

ORGANIZATIONAL MEETING OF THE WESTFIELD BOROUGH COUNCIL
January 5, 2026
Westfield Municipal Building

COUNCIL PRESENT: Derek Eldridge, Michael James, Doug Rowland, Elizabeth Rowland, Roger Watkins, Holly Zengerle

COUNCIL ABSENT: None

OTHERS PRESENT: Mindy Bump, Mayor Faun James, Lori Nelson

The meeting was called to order at 7:00 p.m. by the Honorable Faun James. The Pledge of Allegiance was given. Roll call of members found all to be present.

Officers

Mayor James asked for nominations for president of council

Beth Rowland nominated Roger Watkins to serve as president of council, seconded by Doug Rowland. Those in favor were Eldridge, James, D. Rowland, E. Rowland, R. Watkins and Zengerle. Mr. Watkins was elected president

Mayor James turned the meeting over to President Watkins who opened the floor for nominations for vice-president.

Mike James nominated Holly Zengerle for vice-president of council, seconded by Derek Eldridge. Those in favor were Eldridge, James, D. Rowland, E. Rowland, Zengerle and Watkins. Ms. Zengerle was elected vice-president.

Holly Zengerle nominated Michael James for Chairman Pro-Tem, seconded by Derek Eldridge. Those in favor were Eldridge, James, D. Rowland, E. Rowland, Zengerle and Watkins. Mr. James was elected Chairman Pro-Tem.

Appointments

- Vacancy Board Chair

Vivian Altman is the current vacancy board chair. Council tabled this to look into interested parties.

- Library Board Representative

Motion was made by Mike James, seconded by Roger Watkins, to appoint Elizabeth Rowland as the representative to the Westfield Public Library. All present were in favor; no nay votes were cast. The motion carried.

- Solicitor

Council agreed to continue with the current solicitor. Other options will be explored.

- Upper Pine Creek COG

Motion was made by Mike James, seconded by Derek Eldridge, to appoint Roger Watkins as the representative to the Upper Pine Creek Council of Governments. All present were in favor; no nay votes were cast. The motion carried.

- EMC

Motion was made by Roger Watkins, seconded by Holly Zengerle, to retain Michael James as the Emergency Management Coordinator. All present were in favor; no nay votes were cast. The motion carried.

- Secretary/Treasurer

Motion was made by Roger Watkins, seconded by Holly Zengerle, to retain Lori Nelson as the secretary/treasurer. All present were in favor; the motion carried.

- Assistant Secretary

Motion was made to retain Theresa McCullen as the assistant secretary by Holly Zengerle, seconded by Beth Rowland. All present were in favor; the motion carried.

- Ambulance Association

Motion was made by Mike James, seconded by Doug Rowland, to appoint Holly Zengerle as the representative to the Sabinsville Fireman Ambulance Association, with Roger Watkins as the alternate. All present were in favor; the motion carried.

- TCC Delegates

Motion was made by Mike James, seconded by Roger Watkins, to appoint Lori Nelson as the primary voting delegate for the Tioga Tax Collection Committee and to appoint Theresa McCullen as the alternate voting delegate. The motion includes adoption of a resolution to appoint the delegations. All present were in favor; the motion carried.

RESOLUTION NO. 2026-365
TIOGA COUNTY 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 and address:

Lori Nelson, 429 E. Main St., Westfield, PA 16950

Email address: wboro@verizon.net

2. First Alternate Voting Delegate:

Name and address:

Theresa McCullen, 429 E. Main St., Westfield, PA 16950

Email address: wboroutil@verizon.net

3. Second Alternate Voting Delegate:

Name and address:

Email address:

If the primary voting delegate cannot be present for a TCC meeting, the first alternate voting delegate shall be the representative at the TCC meeting. If both the primary voting delegate and first alternate voting delegate cannot be present for a TCC meeting, the second alternate voting delegate shall be the representative at the TCC meeting.

These appointments are effective immediately and shall continue until successors are appointed. Delegates shall be appointed each year in December or January or as soon thereafter as possible. All delegates shall serve at the pleasure of this governing body and may be removed at any time.

Resolved the 5th day of January, 2026.

Meeting Times/Dates

Motion was made by Mike James, seconded by Doug Rowland, to set the regular meeting night as the second Tuesday of the month at 7:00 p.m. and a special meeting as the fourth Tuesday at 7:00 p.m. when needed. All present were in favor; the motion carried.

Lock Box

Motion was made by Holly Zengerle, seconded by Beth Rowland, to approve access to the safe deposit box by the president, vice-president, secretary/treasurer and assistant secretary and to adopt the resolution approving the access. Those present were all in favor; the motion carried.

RESOLUTION NO. 2026-366
A RESOLUTION TO OPEN AND MAINTAIN
A SAFE DEPOSIT BOX

BE IT RESOLVED, by the Borough Council of the Borough of Westfield, Tioga County, Commonwealth of 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	_____
Holly Zengerle	Vice-President	_____
Lori Nelson	Secretary/Treasurer	_____
Theresa McCullen	Assistant Secretary	_____

RESOLVED this 5th day of January, 2026.

Signatories

Motion was made by Doug Rowland, seconded by Derek Eldridge, to appoint the president, vice-president and secretary/treasurer as signatories for the Borough of Westfield. All present were in favor; the motion carried.

Two signatures are required on checks.

Bond Amounts

Motion was made by Holly Zengerle, seconded by Mike James, to retain the current bond amounts (\$200,000 for signatories; \$1,000,000 for treasurer; \$10,000 for employees). All present were in favor; the motion carried.

Petty Cash

Council agreed to retain the petty cash amount at \$100 per month.

Depositories

Motion was made by Beth Rowland, seconded by Mike James to retain Northwest Bank and PLGIT as depositories. All present were in favor; the motion carried.

Pre-approved Bills

Council agreed to retain the pre-approved bill list including utilities, payroll & expenses, commission, discounts (or penalties).

There was no other business before council.

The meeting adjourned at 7:17 p.m.

Lori Nelson
Secretary/Treasurer