

SPECIAL MEETING OF THE WESTFIELD BOROUGH COUNCIL  
For General Business Purposes  
January 25, 2022  
Westfield Municipal Building

COUNCIL PRESENT: Lorie Card, Denis Landry, Roger McCullen, Leland (Joe) Pond, Elizabeth Rowland (telecommunication)

ABSENT: Roxann Weidman

OTHERS PRESENT: Mayor Gail Bollinger, Sgt. Andrew Adams, James Streeter, Shawn Downey, Renee Verbjar, Beth Bogsch, Lori Nelson

The meeting was called to order at 7:05 p.m. by council president Denis Landry followed by the Pledge of Allegiance. A roll call of members found Roxann Weidman to be absent. There were no comments from visitors on agenda items.

Larson Design Group

Shawn Downey noted that the retainer agreement with Larson Design Group needs to be renewed. The current agreement is for 2020-2021. An updated agreement for 2022-2023 was presented. This was tabled to the next meeting.

Mr. Downey updated council on the Sewer Rehab Project. The Notice of Award was authorized at the last meeting. The bonds, insurances and agreement were received from the contractor. He noted that council could act on the Notice to Proceed tonight or wait until the next meeting. The date for the Notice to Proceed will be April 1. This was tabled to the next meeting.

An update on the WWTP upgrade project was given. The plant is up and running. It is considered substantially complete. Some electrical work and finish work need to be completed but the process equipment is installed and running. There is a major electrical item still outstanding – the SCADA control panel needs to be installed.

Payment requests were submitted from Lobar Inc. and Tra Electric.

Motion was made by Lorie Card, seconded by Joe Pond, to approve payment request #17 from Lobar Inc in the amount of \$132,750.62 and request #16 from Tra Electric in the amount of \$56,357.57. Those in favor were Card, Landry, McCullen, Pond and Rowland. The motion carried.

- Change Orders

Mr. Downey reported that the existing steel tanks were to be removed. However, they felt it best to leave them as extensive concrete rehab may be needed upon removal. To extend the life of the steel tanks it was decided to paint them. The cost of the painting is \$42,763.59. This cost will be offset by not doing the concrete repair which was estimated at \$120,000.

Motion was made by Roger McCullen, seconded by Joe Pond, to accept Change Order #6 to paint the steel tanks for a cost increase of \$42,763.59. Those in favor were Card, Landry, McCullen, Pond and Rowland. The motion carried.

Lobar has requested a time extension of 10 days due to primary staff on site testing positive for COVID. There is no cost for this change order.

Motion was made by Lorie Card, seconded by Roger McCullen, to approve Change Order #7 giving Lobar Inc. a 10-day time extension for COVID delays. Those in favor were Card, Landry, McCullen, Pond and Rowland. The motion carried.

LDG will be doing a substantially complete inspection Tuesday and compiling a punch list of items to be completed.

The construction administration and inspection budget with LDG has been depleted. They estimate an additional \$35,000 will be needed to complete the project. Some discussion on project costs was held.

Motion was made by Roger McCullen, seconded by Lorie Card, to approve Amendment #3 to the Engineering Agreement to increase the CA/CI services budget an additional \$35,000 to close out the project. Those in favor were Card, Landry, McCullen, Pond and Rowland. The motion carried.

Shawn Downey gave an update on the dechlorination equipment. DEP has been in touch with Don Wescott and Lori Nelson concerning the equipment. LDG included the equipment in the upgrade but it is not being used right now as the permit limits are being met. They included it in the project as it may be needed to meet permit limits in the future. DEP is saying that the equipment was not included in the original permit for the project. A permit will need to be submitted to DEP to have this equipment added. The alternative would be to disconnect the equipment and do the permitting process when it needs to be used. Shawn Downey felt it would be easier to do the permitting now. LDG will proceed with the permit.

Shawn Downey reviewed the contingency balance.

#### Council Vacancy

A vacancy exists on council for a two-year term. Mr. Landry asked for nominations. Lorie Card nominated Wayne Boka.

Motion was made by Lorie Card, seconded by Beth Rowland, to appoint Wayne Boka to the vacancy on council for a two-year term and adopt Resolution No. 2022-335 appointing the same. Those in favor were Card, Landry, McCullen, Pond and Rowland. The motion carried.

