

REGULAR MEETING OF THE WESTFIELD BOROUGH COUNCIL

July 8, 2025

Westfield Municipal Building

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

COUNCIL ABSENT: Danielle Pierce, Doug Rowland

OTHERS PRESENT: Craig & Michelle Emmons, Lacey Miles, Ed & Robin Presor, Mayor Faun James, Officer Kyle Mack, Lori Nelson

The meeting was called to order at 7:00 p.m. by council president Roger Watkins followed by the Pledge of Allegiance. Roll call of members found Danielle Pierce and Doug Rowland to be absent.

Visitors

Craig Emmons asked about the “sink hole” on High Street. He also asked about the retaining wall. Some discussion on the retaining wall and gravel removal was held.

Lacey Miles addressed council about a group she is involved in working with future first responders – fire and ambulance junior members in two counties. She would like to do a training working with hydrants for junior fire company members. This would be to get them comfortable turning the hydrants on and off. Ms. Miles explained a situation where the fire company came across a hydrant that was threaded backwards; she would like to have a project for the junior members where they mark the hydrants that are threaded backwards. She also asked permission to paint the remaining hydrants. Ms. Miles explained more about the program. Council agreed to the projects.

Sewer Rehab Project

Shawn Downey with Larson Design Group was not present but submitted three payment applications from Performance Pipelining Inc. (PPI) for approval.

Motion was made by Holly Zengerle, seconded by Mike James, to approve Payment Application #1 in the amount of \$16,681.23, Payment Application #2 in the amount of \$59,422.23, and Payment Application #3 in the amount of \$20,992.23 from PPI for the Route 349 sewer rehab project. Those in favor were Eldridge, James, Rowland, Zengerle and Watkins. The motion carried.

Mayor/Chief Report

Mayor James reported the Ash Bash will be held this Saturday with lots of activities at the old tannery lot.

Minutes

Motion was made by Mike James, seconded by Beth Rowland, to approve the minutes of the June 10, 2024 meeting as presented. Those in favor were Eldridge, James, Rowland, Zengerle and Watkins. The motion carried.

Financial Report

Mrs. Rowland had a question on the budget report – the sewer fund is showing in the red. Lori Nelson explained that the engineering fees for the sewer rehab project have not been reimbursed by PennVest yet, but hopefully will be soon.

Motion was made by Beth Rowland, seconded by Holly Zengerle, to accept the financial report and pay the bills. Those in favor were Eldridge, James, Rowland, Zengerle, and Watkins. The motion carried.

Old Business

- Garage and CVHS Athletic Field Request

Roger Watkins reported that there was a request from the school to have a drain in a new garage and connect to the sewer system. David Nudd was to explain. This will be tabled for further information.

A request was received from Larson Design Group for a letter of service for water and sewer to the proposed athletic fields at the Cowanesque Valley High School. Beth Rowland stated that this was tabled last month due to the amount being paid by the township. She and Roger Watkins noted they are hesitant to sign due to the discrepancy with the township sewer rate. There was discussion on what is needed to move forward with a new township rate. This was tabled until more is known on updating the sewer rate.

- Equipment Bids

No bids were received on the advertised equipment. Derek Eldridge felt that at most the equipment was worth \$450 for all of it except the John Deere mower and felt it would not be wise to spend more on advertising. Council agreed to sell the roller and spreader and to re-advertise the JD mower.

Administrative Committee

Mrs. Rowland noted that the ServPro bill is still in limbo. It will be tabled until Doug Rowland is able to talk with ServPro headquarters.

Personnel Committee

Roger Watkins updated council on David Nudd's request for part-time summer help. The union was contacted. It would be too late in the year now to advertise and hire someone. He suggested this be looked at early next year.

Planning Committee

Mike James commented on the work to be done by the group Lacey Miles mentioned. Mr. James would like to see the hydrants flow tested; it has not been done since 2016 and should be done every 5 years.

