

REORGANIZATIONAL MEETING OF THE WESTFIELD BOROUGH COUNCIL
January 2, 2023
Westfield Municipal Building

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

COUNCIL ABSENT: None

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

The meeting was called to order at 7:00 p.m. by Mayor Gail Bollinger. A roll call of members found all to be present (Mrs. Rowland will be sworn in Thursday) followed by the Pledge of Allegiance.

Election of Officers

- President

Zachary Smith nominated Roger Watkins for president, seconded by Roger McCullen. Those in favor were Cummings, McCullen, Smith, Watkins and Zengerle. Mr. Watkins was elected.

- Vice-President

Zachary Smith was nominated for vice-president by Roger Watkins, seconded by Roger McCullen. Those in favor were Cummings, McCullen, Smith, Watkins and Zengerle. Mr. Smith was elected.

The meeting was turned over to newly elected president Roger Watkins.

- Chairman Pro-Tem

Constance Cummings was nominated for Chairman Pro-Tem by Roger Watkins, seconded by Zachary Smith. Those in favor were Cummings, McCullen, Smith, Watkins and Zengerle. Ms. Cummings was elected.

Appointments:

- Vacancy Board Chair

Vivian Altman has been serving as Vacancy Board Chairperson. This appointment was tabled until Mrs. Altman is contacted to see if she is still interested in serving.

- Rep. to Westfield Library Board

Motion was made by Zachary Smith, seconded by Holly Zengerle, to appoint Gail Bollinger as the representative to the Westfield Public Library Board. Those in favor were Cummings, McCullen, Smith, Watkins and Zengerle. The motion carried.

- Solicitor

There was discussion on the appointment of solicitor. Some dissatisfaction with not returning calls was noted.

Motion was made by Zachary Smith, seconded by Holly Zengerle, to retain Cox, Stokes and Lantz, PC as solicitor for the Borough of Westfield. Those in favor were Cummings, McCullen, Smith, Watkins and Zengerle. The motion carried.

- Upper Pine Creek COG Representative

Motion was made by Zachary Smith, seconded by Roger McCullen, to appoint Constance Cummings as the representative to the Upper Pine Creek Council of Governments. Those in favor were Cummings, McCullen, Smith, Watkins and Zengerle. The motion carried.

- EMC

After discussion, motion was made by Zachary Smith, seconded by Roger McCullen, to retain Gary Bisel as Emergency Management Coordinator for Westfield Borough. Those in favor were Cummings, McCullen, Smith, Watkins and Zengerle. The motion carried.

Mrs. Cummings noted that she would like to hear from Mr. Bisel once in a while and verify he has the necessary training. Mrs. Cummings provided a hand out of required trainings.

- Secretary/Treasurer

Motion was made by Roger McCullen, seconded by Holly Zengerle, to appoint Lori Nelson as Secretary/Treasurer for Westfield Borough. Those in favor were Cummings, McCullen, Smith, Watkins and Zengerle. The motion carried.

- Assistant Secretary

Motion was made by Constance Cummings, seconded by Holly Zengerle, to appoint Theresa McCullen as assistant secretary for Westfield Borough. Those in favor were Cummings, Smith, Watkins and Zengerle. Roger McCullen abstained due to personal conflict. The motion carried.

- Representative to Ambulance Association

Motion was made by Zachary Smith, seconded by Connie Cummings, to appoint Gail Bollinger as the representative to the Sabinsville Fireman's Ambulance Association and Holly Zengerle as the alternate. Those in favor were Cummings, McCullen, Smith, Watkins and Zengerle. The motion carried.

Meeting Dates/Times

Motion was made by Roger McCullen, seconded by Zachary Smith, to retain the meeting nights as the second Tuesday of the month at 7:00 p.m. for regular meetings and the 4th Tuesday at 7:00 p.m. for special meetings. Those in favor were Cummings, McCullen, Smith, Watkins and Zengerle. The motion carried.

Safe Deposit Box

Motion was made by Connie Cummings, seconded by Zachary Smith, to approve Resolution No. 2024-348 allowing the president, vice-president, secretary/treasurer and assistant secretary access to the safe deposit box. Those in favor were Cummings, McCullen, Smith, Watkins and Zengerle. The motion carried.

RESOLUTION NO. 2024-348

A RESOLUTION TO OPEN AND MAINTAIN A SAFE DEPOSIT BOX

BE IT RESOLVED by the Borough Council of the Borough of Westfield, Tioga County, Pennsylvania, that any one of the following named persons be authorized until further notice to have full access to Safe Deposit Box No. 374 at Northwest Bank, 100 Main Street, Westfield, Pennsylvania:

<u>Name</u>	<u>Title</u>	<u>Signature</u>
Roger Watkins	President	_____
Zachary Smith	Vice-President	_____
Lori Nelson	Secretary/Treasurer	_____
Theresa McCullen	Assistant Secretary	_____

Signatories

Motion was made by Zachary Smith, seconded by Connie Cummings, to appoint the president, vice-president and secretary/treasurer as signatories for the Borough of Westfield. Those in favor were Cummings, McCullen, Smith, Watkins and Zengerle. The motion carried.

Bonds

Motion was made by Zachary Smith, seconded by Connie Cummings, to keep the bond amounts the same (\$200,000 for signatories; \$400,000 for treasurer; \$10,000 for employees). Those in favor were Cummings, McCullen, Smith, Watkins, and Zengerle. The motion carried.

Petty Cash

Motion was made by Connie Cummings, seconded by Zachary Smith, to keep the petty cash amount at \$100 per month. Those in favor were Cummings, McCullen, Smith, Watkins and Zengerle. The motion carried.

Mrs. Cummings asked if \$100 per month was sufficient.

Depositories

Motion was made by Connie Cummings, seconded by Holly Zengerle, to retain the depositories as Northwest Bank and PLGIT. Those in favor were Cummings, McCullen, Smith, Watkins and Zengerle. The motion carried.

Pre-Approved Bills

Motion was made by Holly Zengerle, seconded by Zachary Smith, to pre-approve the payment of bills including utilities, payroll and expenses, commissions and bills with discounts/penalties before the meeting. Those in favor were Cummings, McCullen, Smith, Watkins and Zengerle. The motion carried.

Other Business

Connie Cummings asked about committee assignments. These will be set by the council president.

There is still a vacancy on council; discussion was held.

The meeting was adjourned at 7:30 p.m.

Lori Nelson, Secretary/Treasurer