#### RESOLUTION NO. 2022-335 A RESOLUTON TO FILL A VACANCY ON COUNCIL

WHEREAS, a vacancy in the office of council member of the Borough of Westfield, Tioga County, Pennsylvania, has occurred due to a resignation; and

WHEREAS, Section 901 (53 PS §45901) of the Borough Code provides that the borough shall fill such vacancy by resolution within thirty (30) days by appointing a registered elector of the borough (who has also resided one year continuously prior to the date of appointment) to hold such office until the first Monday in January after the first Municipal Election occurring more than sixty (60) days after the vacancy occurs at which election an eligible person shall be elected to the office for the remainder of the term;

WHEREAS, the next Municipal Election will be held in November 2023;

THEREFORE BE IT RESOLVED, that Wayne Boka, a registered elector of the Borough of Westfield, is hereby appointed to the office of council member of the Borough of Westfield to serve until the first Monday in January 2024.

FURTHER BE IT RESOLVED, that there shall be elected at the next Municipal Election, which shall occur in November 2023, a qualified registered elector of the Borough of Westfield to hold such office from the first Monday in January 2024 until the first Monday in January 2026.

RESOLVED by the Borough Council of the Borough of Westfield, Tioga County, Pennsylvania, this 25th day of January, 2022.

### Signatory

Mr. Landry noted the need to have someone able to sign when the vice-president (Beth Rowland) is away. PSAB was consulted and they suggested someone from council be appointed. The president pro temp was suggested by Denis Landry. Lorie Card nominated Roger McCullen; Roger McCullen nominated Lorie Card.

Motion was made by Lorie Card, seconded by Roger McCullen, to add the president Pro-temp (Roxann Weidman) to the signatories. Those in favor were Card, Landry, McCullen, Pond and Rowland. The motion carried.

### Request from Ambulance Association

The Sabinsville Fireman Ambulance Association has requested funds to purchase a washer and dryer. Gail Bollinger reported the cost would be split between the four municipalities. The American Rescue Funds could be used.

Motion was made by Lorie Card, seconded by Joe Pond, to provide a quarter of the cost of a washer and dryer for the Sabinsville Fireman's Ambulance Association with ARPA funds to be used. Those in favor were Card, Landry, McCullen, Pond and Rowland. The motion carried.

### Crary Hose Company Request

Andrew Adams reported on problems with the access doors in the firehall. The fire company has obtained a quote to replace the crash bar on the doors and install a key pad for entry; they will pay for this. An entry door between the garage doors was not replaced when the other doors were done; it is in bad condition. The estimate to replace this door is \$1,090. The fire company is asking council to pay for the replacement door. This work will make the firehall more secure and protect the equipment they have purchased in recent years.

Motion was made by Lorie Card, seconded by Joe Pond, to pay Kelly Bros. \$1,090.00 for a new door in the firehall with the funds to come from the ARPA account. Those in favor were Card, Landry, McCullen, Pond and Rowland. The motion carried.

Andrew Adams also reported that the overhead doors sporadically have issues closing. He would like to meet with the committee to discuss this issue.

#### New Business

Lorie Card had several issues she wished to bring up for council to consider. One is updating the complaint form used by the police department; she had a citizen put together a form that is more detailed. This would be a “Citizen Complaint Form” for citizen incidents. She provided a draft for council to review. There will be another form she will provide to council.

Ms. Card would like to find a way to get more traffic on the website. She suggested having council meetings streamed on the website. She asked council to think about ideas for the next meeting. She did not feel the website was used very much.

Beth Rowland noted that a lot of people would like to pay their bill on line and asked if we could look into this. Lori Nelson reported that she and Theresa have looked at different options for this service.

Lorie Card would like to improve the relationship with the police and the townspeople, also to improve communication. She suggested forming a citizen committee to meet with the police.

Beth Rowland asked if there would still be monthly meetings with the police and mayor and some councilmembers. Mayor Bollinger answered that she would continue the meetings.

#### Visitors

Renee Verbjar approached council about an issue she considers an emergency in town. She presented council with a Citizens Information Report concerning a child molestation case. Ms. Verbjar noted Sgt. Adams was working on the case. After some discussion, Sgt. Adams left with a visitor as this is an ongoing investigation and confidential matter.

Motion was made by Lorie Card, seconded by Roger McCullen, to adjourn the meeting. The meeting adjourned at 8:02 p.m.

Lori Nelson  
Secretary/Treasurer