

REGULAR MEETING OF THE WESTFIELD BOROUGH COUNCIL
November 9, 2021
Westfield Municipal Building

COUNCIL PRESENT: Gail Bollinger, Carissa Grossman, Denis Landry, Roger McCullen

COUNCIL ABSENT: Joe Pond, Shaunta Vahey, Roxann Weidman

OTHERS PRESENT: Mayor Beth Rowland, James Streeter, Shawn Downey, Chief Dale Niles, Lori Nelson

The meeting was called to order at 7:00 p.m. by president Gail Bollinger followed by the Pledge of Allegiance. A roll call of members found Joe Pond, Shaunta Vahey and Roxann Weidman to be absent. The visitors were addressed concerning agenda items.

Visitors

James Streeter asked council to put off destruction of the meeting cassette tapes for six months or a year. He asked council to have respect and honor the importance of local government and exempt these tapes from destruction.

Larson Design Group

Shawn Downey reviewed the monthly memo with council.

Four bids were received for the sewer rehab project #1. However, there was an issue with the low bid. Mr. Downey outlined the issues, and noted the company had good references. He is working with the CDBG grant administrator to see if they can accept the bid with the updated, corrected figures. He outlined three options: work out the prices with the low bidder; go to the next bidder; or re-bid the project. He hopes for a resolution and recommendation for the next meeting.

There may be funds left in the sewer rehab project after the lining and spot repairs. He is going to check to see if more locations can be added since it will be the same scope of work. Denis Landry asked if funds could be used for engineering; this would have to be done with request for proposals at the beginning of the project. Gail Bollinger asked if ARPA funds could be used for engineering fees.

On October 25 the plant was switched over to the new oxidation ditch. The demolition and cleaning of the tanks has started. The plant is running; there have been a couple minor issues.

- Payment Requests

Motion was made by Denis Landry, seconded by Carissa Grossman, to approve applications for payment from Lobar, Inc. in the amount of \$156,557.96, Tra Electric for \$73,041.99 and Elcon Technologies for \$30,970.00. Those in favor were Bollinger, Grossman, Landry, and McCullen. The motion carried.

- Change Order #4

In the process building, the trusses came with factory primer paint. It was in the project to paint the trusses. However, it was felt it was not needed since they have primer. A change order to decrease the project by \$3,436.66 for not painting the trusses is proposed. Denis Landry asked if this would be a heavy rust area. It is not; there are no exposed liquids in the building.

Motion was made by Carissa Grossman, seconded by Denis Landry, to approve Change Order No. 4 to remove field painting of the metal trusses in the new Process Building with a cost reduction of \$3,436.66. Those in favor were Bollinger, Grossman, Landry and McCullen. The motion carried.

- WWTP Water Line

It was discussed to replace the 4" water main line at the plant that has had several leaks. There are some funds left in the project that could cover this. Repairs to the Broughton Road do not appear to be needed, \$100,000 was budgeted for this, and contingency funds are left. An estimate of \$53,749.16 was received to do the work. It will need the approval of DEP and PennVest before proceeding.

Motion was made by Denis Landry, seconded by Carissa Grossman, to add the water line replacement to the upgrade project. Those in favor were Bollinger, Grossman and Landry. Mr. McCullen voted no. The motion carried.

- Change Order #5

Lobar has submitted a request for a 60-day time extension due to Covid issues. Mr. Downey did not feel this was unreasonable. There may be some additional engineering inspection fees as the agreement will end before the 60 day extension. He explained the engineering budget is doing well, but may not be enough for the full 60 days. It should not affect the time line for DEP.

Motion was made by Carissa Grossman, seconded by Roger McCullen, to approve Change Order #5 allowing Lobar a 60-day time extension due to delays associated with COVID-19. Those in favor were Bollinger, Grossman, Landry and McCullen. The motion carried.

Mayor/Chief Report

Mayor Rowland asked Chief Niles to give an update on cameras. Chief Niles explained he looked at the system Elkland Borough has. They have about 10 cameras in several locations for an estimated cost of \$10,000. They can be used as an investigative and security tool and it seemed to be a good system with good clarity. There is a quarterly fee and Wi-Fi is needed. Chief Niles will get an estimate on a similar system.

Gail Bollinger noted that Chief Dale Niles gave an excellent presentation at the TCAB dinner.

Minutes

Motion was made by Denis Landry, seconded by Carissa Grossman, to approve the minutes of the October 12, 2021 meeting as presented. Those in favor were Bollinger, Grossman, Landry and McCullen. The motion carried.

Financial Report

Motion was made by Denis Landry, seconded by Roger McCullen, to accept the financial report. Those in favor were Bollinger, Grossman, Landry and McCullen. The motion carried.

2022 Proposed Budget

Motion was made by Carissa Grossman, seconded by Denis Landry, to approve the 2022 proposed budget for advertisement. Those in favor were Bollinger, Grossman, Landry and McCullen. The motion carried.

Denis Landry commented that fund surplus has been used to balance the budget. This has been consistent for several years. He noted we may soon run out of funds and have to raise taxes.