A resolution is needed to set a permit fee for having a travel trailer on a lot while constructing a new home. Derek Eldridge asked if they would be hooked to town water and if it would be metered. Holly Zengerle suggested a fee of \$100.00.

Motion was made by Holly Zengerle, seconded by Mike James, to set the permit fee to allow a travel trailer on a lot during construction of a home at \$100.00 and to adopt Resolution No. 2025-362 setting the fee. Those in favor were Eldridge, James, Rowland, Zengerle, and Watkins. The motion carried.

RESOLUTION NO. 2025-362
A RESOLUTION BY THE BOROUGH OF WESTFIELD, TIOGA COUNTY,
PENNSYLVANIA TO SET FEES FOR A SPECIAL PERMIT
ALLOWING THE PARKING OF AND HOOKING UP OF WATER,
SEWER, ELECTRICAL AND FUEL TO A TRAVEL TRAILER WHEN
ACTIVELY CONSTRUCTING A DWELLING

WHEREAS, Ordinance No. 345, Section 3, Part 4, allows for the parking of a travel trailer to be used for living quarters during active construction of a dwelling;

WHEREAS, the property owner has a permit to construct said dwelling;

WHEREAS, the travel trailer will be located adjacent to the dwelling being constructed for temporary living quarters for a period not to exceed six (6) months; and

WHEREAS, a fee must be established for said permit;

NOW THEREFORE BE IT RESOLVED by the Borough Council of the Borough of Westfield, Tioga County, Pennsylvania, that the fee for the parking of a travel trailer to be used for temporary living quarters on the lot during active construction for a period of six (6) months at \$100.00.

Streets, Buildings, Sidewalks Committee

Roger Watkins explained PEMA hazard mitigation suggested flood barriers for the municipal building doors. An estimate was obtained and sent to PEMA. Holly Zengerle suggested concrete barriers around the building instead of barriers on the doors. More discussion was held on the type of barriers. Council agreed to go with the door barriers.

Lori Nelson reported that reimbursements have been received from FEMA.

Vehicle & Equipment Committee

Derek Eldridge reported that the welder does not work very good, and Dave Nudd has been using his personal welder. He would like to see it replaced with a decent one. Some prices were obtained; the committee recommends purchasing the Ridgid from Home Depot for \$699. Mr. James asked if this included gas and wire; Eldridge explained no it does not.

Motion was made by Holly Zengerle, seconded by Derek Eldridge, to purchase a welder for the shop with the cost to be approximately \$700 with an additional \$100 for accessories. Those in favor were Eldridge, James, Rowland, Zengerle and Watkins. The motion carried.

Roger Watkins brought up the possible need for a sickle bar mower, especially for High Street, Mill Street and Stone Quarry Road. The areas are done with a weedeater right now. Discussion on this was held. The committee will do further research and consider for the future.

Utilities Committee – nothing at this time

Grants & Loan Committee

Holly Zengerle noted the CDBG monies have been changed from sewer rehab to streambank restoration.

There was discussion on the need for debris clean up. Faun James noted the brush on Route 49 needs to be cut in order to get near the debris along the river bank; she will contact Penn DOT.

Roof Project

The roof project has been advertised. A special meeting will be held July 29 to review and possibly award bids.

Visitors

Ed Presor asked what happened with High Street. The street is getting worse from the reservoir to the end of pavement. Council noted the committee met with PA DOT who provided an estimate on repairs. The gas and oil company has been notified.

Ed Presor asked if the county is working on repairing the streams. Further discussion on streambanks and funding for flood restoration was held.

Roger Watkins noted he had spoken to Kristin Hamilton with Develop Tioga about the drain near Presor's. She stated it is not on Develop Tioga property.

Beth Rowland reported on ATV's going past her house – their speed was okay and not as noisy as she thought but no helmets. Roger Watkins added he felt they were respectful and no speeding. Mike James reported that Route 49 is now open for ATV's and signs are up. He thanked Craig Emmons for his help in putting up the signs and poles.

The meeting adjourned at 8:03 p.m.

Lori Nelson
Secretary/Treasurer