion carried.

- Survey Response

Connie Cummings noted she feels a response to some of the survey results is needed, for example curb side recycling was stopped by NTSWA not the borough. Zach Smith stated the committee was satisfied with Connie's suggestion and will prepare a response.

- Complaint Form

Connie Cummings stated that in a borough official training it was recommended to have a complaint form and process. The administrative committee will meet to develop this.

- Committee Minutes

Connie Cummings noted that in the borough official training they noted minutes should be taken at committee meetings. Past committees have appointed a member to keep minutes or if Theresa McCullen or Lori Nelson are present they have done minutes if needed.

Personnel Committee

Beth Rowland reported there has been no movement on the contract yet. The solicitor suggested a committee member meet with the union at his office to see if this could be completed. Zach Smith will represent the committee.

Planning Committee

Connie Cummings reported on the update to the Emergency Operations Plan (EOP) and provided a report of the plan and what she feels needs to be added. Mrs. Cummings met with the superintendent of the NTSD. She would like to hold a tabletop exercise. Mrs. Cummings noted that C.V. High School is a Red Cross certified shelter. The committee will review the plan.

Connie Cummings explained she has a flood map to provide to the emergency services (police and fire) to show the areas that may flood.

Connie Cummings spoke on the costs that could be involved with the dangerous structure ordinance.

Andrew Adams asked to have the ambulance association included with the planning/fire committee.

Streets, Sidewalks, Buildings Committee

- 2024 Streetwork

The committee will meet with the PA DOT representative on March 6.

Vehicle Maintenance Committee

Motion was made by Connie Cummings, seconded by Holly Zengerle, to approve the purchase of replacement hoses for the backhoe which have dry rotted. Those in favor were Cummings, McCullen, Rowland, Smith and Zengerle. The motion carried.

There was discussion on the replacement of the backhoe. The current backhoe is a 2015 and in the past it was replaced every 5-8 years. There was discussion whether to do it during the budget process. It was suggested to obtain quotes for replacement if funds are available this year.

Utilities Committee

At the sewer plant tour it was suggested to have a roof and walls around the Spiraltech. Dave Nudd provided an estimate for lumber to build this. There was discussion on not having walls as the pumps could overheat. The committee would like an update for just a roof, no walls. Connie Cummings had suggested a 4x4 roof over the pumps.

Connie Cummings distributed a hand out concerning septage waste and dumping it in the sewer plant. There are no laws or regulations governing portable toilets and septage hauling. The

committee will meet to discuss the request to accept septage and have a recommendation for the next meeting.

Grants/Loans Committee

Holly Zengerle reported that Mark Rice is supporting Westfield Borough's TASA grant for upgraded sidewalks.

Visitors

James Streeter commented that he does not feel the Borough has any business giving anyone special privilege to put a sign up – there should be equal rights to place a sign. Discussion followed. The sign issue will be sent to committee.

Motion was made by Roger McCullen, seconded by Holly Zengerle, to adjourn the meeting.

The meeting adjourned at 8:47 p.m.

Lori Nelson
Secretary/Treasurer