

REGULAR MEETING OF THE WESTFIELD BOROUGH COUNCIL
June 13, 2023
Westfield Municipal Building

COUNCIL PRESENT: Roger Watkins, Kristen Zaidi, JeanAnn Tubbs, Constance Cummings, Denis Landry, and Elizabeth Rowland

COUNCIL ABSENT: Roger McCullen

OTHERS PRESENT: James Streeter, Mayor Gail Bollinger, Robin and Ed Presor, Andrew Adams, Kyle Mack, and Theresa McCullen

The meeting was called to order at 7:00 p.m. by Council President Denis Landry. The pledge of allegiance was said and a roll call was taken. Roger McCullen was absent.

Mayor/Police Chief Report

Mayor Gail Bollinger introduced Cadet Kyle Mack to the Council. She also announced that Adam Wensel has re-applied for a part-time police position with the department. He had just recently left the department; however, his circumstances have changed and he will be available for more shifts now. She recommends re-hiring him.

Andrew Adams is recommending the Borough send a letter to the Senate regarding new OSHA requirements that would have a significant impact on local fire departments. He explained that the new requirements would be a hardship for small departments like ours.

Mr. Adams reported that he is working with residents and property owners on mowing and cleaning up properties within the Borough.

Minutes

Motion was made by Jean Ann Tubbs and seconded by Kristen Zaidi to approve the minutes of the May 9, 2023 meeting. All were in favor; the motion was carried

Finance Report

Motion was made by Elizabeth Rowland and seconded by Kristen Zaidi to approve the financial report as presented. All were in favor; the motion was carried.

Old Business

- Travel Trailer Ordinance

A public hearing was called for anyone with comments on the proposed travel trailer ordinance. No one from the public had any comments or questions.

- Mural Project

Kristen Zaidi reported that the mural cannot be placed on the municipal building as originally thought because it just won't work there. The committee will be holding their first meeting June 14th and hopefully a new location will be found.

- DPW Employee

Denis Landry brought up that Sha Zaidi has completed his probationary period and needs to be moved up from temporary to the next level of public works employee in the contract with a raise.

Motion was made by JeanAnn Tubbs and seconded by Roger Watkins to approve the appropriate raise for Shahid Zaidi and move him from temporary to permanent since he has completed his probationary period. All were in favor; the motion was carried.

Committees

Administrative & Finance Committee

Constance Cummings would like several changes made to the Borough's website to give it more transparency with the public. She would like to see a link for the budget and have all Borough ordinances on the website. She thinks we need more people looking at the website. Ms. Cummings is purchasing a banner advertising the website.

Roger Watkins brought up that if too much is added to the site, it may slow it down. Other council members don't feel high traffic should be an issue.

Motion was made by Beth Rowland and seconded by Roger Watkins to approve the additions to the Borough website as proposed by Constance Cummings. Those in favor were Cummings, Rowland, Tubbs, Watkins, Zaidi, and Landry. The motion was carried.

Ms. Cummings would like to have the Five Rivers Scouts of America on the next agenda.

- Personnel/Negotiations Committee

An application has been received from Adam Wensel. He recently resigned, but he is now able to work shifts again.

Motion was made by Kristen Zaidi and seconded by Roger Watkins to hire Adam Wensel as a part-time police officer. Those in favor were Rowland, Tubbs, Watkins, Zaidi, Cummings, and Landry. The motion was carried.

A draft agreement has been drawn up between the Borough and police cadet Kyle Mack. An email has been received from the solicitor regarding expenses, not allowing the cadet to use any Borough vehicles, issues with insurance and liability issues. It was stressed that Mr. Mack is not an employee of the Borough yet. Council members would like to give money for expenses, gas, meals, etc. Council members discussed different figures. Gail Bollinger noted that the grant covered tuition, and a lump sum would be over and above. In the agreement Mr. Mack would be required to work for the Borough for 36 months.

Mrs. Rowland asked Council if the committee should take the agreement back to revisit it. JeanAnn Tubbs would like to pay Mr. Mack for the four weeks he has already attended the academy.

Motion was made by JeanAnn Tubbs and seconded by Beth Rowland to contact the solicitor as soon as possible regarding the cadet agreement with Kyle Mack and to pay him approximately \$400/week for expenses. Those in favor were Tubbs, Watkins, Zaidi, Cummings, Rowland, and Landry. The motion was carried.

There was a lengthy discussion about the amount that should be paid to Mr. Mack for expenses and the fact that he does not get a paycheck yet. In the discussion it was brought up that the uniform expense has already been figured in to the amount they want to give him.

Motion was made by JeanAnn Tubbs and seconded by Kristen Zaidi to reimburse Kyle Mack at least \$400 for his uniform. Those in favor were Watkins, Zaidi, Cummings, Rowland, Tubbs, and Landry. The motion was carried.

- Travel Trailer Ordinance

A motion is needed to pass the proposed travel trailer ordinance.

Motion was made by Roger Watkins and seconded by Kristen Zaidi to approve the travel trailer ordinance as advertised. Those in favor were Zaidi, Cummings, Rowland, Tubbs, Watkins, and Landry. The motion was carried.

Streets, Sidewalks & Buildings

- Street Work Bids

The following bids were received for this year’s street work:

| | |
|---------------------------------|--------------|
| 1. HRI | \$ 82,723.40 |
| 2. Glen O. Hawbaker, Inc. | \$ 83,155.00 |
| 3. Nelson-Streeter Construction | \$111,107.00 |

Motion was made by Roger Watkins and seconded by Beth Rowland to accept the apparent low bid of HRI in the amount of \$82,723.40 for 2023 street work. Those in favor were Cummings, Rowland, Tubbs, Watkins, Zaidi, and Landry. The motion was carried.

Mr. Watkins announced the tentative date to speak with NTRPDC is July 22 regarding the sidewalk grant.

Vehicle Maintenance

Constance Cummings brought up a request to purchase a new cinder spreader in the amount of \$6,477 which is in the budget. She also brought up a request to purchase a trimmer in the amount of \$399.99 and a pole saw for \$689.99; these two items are “wish list” items and are not budgeted but Ms. Cummings feels they are needed.


Motion was made by Constance Cummings and seconded by Beth Rowland to purchase the trimmer in the amount of \$399.99 and the pole saw for \$689.99 which are not in the budget. Those in favor were Rowland, Tubbs, Watkins, Zaidi, Cummings, and Landry. The motion was carried.

Motion was made by Kristen Zaidi and seconded by JeanAnn Tubbs to approve the purchase of a new cinder spreader in the amount of \$6,477. Those in favor were Tubbs, Watkins, Zaidi, Cummings, Rowland, and Landry. The motion was carried.

Adjournment

Motion was made by JeanAnn Tubbs and seconded by Kristen Zaidi to adjourn at 8:11 p.m. All were in favor; the motion was carried.

The meeting was adjourned at 8:11 p.m.


Theresa McCullen, Assistant Secretary