

REGULAR MEETING OF THE WESTFIELD BOROUGH COUNCIL

January 14, 2025

Westfield Municipal Building

COUNCIL PRESENT: Roger Watkins, Derek Eldridge, Michael James, Danielle Pierce, Holly Zengerle

COUNCIL ABSENT: Doug Rowland, Elizabeth Rowland

OTHERS PRESENT: Mayor Faun Fames, James Streeter, Shawn Downey, Craig & Michelle Emmons, Harry & Jacqueline Quay, Donna Leschander, Lori Nelson

The meeting was called to order at 7:00 p.m. by Roger Watkins, council president, followed by the Pledge of Allegiance. A roll call of members found Doug and Beth Rowland to be absent. The visitors were addressed and had no comment at this time.

Route 349 Project

Roger Watkins reported that council met with PA DOT prior to the meeting concerning the Route 349 project. PA DOT is requesting a cost share agreement for portions of the project regarding drainage and sidewalk curbs. The borough share is estimated at over \$70,000.

Motion was made by Derek Eldridge, seconded by Danielle Pierce, to approve the 80/20 Contribution Agreement with the Pennsylvania Department of Transportation for drainage improvements and sidewalk curbing on Route 349/Church Street and to adopt Resolution No. 2025-358 authorizing the council president to sign such agreement. Those in favor were Eldridge, James, Pierce, Zengerle and Watkins. The motion carried.

RESOLUTION NO. 2025-358

BE IT RESOLVED by the Borough Council in Westfield Borough, Tioga County, Pennsylvania, that the Borough Council President be authorized and directed to sign the attached Contribution Agreement and the Borough Council Secretary be authorized and directed to attest and seal the same.

Shawn Downey/Route 349 Project

Shawn Downey with Larson Design Group updated council on the PennVest funding offer. PennVEST called last week and reported that their policy does not allow them to reduce loan only on funding offers – it must be reduced proportionally (a 70/30 grant/loan split). This was discovered two days before closing. Mr. Downey explained that in order to continue with this funding offer, the borough must take the loan. Mr. Downey gave a history of the project and funding. The term of the loan is 1% for 30 years. A project change order had been processed to increase the scope so that all of the grant funds could be utilized, so Mr. Downey asked if council wished to proceed with the current project or go back to the original. He provided cost estimates and loan amounts for both scenarios.

The preconstruction meeting has already been scheduled. The contractor is ready to begin. Normally no work could begin until after closing but PennVest would approve a pre-closing letter so that the project can proceed due to the circumstances.

Roger Watkins asked about the conflict with the sewer line at the intersection of Route 49 and 349. Mr. Downey provided a couple options for this area – protect in place or lining. He noted typically it would be to protect in place where they replace the section.

Motion was made by Mike James, seconded by Holly Zengerle, to move forward with the Route 349 sewer rehabilitation project in its current scope. Those in favor were Eldridge, James, Pierce, Zengerle and Watkins. The motion carried.

In conjunction with the action to move forward with the project, several documents for processing the loan are needed.

Motion was made by Danielle Pierce, seconded by Derek Eldridge, to adopt the Debt Ordinance authorizing and securing a sewer revenue bond in an amount up to \$401,654 to PennVEST and accepting a grant in the amount up to \$957,846 for improvements to the borough's sewer facilities. Those in favor were Eldridge, James, Pierce, Zengerle and Watkins. The motion carried.

Motion was made by Holly Zengerle, seconded by Mike James, to approve the appointment of Cox, Stokes & Lantz, PC to perform legal services for the PennVEST closing with fees of \$9,000.00 and the engagement of Seamans Cherin & Mellott LLC as bond counsel for the PennVEST funding offer with fees of \$18,000.00. Those in favor were Eldridge, James, Pierce, Zengerle and Watkins. The motion carried.

Motion was made by Danielle Pierce, seconded by Derek Eldridge, to adopt the Reimbursement Resolution declaring the intent to reimburse the General Funds used for the sewer rehab project with funds received from PennVEST. Those in favor were Eldridge, James, Pierce, Zengerle and Watkins. The motion carried.

**BOROUGH OF WESTFIELD,
Tioga County, Pennsylvania
RESOLUTION**

**DECLARATION OF OFFICIAL INTENT TO REIMBURSE GENERAL FUNDS USED TO
DESIGN AND CONSTRUCT IMPROVEMENTS TO ITS SEWER SYSTEM WITH FUNDS
RECEIVED FROM THE PENNSYLVANIA INFRASTRUCTURE INVESTMENT
AUTHORITY.**

WHEREAS, the Borough of Westfield, Tioga County, Pennsylvania (the "Funding Recipient") has determined that design and construction of improvements to the public sewer system facilities operated and operated by the Funding Recipient (the "Project"), are necessary; and

WHEREAS, in order to finance the costs of the Project, the Funding Recipient has issued or intends to issue its Funding Agreement to the Pennsylvania Infrastructure Investment Authority ("PENNVEST") consisting of a loan in the maximum principle amount of \$401,654.00 and a grant in the of \$957,846 totaling \$1,359,500.00 ("PENNVEST Funding Agreement").

