

REGULAR MEETING OF THE WESTFIELD BOROUGH COUNCIL
November 12, 2024
Westfield Municipal Building

COUNCIL PRESENT: Roger Watkins, Michael James, Danielle Pierce, Douglas Rowland, Elizabeth Rowland, Holly Zengerle

COUNCIL ABSENT:

OTHERS PRESENT: Garrett Bailey, Carson Kemp, David Kemp, Derek Eldridge, Shawn Downey, James Streeter, Craig & Michelle Emmons, Mayor Faun James, Lori Nelson, Chief Andrew Adams

The meeting was called to order by council president Roger Watkins. The Pledge of Allegiance was given. A roll call of members found all to be present. The visitors were addressed.

Visitors

- Larson Design Group

Shawn Downey with Larson Design Group addressed council on several projects. A Consultant Approval Package has been submitted to PennDOT for the Route 349 project. He noted this should be 75% reimbursable.

Bids were received for the Route 349 Sewer Rehab Project. One bid was received from Performance Pipelining, Inc. (PPI) in the amount of \$650,548.00. This bid was under budget and Shawn Downey would like to do a change order to do additional sewer lining with the remaining grant funds. This would also require additional engineering fees of \$8,600.

Motion was made by Danielle Pierce, seconded by Holly Zengerle, to approve the Notice of Award for Performance Pipelining Inc. in the amount of \$650,548 for the Church Street Sewer Rehab Project. Those in favor were James, D. Rowland, E. Rowland, Pierce, Zengerle and Watkins. The motion carried.

Motion was made by Beth Rowland, seconded by Doug Rowland, to approve Design Change Order #1 for engineering services by Larson Design Group for the additional sewer sections to the Church Street Sewer Rehab Project in the amount of \$8,600.00. Those in favor were James, D. Rowland, E. Rowland, Pierce, Zengerle and Watkins. The motion carried.

Motion was made by Holly Zengerle, seconded by Mike James, to approve Construction Change Order #1 to add additional sewer sections to the Church Street Sewer Rehab Project with an increase of \$118,743.00. Those in favor were James, D. Rowland, E. Rowland, Pierce, Zengerle and Watkins. The motion carried.

Mr. Downey reported on the LSA Grant. The borough applied the end of 2023 for Sewer Rehab Project #3 and was awarded \$981,470 for approximately 2900 linear feet of sewer lining, rehabilitation of approximately 50 laterals, installations of clean outs, and the rehabilitation of 12 manholes. The engineering proposal was presented for approval. Mr. Downey noted they will

approach the contractor for Sewer Rehab Project #2 to see if they can do this project under CoStars.

Roger Watkins asked the location of these lines. It will be areas on the west side of the borough.

Motion was made by Danielle Pierce, seconded by Holly Zengerle, to approve the engineering contract with Larson Design Group for Sewer Rehab Project No. 3 in the amount of \$86,000. Those in favor were James, Pierce, D. Rowland, E. Rowland, Zengerle and Watkins. The motion carried.

Faun James asked when this project would be done and if it would coordinate with the work being done by PennDOT. Mr. Downey noted it would be in the spring when it warms up and should be completed before the paving as PennDOT will do drainage work first.

Shawn Downey commented on the CDBG grant funding. The grants were initially approved for sewer rehab but may possibly be changed to river rehab. Larson Design Group is waiting for information from the county in order to complete cost studies for the rivers.

Public Comment

Craig Emmons thanked council for passing the ATV Ordinance. He volunteered to help put up signs when they arrive.

Mayor/Police Report

Mayor James reported the food bank is open again. November 23 the Baptist Church will have the free Thanksgiving dinner. December 13 will be the Christmas Parade.

Chief Adams reported on teenagers loitering at Davis Park and vandalism in the park. He would like to see working cameras at the park. Officer Mack is getting information on cameras and will bring it to the committee.

Minutes

Motion was made by Beth Rowland, seconded by Doug Rowland, to approve the minutes of the October 8, 2024 meeting as presented. Those in favor were James, Pierce, E. Rowland, D. Rowland, Zengerle and Watkins. The motion carried.

Financial Report

Motion was made by Beth Rowland, seconded by Doug Rowland, to accept the financial report. Those in favor were James, Pierce, E. Rowland, D. Rowland, Zengerle and Watkins. The motion carried.

Gravel Removal

Roger Watkins reported the crew is still working in the Riverside Park area removing gravel. Additional discussion on gravel removal and the rivers was held.

TCAB

The Tioga County Association of Boroughs Christmas gathering will be December 18 in Wellsboro. Let the office know if you wish to attend.

