

REGULAR MEETING OF THE WESTFIELD BOROUGH COUNCIL

November 8, 2022

Westfield Municipal Building

COUNCIL PRESENT: Denis Landry, Wayne Boka, Roger McCullen, Beth Rowland, Roger Watkins, Kristen Zaidi

COUNCIL ABSENT: Joe Pond

OTHERS PRESENT: Kristin Hamilton, Stevens Lambert, David Shaffer, Hank Hosler, Lori Nelson, Gail Bollinger

The meeting was called to order at 7:10 p.m. by council president Denis Landry followed by the Pledge of Allegiance. A roll call of members found Joe Pond to be absent.

Insurance

Stevens Lambert with Gannon Associates presented the 2023 insurance proposal prior to the meeting. It was noted that some quotes on additional or increased coverage will be forthcoming.

Motion was made by Wayne Boka, seconded by Kristen Zaidi, to accept the proposal from Gannon Associates for insurance and worker's compensation for 2023. Those in favor were Boka, Landry, McCullen, Rowland, Watkins and Zaidi. The motion carried.

Public Comment for USDA Grant Application

Westfield Borough is proposing to apply to USDA Rural Development for a grant to help fund a new police vehicle. The borough is eligible for 55% funding. There were no public comments.

Motion was made by Roger Watkins, seconded by Roger McCullen, to apply to the USDA Rural Development for a grant to assist with the purchase of a new police vehicle. Those in favor were Boka, Landry, McCullen, Rowland, Watkins and Zaidi. The motion carried.

Visitors

- Martz Technologies

David Shaffer introduced himself. He and Hank Hosler addressed council concerning the SCADA unit at the sewer plant. Mr. Shaffer explained that the technology was included in the original contract and now they have a maintenance/subscription contract. Mr. Hosler explained the new type of maintenance contract for their software where they offer a cloud computing service. This allows them to customize and monitor the equipment as the system is used. The plant will run without a subscription to the cloud service but it can run better with it. The \$7800 fee for the first year of the service will be waived. Denis Landry asked for list of references.

- LDG

A report was submitted by Shawn Downey.

- Develop Tioga

Kristin Hamilton with Develop Tioga updated council on the tannery property. The cleanup is finished and the environmental tests came back clear. Mrs. Hamilton presented subdivision plans for four lots on the 18 acre parcel and explained each lot. The cut shop and office buildings were preserved. She noted that if Develop Tioga could not bring in a big employer they wanted to return it to local people who are vested in the area rather than a park or parking lot as many suggested. There are three items they are waiting for to close out the grant. Develop Tioga is asking for Council approval on the 4-lot subdivision. Then it will go to the county planning commission. Further information on the development was provided.

Mrs. Hamilton gave an update on the drainage issue and rights of way on the property.

Develop Tioga is hoping to work with communities on projects such as blighted properties. She talked about the Trailhead Building that is part of the Marsh Creek Trail Project and how it could be used by others not in Wellsboro. Mrs. Hamilton will attend a TCLGSA meeting next year. She also spoke on the proposed gas well lease and permit.

Motion was made by Wayne Boka, seconded by Beth Rowland, to approve the subdivision of the Develop Tioga lot (former Westan Property) into four lots. Those in favor were Boka, Landry, McCullen, Rowland, Watkins and Zaidi. The motion carried.

Police/Mayor Report

Chief Adams reported that qualifying of officers was held last Sunday. Patrolman Adam Wensel plans to resign the end of November. Officer Milfred Catherman may be moving to Virginia and has his farm up for sale. Mayor Bollinger voiced her concern about Chief Adams getting burned out.

Mayor Bollinger reported she is still receiving complaints about the camper on North Street. .
Mayor Bollinger received a complaint on the timing of the traffic signal.

There will be meeting held with Laurel Health Services on November 17 for community leaders. Some discussion on who is to attend and possible topics was held.

There was a discussion on the issues with Mountain Laurel Recovery and their proposal to build another dormitory. Chief Adams noted the biggest issue is the way they discharge patients. Denis Landry would like to request a meeting with Mountain Laurel.

Minutes

Motion was made by Beth Rowland, seconded by Roger Watkins, to approve the minutes of the October 11, 2022 council meeting. Those in favor were Boka, Landry, McCullen, Rowland, Watkins and Zaidi. The motion carried.

Financial Report

Motion was made by Wayne Boka, seconded by Beth Rowland, to approve the financial report. Those in favor were Boka, Landry, McCullen, Rowland, Watkins and Zaidi. The motion carried.

2023 Proposed Budget

Denis Landry gave some highlights of the proposed budget. The committee has assigned some items in the budget such as new community room flooring, cinder spreader and computers to surplus funds such as the building accounts, Act 13 monies and ARPA funds.

Motion was made by Roger Watkins, seconded by Kristen Zaidi, to approve the 2023 proposed budget for advertisement. Those in favor were Boka, Landry, McCullen, Rowland, Watkins and Zaidi. The motion carried.

Municipal Officials Meeting

A meeting of municipal officials will be held November 9, 2022 at the Tokishi Building in Wellsboro with presentations on the Tax Reassessment and critical status of EMT's. A discussion on ambulance calls was held.

