

REGULAR MEETING OF THE WESTFIELD BOROUGH COUNCIL

January 2, 2024

Westfield Municipal Building

COUNCIL PRESENT: Constance Cummings, Roger McCullen, Zachary Smith, Roger Watkins, Holly Zengerle

COUNCIL ABSENT: None

OTHERS PRESENT: Elizabeth Rowland, Mayor Gail Bollinger, James Streeter, Lori Nelson

The meeting was called to order at 7:32 p.m. by council president Roger Watkins. Roll call and the Pledge of Allegiance were done during the reorganizational meeting. The visitors were addressed concerning agenda items.

James Streeter asked what an ROP is – it is a Response Operations Plan.

Mayor's Report

Mayor Bollinger reported that she feels the two police officers are working out well. Two covered shifts will begin next week.

Minutes

Motion was made by Connie Cummings, seconded by Zachary Smith, to approve the minutes of the December 12, 2023 meeting as presented. Those in favor were Cummings, McCullen, Smith, Watkins and Zengerle. The motion carried.

Financial Report

Motion was made by Zachary Smith, seconded by Connie Cummings, to accept the financial report. Those in favor were Cummings, McCullen, Smith, Watkins and Zengerle. The motion carried.

Sewer Rate Ordinance

Motion was made by Zachary Smith, seconded by Holly Zengerle, to adopt Ordinance No.344 increasing the sewer rate for 2024 by \$2.00. Those in favor were Cummings, McCullen, Smith, Watkins, and Zengerle. The motion carried.

Connie Cummings asked about the funds for the sampling contractor, if it was still in the budget. It was noted that council agreed this was not needed as the employees calibrate the instruments. Mrs. Cummings was asking about funds for safety equipment. Zach Smith asked if the sewer increase was a recommendation from the funding source.

Old Business

- Survey Results

Connie Cummings reported on the survey results. Approximately 66 surveys were returned. She provided a spreadsheet of the results for council and explained it. Ms. Cummings noted there were some misconceptions and would like to see some responses get out to the public. Zach

Smith suggested a letter or fact sheet. A town meeting was suggested. Beth Rowland suggested an education program for residents. Ms. Cummings feels mailings are a good way to reach people. Discussion on how to clean properties and other topics was held.

Connie Cummings suggested sending informational sheets in with the utility billing every other month since most don't use the website. She provided a sample hand out on Winter Weather. Other topics suggested were floods, lightning, tornados, wild fires and other potential disasters.

- Tabled Items

Connie Cummings requested this category to try to keep up with topics that are talked about and never brought up again such as the dangerous buildings ordinance. She would like to see these things brought forward each month. Zach Smith noted this would go under old business.

There was discussion on the council vacancy.

### New Business

- Tioga County Response Plan

Connie Cummings reported on the Tioga County Response Operations Plan. The borough needs to adopt a plan in order to be eligible for disaster funds. Ms. Cummings also noted shelter requirements for Red Cross certification. Extensive discussion on disasters and disaster needs.

Tioga County 2023 Response Operations Plan  
Resolution No. 349  
Westfield Borough, Tioga County, Pennsylvania

Tioga County's 2023 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 or human-caused events or disasters.

This Plan supersedes all previous Plans.

By the Governing body of Westfield Borough:

- The Tioga County 2023 Response Operations Plan is hereby adopted as the official Emergency Operations Plan of Westfield Borough.

Motion was made by Connie Cummings, seconded by Zachary Smith, to adopt the Tioga County Response Operations Plan and Resolution No. 349 stating the same. Those in favor were Cummings, McCullen, Smith, Watkins and Zengerle. The motion carried.

- Training

Motion was made by Holly Zengerle, seconded by Zachary Smith, to approve David Nudd and Shahid Zaidi's attendance at a DEP Operator Health and Safety Class on Feb. 24, 2024 in Williamsport at a cost of \$135 each. Those in favor were Cummings, McCullen, Smith, Watkins and Zengerle. The motion carried.

Roger McCullen asked why Don Wescott was not attending the class. It is an all-day class and someone is needed to stay at the plant.

Committees

- Administrative/Finance – nothing
- Personnel Committee

An executive session to discuss contract negotiations was held December 22, 2023 at 10:00 a.m.

Beth Rowland reported there are a couple unresolved issues with the contracts and the committee is waiting to hear from the solicitor.

- Planning/Fire Committee – nothing
- Streets, Sidewalks, Buildings Committee

Roger Watkins noted that no word has been received on the TASA grant for sidewalks.

Mr. Watkins reported on two water leaks. One on West Main Street at the old bowling alley has been fixed. There is another by the Electri-Cord to be fixed as soon as the parts arrive.

Mr. Watkins had asked the DPW about the municipal building roof. There are three different types of roofing. The crew is to go up and survey the roof. A couple shingles did come off during high winds and will need to be replaced.

- Vehicle Maintenance Committee – nothing
- Grants/Loans Committee – the TASA grant is still pending. Westfield was not awarded the Small Water/Sewer Grant.
- Utilities Committee – nothing

Visitors

James Streeter felt the borough has been kept safe by relying on the fire portion of the state building code and Mr. Erb has been an honest and competent inspector. He is wary of doing away with Mr. Erb and using an appointee.

Other

Connie Cummings provided a summary on the PSAB Elected Officials Training that she participated in. One take-away she noted was the need for a complaint process and complaint forms. Also minutes should be taken of committee meetings.

Motion was made to adjourn the meeting by Holly Zengerle, seconded by Zach Smith.

The meeting adjourned at 8:26 p.m.

Lori Nelson  
Secretary/Treasurer