Resignation

A letter of resignation was received from Constance Cummings.

Motion was made by Mike James, seconded by Holly Zengerle, to accept the resignation of Constance Cummings. Those in favor were James, Pierce, D. Rowland, E. Rowland, Zengerle and Watkins. The motion carried.

Computer

Lori Nelson noted her desktop is old and a laptop would have been very helpful during the flood.

Motion was made by Holly Zengerle, seconded by Doug Rowland, to approve the purchase of a laptop computer and accessories for Lori Nelson in the amount of \$1,267. Those in favor were James, Pierce, D. Rowland, E. Rowland, Zengerle and Watkins. The motion carried.

PennVest

Motion was made by Danielle Pierce, seconded by Beth Rowland, to appoint Eckert, Seamans, Cherin & Mellott, LLC as bond counsel and to appoint Cox, Stokes & Lantz, PC as Solicitor for the PennVest Funding Offer for the sewer rehab project and to authorize signing of the engagement letters. Those in favor were James, Pierce, D. Rowland, E. Rowland, Zengerle and Watkins. The motion carried.

Tioga County Lighting Ordinance

Tioga County has adopted a lighting ordinance. A copy is on file in the office. Discussion was held. There was also discussion on changing to LED street lights and how bright they might be. It was suggested to start with the business district.

Federal Surplus

Motion was made by Holly Zengerle, seconded by Danielle, to renew the participation in the Federal Surplus Property Program. Those in favor were James, Pierce, E. Rowland, D. Rowland, Zengerle and Watkins. The motion carried.

Resignation

A letter of interest to fill the vacancy left by the resignation of Constance Cummings was received from Derek Eldridge.

Motion was made by Danielle Pierce, seconded by Mike James, to appoint Derek Eldridge to fill the vacancy left by the resignation of Constance Cummings and adopt Resolution No. 2024-355 appointing the same. Those in favor were James, Pierce, D. Rowland, E. Rowland, Zengerle and Watkins. The motion carried.

RESOLUTION NO. 2024-355

A RESOLUTION TO FILL A VACANCY ON COUNCIL

WHEREAS, a vacancy in the office of Councilmember of the Borough of Westfield, County of Tioga, Pennsylvania, has occurred due to a resignation; and

WHEREAS, Section 901 (53 PS §45901) of the Borough Code provides that the borough shall fill such vacancy by resolution within thirty (30) days by appointing a registered elector of the borough (who has also resided one year continuously prior to the date of appointment) or by the Vacancy Board within 15 days after the 30 days to hold such office until the first Monday in January after the first Municipal Election occurring more than sixty (60) days after the vacancy occurs at which election and eligible person shall be elected to the office for the remainder of the term;

WHEREAS, the next Municipal Election will be held in November 2025;

NOW THEREFORE BE IT RESOLVED that Derek Eldridge, a registered elector of the Borough of Westfield, Tioga County, Pennsylvania, is hereby appointed to the office of councilmember of the Borough of Westfield to serve until the first Monday in January following the next municipal election.

FURTHER BE IT RESOLVED that there shall be elected at the next Municipal Election, which shall occur in November 2025, a qualified elector of the Borough of Westfield to hold such office.

RESOLVED this 12th day of November, 2024.

2025 Budget

Beth Rowland reported that the committee met and reviewed the proposed budget. She noted money is pretty tight. A 3% increase in sewer rates is proposed. There is a need to hire someone to train but the funds are not available right now. Roger Watkins noted it is important to train an operator soon. The committee noted they will review this need moving forward. Doug Rowland suggested fund raisers. Further discussion was held.

Motion was made by Doug Rowland, seconded by Danielle Pierce to approve the proposed budget for advertisement. Those in favor were James, Pierce, D. Rowland, E. Rowland, Zengerle and Watkins. The motion carried.

The proposed sewer rate increase was discussed. Three percent has been proposed, about \$2.00 per household and \$2.50 per resident monthly. Doug Rowland noted this is \$24.00 per year for most households.

Motion was made by Beth Rowland, seconded by Doug Rowland, to approve a 3% increase in sewer rates for 2025. Those voting yes were Doug Rowland, Beth Roland and Roger Watkins. Those voting no were Mike James, Danielle Pierce and Holly Zengerle. Mayor Faun James voted no. The motion was defeated

Several councilmembers noted they want the township to start paying their share. Then look at raising for borough residents. Further discussion on raising township rates was held.

Insurance Proposal

The committee met with Stevens Lambert of Gannon Associates. He presented the insurance proposal for 2025. There was an increase of about \$5300 from last year proposed by Selective Insurance. Mr. Lambert will obtain a quote from Astra to see if it is lower than Selective. Mr. Lambert has had good experience with both companies. AmTrust submitted a quote for workers' compensation and municipal liability.