2022 Tax Rate Resolution

The tax rate for 2022 will remain the same.

Motion was made by Carissa Grossman, seconded by Roger McCullen, to adopt Resolution 2021-331 setting the tax rate for 2022 at 7.25 mills. Those in favor were Bollinger, Grossman, Landry and McCullen. The motion carried.

RESOLUTION NO. 2021-331
A RESOLUTION OF THE BOROUGH OF WESTFIELD,
TIOGA COUNTY, COMMONWEALTH OF PENNSYLVANIA,
TO FIX THE REAL ESTATE TAX RATE FOR THE YEAR 2022

WHEREAS, Act 51 of 2019 amends the Borough Code, 8 Pa.C.S.A. §101 et seq., by establishing a new process for boroughs adopting an annual property tax rate that is not an increase from the previous year's property tax rate; and

WHEREAS, the Borough of Westfield, Tioga County, will not increase its real estate tax rate for the year 2022; and

WHEREAS, pursuant to section 1310.1 of the Borough Code, 8 Pa.C.S.A. §1310.1, the Borough is permitted to adopt its tax rates by resolution rather than ordinance,

NOW THEREFORE BE IT RESOLVED by the Council of the Borough of Westfield, Tioga County, Pennsylvania:

That a tax be and the same is hereby levied on all real property within the Borough of Westfield subject to taxation for the year 2022 as follows:

SECTION 1. Tax rate for general borough purposes, the sum of 7.25 mills on each dollar of assessed valuation or \$0.725 on each one hundred dollars of assessed valuation.

SECTION 2. That any resolution, or parts of resolution, conflicting with this resolution be and the same is hereby repealed insofar as the same affects this resolution.

SECTION 3. This resolution shall become effective January 1, 2022.

DULY ADOPTED this _____ day of _____, 2021 by the Council of the Borough of Westfield, Tioga County, Pennsylvania, in lawful session duly assembled.

Auditor Appointment

Motion was made by Denis Landry, seconded by Carissa Grossman, to appoint Kirk, Summa & Co. as the independent auditor for the year 2021 and to adopt Resolution 2021-330 appointing Kirk, Summa & Co. Those in favor were Bollinger, Grossman, Landry and McCullen. The motion carried.

RESOLUTION NO. 2021-330
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, 2021 to December 31, 2021:

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, 2021 to December 31, 2021.

Insurance Proposal

Gail Bollinger noted that last month the insurance proposal was accepted but was for the prior year. The 2022 proposal has been received from Gannon Associates.

Motion was made by Roger McCullen, seconded by Carissa Grossman, to accept the insurance proposal from Gannon Associates for 2022 for the amount of \$51,639. Those in favor were Bollinger, Grossman, Landry and McCullen. The motion carried.

ARPA Account

A new bank account is needed for the American Rescue Plan Act funds. The funds can only be used for specified items.

Motion was made by Roger McCullen, seconded by Carissa Grossman, to open a new bank account for the American Rescue Plan Act funds. Those in favor were Bollinger, Grossman, Landry and McCullen. The motion carried.

TCAB

The TCAB dinner for December in Wellsboro has been cancelled.

Records Disposal and Disposition Resolution

Mrs. Bollinger noted that James Streeter objected to the disposal of the cassette tapes.

Motion was made by Denis Landry, seconded by Roger McCullen, to adopt Resolution No. 2021-332 disposing of the records listed. Those in favor were Bollinger, Grossman, Landry and McCullen. The motion carried.

RESOLUTION NO. 2021-332
A RESOLUTION FOR THE DISPOSITION OF RECORDS
OF THE BOROUGH OF WESTFIELD, TIOGA COUNTY, PENNSYLVANIA

WHEREAS, by virtue of Resolution No. 2000-191, adopted April 12, 2000, the Westfield Borough declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved December 16, 2008; and,

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality;

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Westfield, Tioga County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

Financial

| | |
|------------------|--|
| Cancelled checks | 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008 |
| Deposit slips | 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014 |
| Receipt Books | 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2001, 2012, 2013, 2014 |

Payroll

| | |
|------------------------|-------------------|
| Payroll Voucher Checks | 1998 through 2014 |
| Time Sheets | 2000 through 2014 |

Water/Wastewater

| | |
|----------------------------|-------------------|
| Water bill receipts | 2000 through 2013 |
| Utility billing records | 2000 through 2013 |
| Delinquent letters/reports | 2000 through 2013 |

Administrative

Cassette tapes – recordings of meetings 1980's through 2017 (3 boxes)

RESOLVED this _____ day of _____, 2021

Streets, Sidewalks, Buildings Committee

Roger McCullen reported the streets are paved and look good.

Utilities Committee

There is an update in the low price for the 5" line stop. Due to the travel, it is \$8,500.

Denis Landry noted that an ordinance will be prepared for the next meeting for the new sewer rates. They are scheduled to increase 18%, or \$10 per month.

Motion was made by Roger McCullen, seconded by Denis Landry to adjourn the meeting.

The meeting adjourned at 7:50 p.m.

Lori Nelson
Secretary/Treasurer