WHEREAS, Funding Recipient intends to pay Project costs, on an interim basis, using its General Funds until the proceeds of the PENNVEST Grant are received.

NOW, THEREFORE, the Funding Recipient hereby declares as follows:

Pursuant to federal requirements set forth at 26 C.F.R. § 1.150-2, the Funding Recipient officially intends to reimburse its General Funds for Project costs incurred by the Funding Recipient with the proceeds of the PENNVEST Grant up to the maximum principle amount of \$1,359,500.00.

Mayor/Police Chief Report

Mayor Faun James reported everything has been running smooth. She noted that Milfred Catherman is no longer certified and should be removed from the police roster.

Motion was made by Derek Eldridge, seconded by Danielle Pierce, to remove Milfred Catherman from the roster as a police officer. Those in favor were Eldridge, James, Pierce, Zengerle and Watkins. The motion carried.

Minutes

Motion was made by Holly Zengerle, seconded by Danielle Pierce, to approve the minutes of the November 26, 2024 special meeting and December 10, 2024 regular meeting as presented. Those in favor were Eldridge, James, Pierce, Zengerle and Watkins. The motion carried.

Financial Report

Motion was made to approve the financial report by Danielle Pierce, seconded by Mike James. Those in favor were Eldridge, James, Pierce, Zengerle and Watkins. The motion carried.

ServPro Bill

There was discussion on the bill from ServPro for cleaning of portions of the municipal building after the flood. Council felt the bill was excessive for the work done. Roger Watkins explained that numerous fans are being charged but were simply stored in the building, not in use. There were also charges for a trailer and box truck. Council will present objections to some of these charges and see what the response is.

Tax Collection Committee Delegates

Motion was made by Holly Zengerle, seconded by Mike James, to retain the delegates for the Tioga Tax Collection Committee as Lori Nelson, primary, and Theresa McCullen, alternate, and to adopt the Resolution appointing the same. Those in favor were Eldridge, James, Pierce, Zengerle and Watkins. The motion carried.

RESOLUTION NO. 2025-359
WESTFIELD BOROUGH
TIOGA TCC VOTING DELEGATE APPOINTMENT RESOLUTION

WHEREAS, Act 32§505(b) requires the governing bodies of school districts, townships, boroughs and cities that impose an earned income tax to appoint one voting delegate and one or more alternate delegates to be their Tax Collection Committee (TCC) representatives. The purpose of this resolution is to appoint the required delegates. The appointed individuals have consented to the appointment.

BE IT RESOLVED, by the Borough Council of the Borough of Westfield, Tioga County, Pennsylvania, that the following individuals are appointed as TCC delegates for the Borough of Westfield:

1. Primary voting delegate:
Name: Lori Nelson
Mailing Address: 429 East Main Street, Westfield, PA 16950
Phone Number: (814) 367-2632 Email: wboro@verizon.net
2. First alternate voting delegate:
Name: Theresa McCullen
Mailing Address: 429 East Main Street, Westfield, PA 16950
Phone Number: (814) 367-2632 Email: wboroutil@verizon.net
3. Second alternate voting delegate:

Motion was made by Mike James, seconded by Holly Zengerle, to purchase the John Deere X350 from Lindsey Equipment for \$3,725. Those in favor were Eldridge, James, Pierce, Zengerle and Watkins. The motion carried.

Grants. Loans Committee – nothing at this time.

Utilities Committee

Danielle Pierce noted the need to discuss increasing the township sewer rates.

Faun James discussed ways to save money and noted the cost of manning the recycling drop off. She wondered if other municipalities would chip in for the cost.

There was a discussion on water leaks and how they are charged. Faun James asked what we do if a resident does not have water service but is still using the sewer. There was discussion on using flow meters.

Visitors

Craig Emmons asked when the ATV signs would be in. Faun James answered that they will find out at an upcoming meeting with DCNR.

Harry Quay approached council about a high bill he had and felt it was due to a faulty meter. He would like a resolution. The committee will review this issue.

Faun James reported the American Legion would like to use the community room to house the honor roll board while they finish it. This would be a Saturday in February.

The meeting adjourned at 8:02 p.m.

Lori Nelson
Secretary/Treasurer