

REGULAR MEETING OF THE WESTFIELD BOROUGH COUNCIL

July 11, 2023

Westfield Municipal Building

COUNCIL PRESENT: Denis Landry, Constance Cummings, Roger McCullen, Beth Rowland, JeanAnn Tubbs, Roger Watkins, Kristen Zaidi

COUNCIL ABSENT: None

OTHERS PRESENT: Mayor Gail Bollinger, James Streeter, Renee Verbjar, Teresa Olofson, Brian Deposito, Cassie Adams, Lori Nelson

The meeting was called to order at 7:00 p.m. by council president Landry followed by the Pledge of Allegiance. A roll call of members found all to be present. The visitors had no comments on agenda items.

Larson Design Group

Shawn Downey submitted a Memo with updates on the WWTP project and Sewer Rehab Project No. 1 (CDBG project).

- Sewer Rehab Project

Standard Pipe Services has completed their work. A change order and application for payment were submitted for approval.

Motion was made by JeanAnn Tubbs, seconded by Beth Rowland, to approve Change Order #1 for Standard Pipe Services adding additional streets for pipe lining in the amount of \$111,320.00. Those in favor were Cummings, McCullen, Rowland, Tubbs, Watkins, Zaidi and Landry. The motion carried.

Motion was made by JeanAnn Tubbs, seconded by Kristen Zaidi, to approve Application for Payment #2 to Standard Pipe Services in the amount of \$84,603.34. Those in favor were Cummings, McCullen, Rowland, Tubbs, Watkins, Zaidi and Landry. The motion carried.

- WWTP

Mr. Downey noted that several items had been submitted to PennVest for approval. The contractor was not able to find anyone to provide an extended warranty. PennVest did not approve the request for a spare influent pump as there is a spare pump installed. They did approve a spare nitrate recycling pump. A Costars quote for the nitrate recycling pump was provided. Mr. Landry noted there is more than enough left in contingency to cover the cost of the pump.

Motion was made by Beth Rowland, seconded by Connie Cummings, to approve the Costars Proposal from Iron Horse Environmental for a nitrate recycle pump in the amount of \$28,813.02. Those in favor were Cummings, McCullen, Rowland, Tubbs, Watkins, Zaidi and Landry. The motion carried.

RV Park Request

Denis Landry reported that a request has been received for a 5 unit RV park behind Schiffy's Bar and Grill. He asked the utilities committee to work on this. Mr. Landry would like to check to see if the current RV park is exclusive and to check county ordinances.

Mayor/Chief Report

Mayor Bollinger thanked council for their generosity in helping Cadet Kyle Mack achieve his goal.

Minutes – none available

Financial Report

Motion was made by Kristen Zaidi, seconded by Beth Rowland, to approve the financial report. All were in favor. The motion carried.

Old Business

- On line bill pay

The office suggested using Muncipay for on line and credit card payments. It appeared to be the lowest cost to customers. The cost of the credit card reader would be \$229.

Motion was made by JeanAnn Tubbs, seconded by Kristen Zaidi, to approve the purchase of a credit card reader from MunciPay. Those in favor were Cummings, Landry, McCullen, Rowland, Tubbs, Watkins, and Zaidi. The motion carried.

- Property Maintenance Ordinance Revision

The solicitor had reviewed the proposed change to the property maintenance ordinance and provided his opinion concerning a new dilapidated property ordinance rather than changing the existing one. Council requested a draft of this ordinance.

- 5 Rivers Council

Connie Cummings reported that she had asked about using the community room for scouting, but understood that it may be difficult to tie up the room that often. They will find another location. Mayor Bollinger stated the Episcopal Church would sponsor the scouts and let them use the church.

Committee Reports

- Administrative Committee

The website upgrade is in progress, and council should soon see changes. Connie Cummings presented a banner stating "westfieldborough.org" for posting at the Municipal Building.

- Personnel Committee

The committee met with the union, employees and state mediator. Beth Rowland requested an executive session after the meeting for personnel discussions (negotiations).

- Planning/Fire Committee – nothing at this time

- Streets, Sidewalks, Buildings Committee

Roger Watkins reported on several issues. He had photos of a pole near Pizza N Stuff that is dangerous. A letter will be sent to the property owner. An area of sidewalk on the green bridge is separating from the surface. He has contacted PennDOT about this.

TASA Sidewalk Project

The sidewalk grant process is moving along. Mr. Watkins noted he received 14 maps and several pages of information from Jess Smith. Mr. Smith sent a cost estimate for the south side of Main Street including sidewalks, curbs and necessary walkways of \$917,000. It is necessary to follow federal guidelines for the grant which increases the cost. A phased project is proposed with Phase 1 to be the south side of Main Street, Phase 2 to be the north side of Main Street and possibly Phase 3 to be side streets accessing the others. Route 49 is designated as an unsafe walking path for the elementary school which will be used in the grant application. More discussion on sidewalks and future projects was held.

Motion was made by Beth Rowland, seconded by Kristen Zaidi, to approve proceeding with the TASA sidewalk grant application and having a phased plan for sidewalk improvements as outlined. Those in favor were Cummings, McCullen, Rowland, Tubbs, Watkins, Zaidi and Landry. The motion carried.

- Vehicle/Equipment Maintenance Committee

Connie Cummings presented council with research she conducted on OSHA requirements for equipment. Ms. Cummings noted several safety items that may be needed at the sewer plant. She cited some examples where OSHA was not followed in Florida.

- Grants Committee – nothing
- Utilities Committee – covered issues earlier in the meeting.

Visitors

Teresa Olofson approached council concerning her property at 265 Church Street. She stated the porch will be torn down by the end of summer. She explained the porch remained as the house was to be sold and the buyer requested the porch remain. However, the buyer backed out. She will be moving back into the home.

Ms. Olofson also discussed a break in at her Church Street property that occurred on June 19. She noted her shock when she was not notified by the borough police and her dissatisfaction with the police response to the break in. She added other break-ins had occurred in town and items stolen from her property were used in the subsequent break in. There was a second incident at her property, and she explained that she dealt with the state police in that incidence. A lengthy discussion of the issue took place. Mayor Bollinger responded to some of Ms. Olofson's statements.

Renee Verbjar stated something needs to be done about response time.

Cassie Adams also gave a report on the Church Street incident and police response.

Ms. Olofson asked about the vacant property ordinance. Council noted that it is still under review. Mr. Streeter added that the proposed vacant property ordinance puts the burden on the home owner and needs thorough examination.

Executive Session

An executive session for personnel (negotiations) will be held after adjournment with nothing to report.

Motion was made by Roger McCullen, seconded by Kristen Zaidi to adjourn the meeting.

The meeting adjourned at 7:45 p.m.

Lori Nelson
Secretary/Treasurer