Motion was made by Danielle Pierce, seconded by Holly Zengerle, to accept the proposals from Gannon Associates for workers' compensation and municipal liability with AmTrust and for the package policy with Selective Insurance totaling \$84,468 or lower if another reputable carrier is

found. Those in favor were James, Pierce, D. Rowland, E. Rowland, Zengerle and Watkins. The motion carried.

Personnel Committee

Holiday bonuses for employees was discussed. Last year it was \$100 due to the quarterly bonuses and prior years it was \$250.

Motion was made by Mike James, seconded by Holly Zengerle, to approve \$250 holiday bonuses for full-time employees. Those in favor were James, Pierce, D. Rowland, E. Rowland, Zengerle and Watkins. The motion carried.

Planning/Fire Committee

Mike James reported the committee met and made a few changes to the Emergency Plan Connie Cummings had worked on. They will meet to finalize the changes. Beth Rowland noted Connie would like to meet with the committee on how she developed the plan. Mrs. Rowland asked them to meet with her as a courtesy. The committee will take that request on advisement

The 2025 Fire Agreement was presented. There is an increase of \$1,003.34 from 2024.

Motion was made by Holly Zengerle, seconded by Mike James, to approve the 2025 Fire Protection Agreement with Crary Hose Company. Those in favor were James, Pierce, D. Rowland, E. Rowland, Zengerle and Watkins. The motion carried.

Streets Committee

Roger Watkins reported that the picnic tables at Riverside Park were lost during the flood. The CVHS shop classes agreed to build the tables if materials are provided. Mr. Boyer estimated the cost for 12 tables at \$1500.

Motion was made by Mike James, seconded by Danielle Pierce, to approve the cost of materials for picnic tables at Riverside Park. Those in favor were James, Pierce, D. Rowland, E. Rowland, Zengerle and Watkins. The motion carried.

An update on the municipal building repair was given. The repair will be advertised with the hope to have bids back for the December 10 meeting.

The bill from ServePro was discussed. Some suggested contacting the Better Business Bureau.

Vehicles/Equipment Committee

Roger Watkins reported that the check from the insurance for equipment lost during the flood has been received. David Nudd has started a list of items he would like to have replaced, including chain saws, roller and a small generator. Prices were obtained on these items.

Prices for a replacement roller were obtained:

- | | |
|-----------------------------------------------------------|-----------------------|
| 1. Cleveland Brothers for a Caterpillar CB 107 | \$34,985.00 |
| 2. Stephenson Equipment Inc. – John Deere Bomag BW 900-50 | \$22,507.25 +shipping |
| 3. Five Star Equipment – John Deere Bomag BW 900-50 | \$21,900.00 |

The roller quotes will be reviewed. They are CoStars pricing. There was a question on warranties.

Utilities Committee

Dave Nudd reported to council that there is a ditch on Mill Street that has filled with gravel since the flood. He cannot reach portions of it with borough equipment and asked to hire Eldridge Excavating to clean the ditch.

Motion was made by Danielle Pierce, seconded by Holly Zengerle, to hire Eldridge Excavating to clean a ditch on Mill Street. Those in favor were James, Pierce, D. Rowland, E. Rowland, Zengerle and Watkins. The motion carried.

Equipment

Motion was made by Holly Zengerle, seconded by Mike James, to allow David Nudd to purchase 2 (two) Stihl chain saws from Mahaley Equipment with the price not to exceed \$1,500.00 and to purchase a small generator from Home Depot for \$386. Those in favor were James, Pierce, D. Rowland, E. Rowland, Zengerle, and Watkins. The motion carried.

Utilities

The DPW had met with some representatives about issues with alarms and other issues at the WWTP. There appears to be a problem in the setup of the SCADA program. The company has changed hands and must be under contract to make any changes to the program. A one year maintenance agreement with CoStream is \$6,000.

Motion was made by Danielle Pierce, seconded by Holly Zengerle, to approve a one year contract with CoStream for remote operations and code management optimization at the WWTP. Those in favor were James, Pierce, D. Rowland, E. Rowland, Zengerle, and Watkins. The motion carried.

Grant Committee

Holly Zengerle gave updates on upcoming grants. A 2024 CDBG application was submitted for sidewalks along the south side of West Main Street. The committee will work on an LSA Grant to be submitted by November 30 for sidewalks and park revitalization.

Visitors

The visitors did not have anything at this time.

The meeting adjourned at 8:30 p.m.

Lori Nelson, Secretary/Treasurer