

REGULAR MEETING OF THE WESTFIELD BOROUGH COUNCIL  
November 12, 2025  
Westfield Municipal Building

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

COUNCIL ABSENT: Danielle Pierce, Elizabeth Rowland

OTHERS PRESENT: Mayor Faun James, David Nudd, Mike Hale, Lori Nelson

The meeting was called to order at 7:00 p.m. by Council President Roger Watkins followed by the Pledge of Allegiance. A roll call of members found Danielle Pierce and Beth Rowland to be absent. The visitors were addressed.

Visitors

- Mike Hale

Mike Hale is a forester and approached council about doing a select timber harvest of the dump property on Mill Street. He is recommending a timber harvest on approximately 10 acres where there is large oak mortality due to spongy moth defoliation and frost mortality. Access would be through the Mt. Pleasant cemetery and an adjoining property. The adjacent landowner, Robert Bratek, has requested a timber harvest and Mr. Hale proposed a cooperative harvest with the borough. They would be bid together. He further explained the project. Mr. Hale explained that previous boards had rejected any road building on the former dump property so it limits when a harvest can be done. There was some discussion.

Motion was made by Holly Zengerle, seconded by Doug Rowland, to move forward with the timber harvest with Hale Forestry. Those in favor were Eldridge, James, Rowland, Zengerle and Watkins. The motion carried.

Mr. Hale provided information on terms and a time line. He will have a written contract for council to review and sign.

- Dave Nudd

Dave Nudd brought up the need to shut down the main water lines on Route 349 and 49 when PA DOT does the drainage work. He has obtained quotes for the work. Quotes are for inserta-valves and line stops. Dave Nudd explained the two types of valves. The inserta-valve costs more but there are additional costs with the line stops. There was an extensive discussion on the valves, the need to bid, and the work proposed by PA DOT.

- Larson Design Group

Shawn Downey was not present but sent information for two projects. LDG submitted a proposal for the streambank project using CDBG funds. The estimated cost for design/permitting will be \$13,380 and \$8,000-\$15,000 to prepare bid documents, bidding and construction administration.

Motion was made by Holly Zengerle, seconded by Mike James, to accept the proposal from Larson Design Group for design, permitting, bidding and construction administration for the streambank restoration project with Community Development Block Grant funds. Those in favor were Eldridge, James, Rowland, Zengerle and Watkins. The motion carried.

Payment Application #7 for Performance Pipelining was submitted.

Motion was made by Mike James, seconded by Derek Eldridge, to approve Payment Application #7 from Performance Pipelining in the amount of \$63,757.12. Those in favor were Eldridge, James, Rowland, Zengerle and Watkins. The motion carried.

### Mayor Report

The mayor reported that Crary Hose Company is getting ready for the Christmas parade on December 5. She added that some school groups wanted to sell food on Main Street during the parade.

Holly Zengerle is having a coat drive. Mrs. James would like to add a tree for mittens, hats and gloves.

The parking meter covers were lost in the flood. Mayor James will work with Sue Streeter on covers for the meters similar to the fall decorations.

Chief Andrew Adams noted that tires are needed for the Tahoe. The CoStars price will be \$199.13 per tire. There was discussion on when tires were last purchased for the vehicle.

### Minutes

Motion was made by Doug Rowland, seconded by Holly Zengerle, to approve the minutes of the October 14, 2025 regular meeting and the October 28, 2025 special meeting as presented. All were in favor; no nay votes were cast. The motion carried.

### Financial Report

Motion was made by Doug Rowland, seconded by Holly Zengerle, to approve the financial report. All were in favor; no nay votes were cast. The motion carried.

### 2026 Budget

A proposed budget had been submitted to council. Discussion was held on the budget. Some figures have not been received such as the insurance. The proposed budget will be adjusted when the proposals are in. Doug Rowland noted that no millage increase is in the proposed budget. These adjustments will be made prior to advertisement.

Motion was made by Holly Zengerle, seconded by Doug Rowland, to advertise that the 2026 proposed budget is available. Those in favor were Eldridge, James, Rowland, Zengerle and Watkins. The motion carried.

### 2026 Tax Rate

Council discussed raising the 2026 real estate tax rate. Roger Watkins asked how council wished to proceed. Doug Rowland noted he would rather see a moderate increase as he feels we will be

in the same boat a year from now. Holly Zengerle asked if a town meeting is necessary to raise taxes. The 0.2 mil increase would be about \$25 per property.

Motion was made by Doug Rowland, seconded by Holly Zengerle, to advertise the 2026 Tax Rate Ordinance at 4.0 mils on real estate. Those in favor were Eldridge, James, Rowland, Zengerle and Watkins. The motion carried.

There was discussion on helping to fund the ambulance association. It was noted that a flat rate was more desirable than a millage rate. Council wished to see what other municipalities are doing.

#### Insurance Proposal

The insurance proposals were not available. The increasing cost and late timing of the proposals was discussed.

Motion was made by Holly Zengerle, seconded by Derek Eldridge, to allow the administrative-finance committee to meet with Gannon Associates and accept the best proposal for insurance coverage. All were in favor; no nay votes were cast. The motion carried.