Waiver of RE Tax Charges

The state has enacted Act 57 to waive additional charges if a tax notice was not received.

Motion was made by Beth Rowland, seconded by Wayne Boka, to approve the Waiver of Real Estate Tax Charges under Act 57 of 2022. Those in favor were Boka, Landry, McCullen, Rowland, Watkins and Zaidi. The motion carried.

Audit Proposal

Motion was made by Roger McCullen, seconded by Beth Rowland, to accept the proposal from Kirk, Summa & Co. LLP to perform the audit of records for 2022 with a cost not to exceed \$7,200 and to adopt Resolution No. 2022-336 appointing Kirk, Summa & Co. LLP as the independent auditor for the year ended December 31, 2022. Those in favor were Boka, Landry, McCullen, Rowland, Watkins and Zaidi. The motion carried.

RESOLUTION NO. 2022-336
A RESOLUTION APPOINTING AN INDEPENDENT AUDITOR
FOR THE BOROUGH OF WESTFIELD, TIOGA COUNTY,
COMMONWEALTH OF PENNSYLVANIA

WHEREAS, Ordinance No. 232 of the Borough of Westfield, Tioga County, Pennsylvania, has been enacted requiring the appointment of an independent auditor to examine the records of the Borough of Westfield; and

WHEREAS, an independent auditor needs to be appointed for the period January 1, 2022 to December 31, 2022:

NOW THEREFORE BE IT RESOLVED by the Borough Council of the Borough of Westfield, Tioga County, Pennsylvania, that the firm Kirk, Summa & Co., LLP, Certified Public Accountants, be appointed as the independent auditor for Westfield Borough for the period January 1, 2022 to December 31, 2022.

Copier

The office was informed toner can no longer be ordered for the copier. A quote for a replacement was submitted by the current supplier. More quotes will be obtained.

Agenda

Motion was made by Beth Rowland, seconded by Wayne Boka, to amend the agenda to include employee bonuses. Those in favor were Boka, Landry, McCullen, Rowland, Watkins and Zaidi. The motion carried.

Employee Bonus

Denis Landry noted that council has given a bonus of \$250 the last few years to all full-time employees.

Motion was made by Wayne Boka, seconded by Kristen Zaidi, to give full-time employees a \$250 holiday bonus. Those in favor were Boka, Landry, Rowland, Watkins, and Zaidi. Roger McCullen abstained from voting. The motion carried.

Personnel Committee

Motion was made by Beth Rowland, seconded by Roger Watkins, to accept Douglas Jackson's resignation effective October 13, 2022. Those in favor were Boka, Landry, McCullen, Rowland, Watkins and Zaidi. The motion carried.

Motion was made by Wayne Boka, seconded by Beth Rowland, to advertise the opening in the Department of Public Works due to the resignation of Douglas Jackson. Those in favor were Boka, Landry, McCullen, Rowland, Watkins and Zaidi. The motion carried.

Planning/Fire Committee

- Fire Contract

Kristen Zaidi reported that the contract with Crary Hose Company is about the same as last year with an increase in funding.

Motion was made by Kristen Zaidi, seconded by Wayne Boka, to accept the 2023 Fire Protection Agreement with Crary Hose Company. Those in favor were Boka, Landry, McCullen, Rowland, Watkins and Zaidi. The motion carried.

Kristen Zaidi reported the committee had some ideas on the ordinance for travel trailers. They are working on a final draft, and it will be sent to the solicitor for review.

Vehicle Maintenance Committee – nothing

Streets/Sidewalks/Buildings Committee

Chief Adams asked about the Cooper house on North Street. It has been knocked down and is now a pile; the property owner is cleaning it up on their own. He is concerned on how long this may take. Denis Landry requested a letter of information be sent to the owner letting them know they have 30 days to clean it up.

Grants/Loans Committee

Shawn Downey of Larson Design Group asked if council wished to pursue an application to the Small Water/Sewer Program; Mr. Downey had discussed it at the last meeting. Engineering fees will be approximately \$5,000. Council wished to go forward with the application.

Utilities Committee

- Sewer Rate Increase

During the financing of the sewer project it was recommended to increase rates 3% per year. Mr. Landry explained that this was included as part of the budget process. This would be a \$2 per month increase for 2023. There was discussion on the township rate.

Motion was made by Wayne Boka, seconded by Beth Rowland, to advertise a 3% increase in sewer rates for 2023. Those in favor were Boka, Landry, McCullen, Rowland, Watkins, and Zaidi. The motion carried.

- Leak Detector

The purchase of a leak detector is in the budget. A model was recommended by Pa. Rural Water Association for a cost of \$2,699.95.

Motion was made by Kristen Zaidi, seconded by Roger Watkins, to purchase a leak detector for a cost of \$2,699.95. Those in favor were Boka, Landry, McCullen, Rowland, Watkins and Zaidi. The motion carried.

Visitor Comments – noneCat Project Update

Beth Rowland reported on the cat project. A fund raiser was held this past weekend and made over \$1300. The first event will be held November 30.

Motion was made by Roger McCullen to adjourn the meeting.

Meeting adjourned at 8:45 p.m.

Lori Nelson
Secretary/Treasurer