Roger Watkins noted that he spoke to Wellsboro Borough about insurance; they have yet to receive the 2026 proposals.

#### TCAB

The Tioga County Association of Boroughs meeting will be held in Wellsboro on December 18. This will be the Christmas dinner. Let the office know if you wish to attend.

#### Administrative/Finance Committee

The UC Solvency Fee is due by December 3. It is \$675.99 for 2026. Council opted not to pay the solvency fee.

#### Personnel Committee

Motion was made by Holly Zengerle, seconded by Mike James, to give the full-time employees a holiday bonus of \$250.00. All were in favor; no nay votes were cast. The motion carried.

#### Fire/Planning Committee

Mike James reported that the hydrant at the fire training center has been turned off for the winter.

The 2026 fire contract has been received from Crary Hose Co. There is an increase of \$1,053.50 for 2026.

Motion was made by Mike James, seconded by Doug Rowland, to approve the 2026 fire contract with Crary Hose Company. Those in favor were Eldridge, James, Rowland, Zengerle and Watkins. The motion carried.

Streets/Building/Sidewalks Committee

Roger Watkins noted that most of the water valves in town don't work. Holly Zengerle asked if this is something that should be on a schedule. There was discussion on the aging infrastructure.

Vehicle/Equipment Committee

Derek Eldridge reported on the water main tapper. Dave Nudd has requested a new one in the budget. It is used very little and when they tried to use it recently it was found to have been damaged in the flood. The crew was able to borrow one from Knoxville and the new model works much easier.

Faun James reported that tires were purchased for the Tahoe in December 2023. It was noted that there will most likely be an extra charge for mounting the tires.

Motion was made by Derek Eldridge, seconded by Doug Rowland, to buy tires for the Chevy Tahoe at a cost of \$199.13 each. Those in favor were Eldridge, James, Rowland, Zengerle and Watkins. The motion carried.

Utility Committee

- 2026 Utility Rates

There was discussion on raising the sewer rate 3% as recommended by PennVest. This would be a \$2 per month increase. Lori Nelson gave an update on the Westfield Township billing.

Motion was made by Holly Zengerle, seconded by Derek Eldridge, to increase the sewer rate by 3% in 2026 and to advertise this for adoption. Those in favor were Eldridge, James, Rowland, Zengerle and Watkins. The motion carried.

Grant/Loans Committee

Holly Zengerle and Lori Nelson explained that Local Share Account Grant Applications are being prepared for two proposed projects. One is to replace aging police equipment and the other is for the municipal building roof. Authorized Officials Resolutions are needed for both and there is a \$100 application fee.

Motion was made by Doug Rowland, seconded by Mike James, to complete the Local Share Grant Application in the amount of \$26,451.38 for police equipment, to adopt an Authorized Official Resolution appointing Roger Watkins and Lori Nelson as signatories and to allow the \$100 application fee. Those in favor were Eldridge, James, Rowland, Zengerle and Watkins. The motion carried.

## AUTHORIZED OFFICIAL RESOLUTION

## LSA GRANT

BE IT RESOLVED, that the Borough of Westfield, Tioga County, hereby requests a Statewide Local Share Assessment Grant of \$26,451.38 from the Commonwealth Financing Authority to be used for a Rugged Tablet and Body-Worn Camera System for the police department.

BE IT FURTHER RESOLVED, that the Applicant does hereby designate Roger Watkins, President, and Lori Nelson, Secretary, as the officials to execute all documents and agreements between the Borough of Westfield and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

Motion was made by Derek Eldridge, seconded by Mike James, to complete the Local Share Grant Application in the amount of \$163,200 for replacement of the Municipal Building Roof, to adopt an Authorized Official Resolution appointing Roger Watkins and Lori Nelson as signatories and to allow the \$100 application fee. Those in favor were Eldridge, James, Rowland, Zengerle and Watkins. The motion carried.

AUTHORIZED OFFICIAL RESOLUTION  
LSA GRANT

BE IT RESOLVED, that the Borough of Westfield, Tioga County, hereby requests a Statewide Local Share Assessment Grant of \$163,200.00 from the Commonwealth Financing Authority to be used for replacement of the roof on the Westfield Municipal Building.

BE IT FURTHER RESOLVED, that the Applicant does hereby designate Roger Watkins, President, and Lori Nelson, Secretary, as the officials to execute all documents and agreements between the Borough of Westfield and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

Doug Rowland reported that the Episcopal Church is closing and donating funds to local groups.

Insurance Proposal

A renewal from AmTrust North America for workers' compensation has been received. The cost for 2026 is \$31,741. The wages for 2026 were updated in this proposal.

Motion was made by Holly Zengerle, seconded by Mike James, to accept the renewal from AmTrust North America for worker's compensation coverage. Those in favor were Eldridge, James, Rowland, Zengerle and Watkins. The motion carried.

The meeting adjourned at 8:35 p.m.

Lori Nelson  
Secretary/Treasurer